

भा. कृ. अनु. प. - राष्ट्रीय केला अनुसंधान केंद्र
ICAR - National Research Centre for Banana
 तिरुचिरापल्ली तामिलनाडु Tiruchirappalli Tamil Nadu

F.No.9(215)/2025-Estt./

Date: 31.07.2025

Advertisement No.15/2025

Applications are invited to engage 01 (One) **Office Assistant** purely on contractual basis **under the ICAR - National Agriculture Innovation Fund (NAIF) scheme - Component II (ABI)",** at ICAR - NRC for Banana, Tiruchirappalli - 620 102. Eligible candidates are requested to submit their applications in the **enclosed proforma with self attested copies of educational qualification / experience certificates** etc., through email to nrcbrecruitment@gmail.com **on or before 16.08.2025.**

After screening of applications, the shortlisted candidates will be informed of the date & mode of interview through email.

Name of the post	:	Office Assistant
Duration of the Project	:	Upto 31.03.2026
Number of Post	:	One
Remuneration	:	Rs.15,000/- (consolidated) per month
Essential Qualification	:	First class in B.Sc., Agriculture / Horticulture / Home
		Science or relevant field of specialization
Desirable	:	Minimum 2 years of work experience

General Terms and conditions:

1. Age limit: Age limit: Not more than 35 years for men and 40 years for women for Senior Research Fellow and minimum age 21 years and Maximum age 45 years for Young Professional - I. Age relaxation shall be applicable for the post as per rules.
2. The above positions are purely on temporary basis and co-terminus with the project. There is no provision for re-employment after termination of project. The selected candidate will not have any right for claiming pay scale or absorption against any regular post being vacant on a later date at this institute.
3. Candidates who have passed the required qualifications **only be allowed for the interview.**
4. Candidates attending the Interview should neatly type the

application in the format prescribed in MS-WORD – TIMES NEW ROMAN FONT – 12 SIZE and **submit the same along with attested copies of educational qualifications, experience and publications etc. through email.**

5. Candidates already working should produce necessary “No Objection Certificate” in case he / she is employed elsewhere.
6. For more details please contact: 0431- 2618125

सहायक प्रशासन अधिकारी /
Assistant Administrative Officer

APPLICATION FORM

Affix recent
Passport size
Photograph

1. Name of the post applied for :
2. Recruitment Notice No. :
3. Name of the Project :
4. Name of the candidate (in block letters) :
5. Father's / Husband's Name :
6. Sex : Male / Female
7. Date of Birth (in Christian Era) :
(please attach proof)
8. Age :
9. Marital status : Single / Married
10. Permanent address with contact
Phone / Mobile No. :
11. Correspondence address with contact
Phone / Mobile No. :
12. Email id :
13. Educational Qualifications (Attested copies of certificates / mark sheets to be attached)

(In chronological order starting from minimum qualification)

Name of the exam passed	Name of the board / university	Class / Division / Percentage	Year of passing	Subject taken

14.

Name of the employer	Date of joining	Date of leaving	Nature of duties performed & Designation	Salary last drawn and scale of pay

15. Publications

S.No.	Type of journal	Title & Publication details
1.	Referred J- International	
2.	Referred J- National	
3.	Popular articles	
4.	Books	
5.	Any others	

I hereby declare that all the statements given above are true, complete and correct to the best of my knowledge and belief. I also declare that (i) I have never been punished or debarred from Government (Central / State), Autonomous Organization and ICAR service (ii) I have not been convicted by a Court of Law, for any offence. In the event of any information being found false / incorrect / ineligibility being detected at any time before or after the examination / interview, action may be taken against me and I shall be bound by the decision of the employer.

Place:

Signature of the candidate :

Date:

Application not signed by the candidate will be

summarily REJECTED.

Certified that the information furnished by the candidate has been verified from the Office / Service record and found correct.

Place:
stamp

Signature and

Date:

CHECK LIST

The following documents have to be attached by the candidate while appearing for the walk-in-interview.

1. SSLC Mark sheet of the candidate :
2. HSC mark sheet of the candidate :
3. UG degree certificate, consolidated mark sheet :
4. PG degree certificate, consolidated mark sheet :
5. Ph.D. degree certificate, if acquired :
6. NET / GATE certificate :
7. Community certificate, if age relaxation is claimed :
8. Experience certificate, if any :
9. Publications documents, if any :

Signature of the candidate

:

