



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology

पूर्वभाकृअनुप-निरजैफ्ट (Erstwhile ICAR-NIRJAFT)
भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

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F. No. 18(2)/2020/Y.P./Adm-I/NINFET

Date: 31/08/2025

AdvtNo. 02/NINFET/2025

Advertisement for the post of Young Professional-I (F&A)

Applications are invited from the eligible candidates for filling of one position of Young Professional-I (F&A) purely on contractual and temporary basis in Finance & Accounts Section of ICAR NINFET, through online mode (E-mail: **engagementicarninfet@gmail.com**). No other mode of application will be entertained.

The eligibility criteria and other details for the said position are as under:-

Name of the Position	Vacancy Position	Educational Qualification	Age limit	Remuneration	Date & Time of Interview
<u>Young Professional-I (Finance & Accounts)</u>	01 (One)	<u>Essential Qualifications:</u> B.Com/BBA/BBS (With minimum 60 % marks) from a recognized University/College. (With minimum 1 year of experience in relevant field i.e. in Finance & Accounts (Computer Based)). <u>Desirable Qualification:</u> Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoint, Tally, etc) .	21- 45 Years (As on Date of Interview)	Rs.30,000/- per month	Will be communicated to the shortlisted candidate after screening

Venue of Interview: Meeting Room, 1stFloor, CT Building, ICAR-National Institute of Natural Fibre Engineering and Technology, 12, Regent Park, Kolkata-700040

Place of Posting: ICAR-NINFET, 12 Regent Park, Kolkata-700040

Tenure: The selected candidate will be initially engaged for a period of (01) one year, which may be further extended upto 2 more years (1 yr at a time) after satisfactory evaluation.

Terms & Conditions:

1. Candidate should ensure their eligibility for the post before applying. The eligible candidates are requested to send their scanned copy of application (**in the enclosed proforma only**) addressed to the Director, ICAR-NINFET, Kolkata -700040 appended with detailed bio-data affixing recent passport size photograph of the candidate and copies of **self-attested mark sheets & certificates by making a single clear visible pdf file in support of age, qualification, experience, identity & other credentials to engagementicarninfet@gmail.com latest by 5:00 PM of 22.09.2025.** All applications received after the mentioned time limit will be summarily rejected. No other mode of application (except in mentioned email address) will be entertained.
2. Candidates are requested to submit the applications (in prescribed format) alongwith all documents in one time only for a particular post. Multiple applications for a particular post will not be entertained. However the Institute reserves the right to ask for any relevant documents on further procession on the applications.
3. The engagement is initially for one year which may be extended upto two more years (extendable as per ICAR guidelines) **depending** on needs of the Institute, work performance of the selected candidate and continuation of the particular scheme. Non-Compliance of the discipline and failure to perform the assigned duties will make the candidate liable for termination during the appointment period as per ICAR rules.
4. However, the appointment will be on purely contractual basis and may be terminated at anytime during the period for any administrative reason. The engagement will not constitute a regular job or appointment of any nature in ICAR and selected candidate will not be entitled for any claim for regular appointment/absorption in ICAR in future.
5. **Candidates will be ranked according to marks on their qualifying academic performance and experience as per an assessment criterion. The applications as per merit (Academic Qualification-10th, 12th, Graduation Degree & Work Experience-(Not less than one year) etc will be assessed. After assessing of marks in academic qualifications & experience, Candidates will undergo a panel interview & computer screening test. Therefore, candidates are requested to submit all level final mark sheets and certificates otherwise the score for the particular qualification will not be allotted.**
6. Maximum 20 numbers of candidates who stand sufficiently high in merit on the basis of aggregate marks obtained in respect of essential educational qualifications criteria will be shortlisted for calling to attend the interview.
7. The Institute reserves the right to reject any application from due to Non-observance any or all of the above. All the terms and conditions for this recruitment will be as per guidelines of ICAR- NINFET, Kolkata. The selected candidate will be required to work as full time Young Professional.
8. A consolidated amount of **Rs. 30,000/- (Rupees Thirty Thousand Only)** will be paid to the selected candidate as monthly remuneration. No House Rent Allowance (HRA) or other allowance will be paid. 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.
9. The candidate must be a citizen of India.
10. The candidate age should be minimum 21 years and maximum 45 years. Five (05) years of age concession for SC/ST candidates and three (03) years of OBC Candidates will be given.
11. The selected YP-1 is eligible for 08 days leave in a calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. The YP-I is engaged on full time basis, so he/she will not be allowed to do any other work or to accept or to hold another appointment with or without remuneration elsewhere.
12. The working hours for the YP-I will be same as regular employees of ICAR NINFET i.e. from 9.00 AM to 5.30 PM from Monday to Friday. No extra benefit will be allowed for working beyond office hours or day, if any.

