

# ICAR-Central Institute for Research on Cotton Technology

(Indian Council of Agricultural Research)  
Adenwala Road, Matunga (East), Mumbai 400 019

F.No. I/CIRCOT/Admin-I/OA-I&II/2024-25

Date: 15<sup>th</sup> March, 2024

## WALK-IN INTERVIEW

Applications are invited from eligible candidates for the following positions at ICAR-CIRCOT, Mumbai purely on contractual basis. The eligibility criteria and other terms and conditions are as under:

Sr. No.	Name of the Post	No. of Post	Minimum Essential Qualification	Name of Project
1.	Technical / Office Assistant	1 (one)	Graduation in any stream, preferably B. Com/BBA with working knowledge of accounts and computers, including MS office <b>Desirable:</b> Good verbal and written communication skills, strong literacy in computer (Digital marketing, content writing and MS office etc.)	RKVY-RAFTAAR Agri Business Incubator (R-ABI)

**Place of Walk-in-Interview:** ICAR-CIRCOT, Adenwala Road, Near Five Gardens, Matunga, Mumbai 400 019.

**Date of Interview** : 5<sup>th</sup> April, 2024  
**Reporting time** : 09:30 am  
**Interview time** : 11:00 am Onwards

### Terms & Conditions:

1. The application should be filled as per attached Application form in PDF format and should be sent through email with all relevant documents to [cicotrabi@gmail.com](mailto:cicotrabi@gmail.com) on or before 03.04.2024 (05:30 pm).
2. A consolidated amount of Rs.30,000/- (Rupees Thirty thousand only) p.m. will be paid to the selected Technical/ Office Assistant.
3. Age Limit: Upper Age limit will be 50 years for the candidates applying for this post.
4. Place of posting: ICAR-CIRCOT, Mumbai.
5. Candidates who are already employed in Govt. Organization should produce "No Objection Certificate" from the present employer.
6. Positions are purely temporary basis and co-terminus with the scheme. Selected candidate will not be entitled for any claim for regular appointment/absorption in this Institute or in ICAR in future.
7. No T.A./D.A. will be paid for appearing in the interview.
8. Interested candidates may appear for the interview, along with typed application for the position applied for, addressed to the Director, ICAR-CIRCOT, Mumbai and detailed bio-data affixed with recent passport size photograph of the candidate and self-attested photocopies of certificates in support of age, qualifications, experience, testimonials and other credentials.
9. Candidates must also bring all the original experience/testimonials in support of age, qualifications, experiences etc.
10. Canvassing in any form will liable to disqualify the candidature. The Director's decision will be final & binding in all respect.
11. Candidates will have to report at this Institute on scheduled date & time with all documents in original for verification etc.

Sd  
Administrative Officer

## APPLICATION FORMAT

Affix  
recent  
photograph  
PP Size

1. Name of the Post:
2. Name of the candidate in full (in block letters):
3. Father's / Husband's Name:
4. Marital Status : Married/ Unmarried
5. Date of birth (in Christian era as recorded in the :  
Matriculation/ School leaving certificate) and age as  
on closing date of application
6. Sex (Male/Female):
7. Nationality:
8. Present Address / Correspondence Address with pin :  
Code/Phone No./Mobile No.  
E-mail address
9. Permanent Address with Pin Code:
10. Whether belong to SC/ST/OBC/Ex-servicemen/PH :  
(Attested copies of such certificates from the  
Competent Authority should be enclosed)
10. Education Qualifications (in chronological order) :  
(Attested copy of certificate in proof to be enclosed)

Sr. No.	Examination Passed	Board/University	Year of Passing	Grade/Division & % of Marks in aggregate %	Subject Passed

11. Area of study & project details

12. Experience if any.

Sr. No.	Office/Institute/ Organization	Post held	Pay Scale/ Salary	Period From To	Nature of duties performed

13. Professional qualification, if any

14. Additional information, if any which you would like :  
to mention in support of your suitability for the post
15. Character Certificate from the Present Employer :  
and from the Institute last attended
16. Research Publication if any:
17. List of enclosures:

**DECLARATION:**

I Shri/Smt./Ms. \_\_\_\_\_ do hereby declare and certify that the information furnished in the application are correct and **true** to the best of my knowledge and bet i.e. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligible being detected at any time before or after selection/interview, my candidature is liable to rejected/cancelled without any notice. I shall be bound by the decision of the Director, Central Institute for Research on Cotton Technology, Adenwala Road, Matunga, Mumbai - 400 0 19.

Place:

Date:

**(Signature of Candidate)**

Certificate in the case of employees:

**TO BE CERTIFIED BY THE EMPLOYER**

1. Certificate that the information furnished above are verified from the service records of the candidate and found correct.
2. Certified that no Vigilance or disciplinary case is pending or being Contemplated.
3. Certified that no minor/major penalty has been imposed on him/her during the last ten years.

Place:

Date:

**(Signature with seal of Employer)**