



**AGRINNOVATE INDIA LIMITED (AgIn)**

G-2, A Block, NASC Complex, DPS Marg, New Delhi- 110012

Ph. 011-25842122, 011-25842124 (Telefax), [www.agrinnovate.co.in](http://www.agrinnovate.co.in)

CIN:- U01400DL2011GOI226486

**RECRUITMENT OF MANAGER (GENERAL ADMIN) & MANAGER (ACCOUNTS & FINANCE)**

Agrinnovate India Ltd. (AgIn) is a company of Department of Agriculture Research and Education (DARE), Ministry of Agriculture established under Companies act. AgIn's mission is to enhance pace of agricultural development through efficient use of innovations, human resource and capabilities of National Agricultural Research System (NARS). AgIn provides wide range of services like technology commercialization, business development, customized training programs, customized market research, IPR services, and other professional services like contract research, collaborative research, and consultancy projects both in India and Aboard.

Dynamic individuals willing to work as part of team are invited to work as Manager (General Admin) and Manager (Finance & Accounts) on contract basis. The application in the prescribed format and a latest CV may be submitted by email at [info@agrinnovate.co.in](mailto:info@agrinnovate.co.in)/ [hr.agin2015@gmail.com](mailto:hr.agin2015@gmail.com) or by post or individually at the company office by 10<sup>th</sup> November, 2017 before 5:00 PM. Shortlisted candidates will be called for personal interview.

**MANAGER (GENERAL ADMIN)**

1. **Name of the Organization:** Agrinnovate India Ltd.
2. **Name and Number of position:** Manager (General Admn.) – 01 (one)
3. **Essential Qualification:** Candidate should be a graduate from a recognized University/ Institute with a good academic record and Post Graduate Diploma or Degree in Personnel Management/Human Resource Management or Masters in Business Administration (MBA)/ Programme in Management (PGDM/ PGPM) from a recognized University/Institution.

(In case of retired Officer at the level of Director/ Deputy Secretary from Central/ State Government/ Central Government Autonomous body or comparable positions at Public Sector Undertakings desirable qualification mentioned above will not be essential).

4. **Experience:** The candidate should have at least ten years of Manager/ supervisory level experience in various aspects of Administration/ HR/ Personnel Management/ Industrial Relations in an organization of repute.

(Officers who are retired at the level of Director/ Deputy Secretary from Central/ State Government/ Central Government Autonomous body or comparable positions at Public Sector Undertakings).

5. **Emoluments:** Rs 80,000/-(Consolidated) for other than retired officials.

**In case of retired Government officials-**

- The terms of payment will be regulated as per the Government of India guidelines applicable for re-employed pensioners. As per Government of India guidelines, re-employed pensioners will be paid- Last pay drawn minus pension or Rs. 80,000/- (as per Company's contract) whichever will be less.
- At the time of interview, the candidate may compulsorily submit their Pension Payment Order (PPO).

**6. Job Responsibilities:**

- He/ She will be overall In-charge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organization.
- Responsible for payroll & related functions
- Responsible for preparing, maintaining & reviewing purchasing files and records, contracts and orders, maintaining payments etc.
- Responsible for formulating and implementing HR & Admin policies in line with Company standards.
- Responsible for handling e-procurement, GeM, Recruitment rules.
- Responsible for submission of information related to statutory provision of DPE.
- Responsibilities related to RTI Act.
- Any other duties as per requirement assigned by the Company from time to time.

7. **Venue of Interview:** Agrinnovate India Ltd.(A Govt. of India Enterprise), G-2, A Block, NASC Complex,DPS Marg, New Delhi – 110012

8. **Duration of engagement:** Up to 31.03.2018 and extendable for one more year (as per requirement).

**9. Terms and conditions:**

- Upper age limit is 45 years as on last date of submitting the applications. Upper age limit for the retired Government officials is 65 years as on last date of submitting the applications.
- No objection and experience certificate from the present employer in case he/she is employed at the time of joining.

