



**ICAR-Indian Agricultural Research Institute  
New Delhi-110 012**



**Inviting Online Applications**

Online Applications are invited for the contractual position of **Accountant Administrator (01)** under Nidhi TBI project at Pusa Taksay Society, Pusa Krishi, ZTM&BPD Unit, ICAR-IARI, New Delhi.

Last Date to send application on e-mail is 09.01.2025

Date of Interview 17.01.2025

**For more please visit our website:**

<https://iari.res.in/bms/announcements/jobs.php>

**PUSA KRISHI**  
**Zonal Technology Management & Business Planning and Development Unit**  
**ICAR-Indian Agricultural Research Institute, New Delhi-110 012**

**Online Application for the post of Accountant Administrator**

Name of the project	Name of the position	No. of Post	Emoluments (fixed) P.M. (Rs)	Essential Qualification	Date of Interview
Nidhi TBI	Accountant Administrator	One	Rs. 25,000/- Per Month	<p>Master in Business Administration/M. Com or Bachelor degree in Commerce with at least minimum 60% marks from a recognized University/College/Institute.</p> <p>And            Minimum One Year Experience in IT applications, Tally, FMS, PFMS, GST, TDS, GEM &amp; GFR etc.</p> <p>Job Description: The Accountant Administrator will be responsible to manage all the accounts and finance related activities of the incubator. He/She will be responsible for maintaining all accounts of transactions, purchase, funding and other activities of the incubator in connection with the CEO, GB and treasurer of PUSA KRISHI. He/She will also help in ensuring the day-to-day smooth running and implementation of all aspects of the incubator including cohort selection, management and reporting in line with the other staff.</p>	17.01.2025  Reporting time: 9:30 AM

**Other terms and conditions:**

1. Upper Age limit will be 40 years for the candidates applying for this post.
2. Candidate shall produce a No objection and an experience certificate from the employer in case he/she is employed at the time of interview.
3. The above positions are purely on contract basis for a period up to 31.03.2025 or period till termination of the project whichever is earlier.
4. The candidate shall not claim regular appointment at this Institute, as the post is co-terminus with the project.
5. Interested applicants are requested to send their application in pdf format through e-mail to [career@pusakrishi.in](mailto:career@pusakrishi.in) on or before 09.01.2025. The candidate will have to compulsorily fill in application form (as per the format annexed), scanned copies of all the original certificates from matriculation onwards, date of birth certificate, degree certificate, experience. A recent passport size photograph must be pasted onto the application form.

Note – Please mention the subject as “Application for the **ACCOUNTANT ADMINISTRATOR**”

Selection Process: The interview will be conducted only in person physical presence.

6. The selection will be on the basis of educational qualifications, relevant experience and followed by Interview process. Only the candidates meeting essential qualifications, experience and age will be called for interview. Selected candidates will be informed by e-mail to appear for interview.
7. Candidate shall need to produce a No Objection Certificate from the present employer.
8. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.
9. No TA/ DA will be paid for appearing in interview.

**PUSA KRISHI**  
**ZONAL TECHNOLOGY MANAGEMENT AND BUSINESS PLANNING & DEVELOPMENT UNIT**  
**INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI – 110 012**

**APPLICATION FORM FOR ACCOUNTANT ADMINISTRATOR POST**

1.	Post Name		Paste recent passport - size photograph
2.	Full Name (In Block Letters)		
3.	Father's Name		
	Contact Number (Father)		
	Contact Number/Mob. (Self)		
4.	Date of Birth (DD/MM/YYYY)		
5.	Age as on date of interview		
6.	Address with pin code (a. Permanent, and b. for Communication) *	(a)	
		(b)	
7.	Mobile No*		
8.	Email Address*		
9.	Gender		
10.	Marital status		
11.	Whether belongs to SC/ST/OBC/General (Attach proof)		

12. Details of educational qualification (Attach self-attested copies of certificate)

S.NO.	Degree	Board/ University	Major subject	Year of passing	Maximum marks	Marks obtained	Percent age
1.	10th						
2.	12th						
3.	Graduation						

4.	Post-Graduation						
5.	Diploma/Certificate Course						

13. Details of experience (Please attach the proof)

S. No.	Position held	Employer	Period (from)	Period (to)	Total experience (years)

14. No objection certificate from present employer attached – Yes/ No

15. Additional information, if any (Please Attach along with CV)

#### DECLARATION

I hereby declare that none of my near or distant relative is an employee of the Indian Council Agricultural Research (ICAR) / Indian Agricultural Research Institute (IARI). If found otherwise and in the event of non-declaring the same as prescribed in the advertisement, my candidature to the Interview and my selection to the post be cancelled.

I.....hereby declare that all statements made in the application are true/ correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment be cancelled without any notice.

Date and Place

Signature of the Candidate