

ICAR-Central Institute for Research on Cotton Technology
(Indian Council of Agricultural Research)
Adenwala Road, Matunga, Mumbai- 400019

F.No. I/CIRCOT/Admin-I/YP-I&II/2020-21

Date: 10.09.2025

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	Division	Date and time for Interview
1.	Young Professional-I (YP-I)	1 (one)	Graduate /Diploma holder in Civil Engineering Desirable: a) Two years experience of civil work.	Mechanical Processing Division (MPD)	29.09.2025 at 11:00 am
2.	Young Professional-I (YP-I) (Information Technology)	1 (One)	Graduate with at least 60% marks in Computer Application/Information Technology/ Computer Science from recognized University/College. Desirable: a) Experience in MS OFFICE (Word, Excel, Powerpoint), b) Noting and drafting skills in English & Hindi.	Administration	29.09.2025 at 2:30 pm
3.	Young Professional-I (YP-I - F&A)	3 (Three)	Graduate with at least 60% marks in B.Com/BBA/BBS from recognized University/College. Desirable: a) Minimum one year experience in the relevant field. b) Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoints, Tally etc.	Administration	29.09.2025 at 2:30 pm
4.	Young Professional-I (YP-I - F&A)	1 (One)	Graduate with at least 60% marks in B.Com/BBA/BBS from recognized University/College. Desirable: a) Minimum one year experience in the relevant field. b) Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoints, Tally etc. c) Income tax and Tax Deducted at Source (TDS) related work		

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

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 circotadmn1@gmail.com on or before 26.09.2025 (05:30pm).
2. A consolidated amount of Rs.30,000/- (Rupees Thirty thousand only) p.m. will be paid to the selected Young Professional - I (YP-I).
3. Age Limit: 21 to 45 years with relaxation as per rules for reserved candidates.
4. The engagement will be for one year, extendable for two more years (01 year at a time) subject to requirement of the services of the Young Professional in the organization and satisfactory performance of the candidate after evaluation by Director ICAR-CIRCOT, Mumbai. Thus maximum duration of engagement of YP in the ICAR is three years (1+1+1).
5. She/He will be posted at ICAR-CIRCOT, Mumbai.
6. Candidates who are already employed in Govt. Organization should produce "No Objection Certificate" from the present employer.
7. No T.A. / D.A. will be paid for appearing in the interview.
8. Interested candidates may appear for the Interview, alongwith 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. TA/DA will be admissible to YPs for undertaking domestic tour for official work as per ICAR Rules.
12. The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment of monthly salary.
13. The working hours for the YPs will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
14. The YPs are eligible for 08 days casual leave in calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazette holidays during as spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The compensatory leaves can be accumulated only up to 05 days at a time and the YPs may be allowed to avail the same within 03 months. Female YPs will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male YPs.
15. The young professional-I (YP-I) shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (Annexure-I).
16. The engagement will not constitute a regular job or appointment of any nature in the ICAR.
17. During the term of engagement, the YPs shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YPs without notice.

Sd/-

Senior Administrative Officer

APPLICATION FORMAT

Affix
recent
photograph
PP Size

1. Name of the Post applied:_____ Sr. No. of 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: (by the candidate)

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 - 400 019.

Place: Date:

(Signature of Candidate)

Name:_____

Certificate in the case of employees: (Already working in public/private organization)

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)