- 3 AC/ AC Chair Car train fare (to and fro) will be paid to outstation candidates shortlisted for the interview.
- Candidates should appear for Interview with detailed Bio-data, two passport size photographs and original certificates/testimonial with one set of photocopies.
- The decision of the Chairman of the Interview board will be final and binding in all aspects.
- Position is purely temporary and co-terminus with the contract. Selected candidate will not be entitled to claim for regular appointment /absorption in the company.
- He/ She will not be entitled to any benefits like P.F, Pension, Gratuity, Medical Allowance, House Rent Allowance, Dearness Allowance, Transport Allowance or any other allowance in addition to salary.
- He/she will be entitled to 8(eight) casual leaves and 2 (two) Restricted Holidays as per Government of India guidelines in a calendar year on pro-rata basis.
- He/she will be entitled to 15 days earned leaves for each year of service. Part of year will be considered on pro-rata basis. No encashment of Earned Leaves remaining balance at expiry of contract.

### **MANAGER (FINANCE & ACCOUNTS)**

1. **Name of the Organization:** Agrinnovate India Ltd.
2. **Name and Number of position: Manager (Finance & Accounts) – 01 (one)**
3. **Essential Qualification:** Candidate should be a Chartered Accountant or a full time MBA/PGDM in Finance from a recognized University /Institution with good academic record.

(In case of retired Officer at the level of Director/ Deputy Secretary from Central/ State Government/ Central Government Autonomous body or comparable positions at Public Sector Undertakings qualification mentioned above will not be essential).

4. **Experience:** The candidate should have at least ten years of experience at a senior level in various aspects of Corporate Financial Management and Accounts in an organization of repute.

(Officers who are retired at the level of Director/ Deputy Secretary from Central/ State Government/ Central Government Autonomous body or comparable positions at Public Sector Undertakings).

5. **Emoluments:** Rs 80,000/-(Consolidated) for other than retired officials.  
**In case of retired Government officials-**

- The terms of payment will be regulated as per the Government of India guidelines applicable for re-employed pensioners. As per Government of India guidelines, re-employed pensioners will be paid- Last pay drawn minus pension or Rs. 80,000/- (as per Company's contract) whichever will be less.
- At the time of interview, the candidate may compulsory submit Pension Payment Order (PPO).

**6. Job Responsibilities:**

- He/ She will be overall In-charge of finance and accounts of the organization and is responsible for evolving and formulating policies relating to finance and accounts as well as implementation thereof.
- Responsible for preparing and reporting financial budget for the Company and also for reviewing and forecasting the financial results.
- Responsible for managing and investment of funds.
- Responsible for ensuring effective cash flow management through advance planning, projection, analysis and monitoring of bank funds, receivables and payables.
- Financial concurrence on administrative matters such as recruitment, purchase etc.
- Responsible for tax planning- both Direct and Indirect taxes for minimizing taxation impact & better value proposition. Will be responsible for assisting Audit Committee and the Board in ensuring effective internal control, setting up of regulatory & compliance framework.
- Responsible for Management of all types of Audits in the Company (Internal Audit/ Statutory Audit/ Tax Audit/ C&AG Audit)
- Responsible for day to day payment and posting of vouchers in Tally Accounting. Responsible for making the accounts in a proper format.
- Any other duties as per requirement assigned by the Company from time to time.

7. **Venue of Interview:** Agrinnovate India Ltd.(A Govt. of India Enterprise), G-2, A Block, NASC Complex, DPS Marg, New Delhi – 110012

8. **Duration of engagement:** Up to 31.03.2018 and extendable for one more year (as per requirement).

**9. Terms and conditions:**

- Upper age limit is 45 years as on last date of submitting the applications. Upper age limit for the retired Government officials is 65 years as on last date of submitting the applications.
- No objection and experience certificate from the present employer in case he/she is employed at the time of joining.
- 3 AC/ AC Chair Car train fare (to and fro) will be paid to outstation candidates shortlisted for the interview.

- Candidates should appear for Interview with detailed Bio-data, two passport size photographs and original certificates/testimonial with one set of photocopies.
- The decision of the Chairman of the Interview board will be final and binding in all aspects.
- Position is purely temporary and co-terminus with the contract. Selected candidate will not be entitled to claim for regular appointment /absorption in the company.
- He/ She will not be entitled to any benefits like P.F, Pension, Gratuity, Medical Allowance, House Rent Allowance, Dearness Allowance, Transport Allowance or any other allowance in addition to salary.
- He/she will be entitled to 8(eight) casual leaves and 2 (two) Restricted Holidays as per Government of India guidelines in a calendar year on pro-rata basis.
- He/she will be entitled to 15 days earned leaves for each year of service. Part of year will be considered on pro-rata basis. No encashment of Earned Leaves remaining balance at expiry of contract.