



**College of Agricultural Engineering and Post Harvest Technology
(Central Agricultural University, Imphal)
Ranipool, Gangtok, Sikkim-737135**

A walk-in-interview will be held on Tuesday, the 28th January, 2020 at 10:30 a.m at Dean's Office, College of Agricultural Engineering and Post Harvest Technology, Ranipool, Gangtok, Sikkim-737135 for the selection of the post of SRF(01 no.) and Office Secretary-cum-Accountant(01 no.) (Contractual positions) required under a NAHEP-IDP project on '*Enhancing Entrepreneurial Competence in Students to Address the Emerging Challenges in Agriculture and Allied Sectors*'. The details of, remuneration and the eligibility criteria for above mentioned posts is available at websites: www.caephtcau.ac.in, www.cau.ac.in and college Notice Board.


Dean and Nodal Officer



कृषि अभियांत्रिकी एवं कटाईउपरांत प्रौद्योगिकी- महाविद्यालय
(केंद्रीय कृषि विश्वविद्यालय)
रानीपुल, गान्तोक - 737135 (सिक्किम)
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No. CAEPHT/Estt-128/NAHEP-ICAR-IDP/20 / 1004

Dated: 08-01-2020

Walk-in-interview

A walk-in-interview will be held on Tuesday, the 28th January, 2020 at 10:30 a.m at Dean's Office, College of Agricultural Engineering and Post Harvest Technology, Ranipool, Gangtok, Sikkim for the selection of the following posts under IDP Project of NAHEP, ICAR entitled "Enhancing entrepreneurial competence in students to address the emerging challenges in agriculture and allied sectors" on contractual basis. The Eligible candidates may appear for a Walk-in-interview before the Selection Committee.

Sl. No.	Name of the Post	Salary (Rs./month)	No. of Post	Essential Qualification	Job requirement
1.	SRF	31,000.00+ HRA	01	i) M.Tech. in any discipline of Agril. Engg. ii) Should be proficient in usage of computer and common office software (MS-Word, Excel, Powerpoint etc.	i) Assist the officials of the project in its implementation by carrying out the work assigned to them. ii) To maintain different records and correspondence of the project and produce as and when requested. iii) To interact with the beneficiaries of the project as and when instructed.
2.	Office Secretary-cum-Accountant	25,000.00 + HRA	01	i) B.Com from a reputed public University. ii) Proven experience of minimum one year in maintaining office communication, stocks and records etc. in an industry, academic institution of higher learning. iii) Proven experience of handling computers and office software. iv) Proven ability of handling accounting software.	i) To create and maintain office records, stock register and correspondence as per instructions. ii) To execute project works including procurement of various items and services as per instruction from the project officials. iii) To maintain accounts and ledgers of the project.

Terms & Conditions:

1. The maximum age limit is 35 years relaxable as per Govt. of India rules.
2. The candidates called for interview will not be paid any TA and DA.
3. The post is purely temporary and co-terminus/Contractual (for a period of 6 months which can be extended as per performance) with the project and the University will have no liability when the project ends.
4. The selected candidate should be ready to tour and work at any of the campuses of the University if required.
5. The candidate will be governed by the rules and regulations of the equivalent post of the ICAR and the University.
6. The candidate should bring a copy of detailed CV, photograph and original documents for verification.
7. The Dean/Nodal Officer has the right to cancel/postpone the interview without any reason thereof.

No. No. CAEPHT/Estt-128/NAHEP-ICAR-IDP/20

Dated: 08/01/2020

Copy to :

1. The Director of Instruction, CAU, Imphal, Manipur.
2. All the Deans of constituent colleges of CAU, Imphal, Manipur
3. The System Analyst, CAU, Imphal, Manipur for uploading in CAU(1) website.
4. The Computer Operator, CAEPHT, Ranipool, Sikkim for uploading in the College website.

Dean

Dean