13. The selection of Young Professional (YP-I) shall be subject to the laws of secrecy of the country and the selected candidate will sign a declaration of secrecy and Non-Disclosure Agreement before reporting.
14. During the term of engagement, the YP-I shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.
15. **“No Objection Certificate” and ‘Experience Certificate’ is required from the current/previous employer, in case the candidate is employed.**
16. **No T.A./D.A will be paid for appearing in the Interview.**
17. Age will be reckoned on the last date of submission of Application.
18. Eligible candidates will have to report at this Institute **one hour prior** to schedule date & time of Interview with all documents/certificates (qualifications, experience etc.) in original for verification. Candidate will not be allowed to attend the Interview who comes after **one hour from the scheduled time of Interview.**
19. Candidate should read the complete advertisement carefully and ensure that he/she has fulfilled the eligibility criteria of the post stated in the advertisement in all respects.
20. If any candidate is found to have submitted false claims at later stage, his/her candidature will be summarily rejected and no correspondence will be entertained in this regard.
21. Canvassing in any form will liable to disqualify the candidature. The decision of the Director, ICAR-NINFET will be final and binding in all respect.
22. Final selection will be on the basis of candidate's performance in the short listing and computer proficiency test/interview taken together in order of merit.
23. For short listing the candidates for interview: In case where the total marks obtained are equal, the candidate senior in age will be ranked higher.
24. For final selection of the candidates. In case of the overall equal marks, the candidate senior in age will be ranked higher.
25. In view of the requirement, the selected candidate has to join immediately after declaration of the results. As such candidates are advised to come prepared to join the assigned activity/work immediately in case he/she is shortlisted.
26. Director, ICAR NINFET reserves the right to cancel the interview at any stage for any administrative reasons. He may terminate the service of Young Professional (YP-I) at any stage in the event of a serious failure to perform tasks assigned or on failure to observe any standard of conduct by giving one month notice. Director's decision will be final and binding in all aspects.
27. The Institute reserves the right to reject any applicant from due to Non-observance any or all of the above.

Sd/-

Head of Office



ICAR-National Institute of Natural Fibre Engineering and Technology

12, REGENT PARK, KOLKATA -700040

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website: www.nirjaft.res.in



APPLICATION FORM

Application for the post of **Young Professional (YP-I) (F&A)** against **Advt No. 02/NINFET/2025**
in **Finance & Account Section** of ICAR-NINFET, Kolkata

1.	Name of the candidate (in Block letters)		Affix here passport size photograph
2.	Father's/Guardian's Name		
3.	Date of Birth (DD/MM/YYYY)		
4.	Sex(M/F/T)		
5.	Nationality		
6.	Category (SC/ST/OBC/General)		
7.	Mobile No.		
8.	E-mail ID		
9.	Marital Status		
10.	Address with PIN Code: a)Permanent Address		
	b)Corresponding Address		
11	Whether presently employed or not		

11.Details of Educational Qualificationsfrom10thonwards:

Qualification	Board/University	Year of passing	Maximum marks	Marks obtained	Percentage/grade

12. Details of Additional Qualifications (if any):-

13. Details of Certificate Course, if any (MS Word, Excel, PowerPoint, Tally, etc with minimum 06 months duration):-

14. Details of Experience (include experience of one year and above only):-

Sl. No.	Position held	Employer	Period(from)	Period(to)	Total Experience

15. No objection certificate from the present employer:

16. Do you have any relation with any employee working under this Institute/ ICAR,
(if yes kindly mention details):

17. Additional information, if any:

18. Self-declaration regarding truthfulness in application:

DECLARATION

I.....Daughter/Son of.....hereby declare that all statements made in the application form 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 may be cancelled without any notice. I understand that the post is purely on short term and contractual basis.

Date: _____(Signature of the Candidate)

Place: