



**NOTIFICATION**

Eligible and interested candidates are invited for interviews in HYBRID Mode (Offline & Online) to be held at Nutrihub, ICAR – Indian Institute of Millets Research, Rajendranagar, Hyderabad for recruitment of the following positions on **5 May, 2026 (Tuesday) from 10:00 AM** onwards as per the details given below.

S. No	Name of the Project	“Establishment of PMU under Uttarakhand State Millet Policy
1.	Name of the Post	IT & Communications Manager
	Emoluments	₹ 50,000/- (per month) (Consolidated)
	Project Till	Initially for a period of one year, further extendable based on the performance during the project period and budget availability
	No of Positions	One
	Mode of Interview	Online
	Work Location	Uttarakhand
	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s or Master’s degree in Information Technology/Computer Science/Mass Communication/Digital Media/ or related disciplines.</li> <li>• Knowledge in: <ul style="list-style-type: none"> <li>○ Website development and maintenance,</li> <li>○ Managing digital tools for communication, data dashboards, or cloud-based collaboration platforms,</li> <li>○ Creating visual and written content for social media, outreach, and internal communication.</li> </ul> </li> <li>• Proficiency in designing digital assets, running webinars/live sessions, and handling online databases.</li> <li>• Excellent command over English and Hindi; ability to communicate technical content to non-technical users.</li> </ul> <p><b>Desirable Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Prior experience in managing IT infrastructure or communications for government/CSR/NPO/agribusiness projects.</li> <li>• Preferably, 1-2 years of progressive experience in website development/digital tools for communication/creating visual &amp; written contents for social media.</li> <li>• Proven knowledge and expertise in Artificial Intelligence applications, data analytics, and digital communication systems for business and operational efficiency.</li> <li>• Knowledge of tools such as Canva, Adobe Suite, Tableau, WordPress, Google Workspace, etc.</li> <li>• Understanding of branding, millet value chains, and the communication needs of rural outreach programs.</li> <li>• Familiarity with government platforms like PFMS, GeM, and digital filing/reporting systems.</li> <li>• Willingness to travel to field locations for documentation, training support, and IT troubleshooting.</li> </ul> <p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain PMU's official website, dashboards, and internal communication platforms.</li> <li>• Create and disseminate digital newsletters, audio-visual content, promotional materials, and case studies.</li> <li>• Support branding efforts of millet products and the Shree Anna Park through digital storytelling.</li> <li>• Assist other departments in digitizing reports, coordinating online meetings, and archiving documents.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ensure data backup systems are in place.</li> <li>• Provide technical support for field data collection tools (e.g., Google Forms).</li> <li>• Maintain a digital archive of training materials, publications, media coverage, etc.</li> <li>• Any other tasks assigned by the Team Lead or State Authorities.</li> </ul>	
2	<b>Name of the Project</b>	“Establishment of PMU under Uttarakhand State Millet Policy
	<b>Name of the Post</b>	Technical Assistant
	<b>Emoluments</b>	₹ 30,000/- (per month) (Consolidated)
	<b>Project Till</b>	Initially for a period of one year, further extendable based on the performance during the project period and budget availability
	<b>No of Positions</b>	One
	<b>Mode of Interview</b>	Offline
	<b>Work Location</b>	Hyderabad
<b>Essential Qualifications</b>		
<ul style="list-style-type: none"> <li>• Bachelor’s degree in in Food Technology / Food Science / Diploma in Packaging Technology or allied fields.</li> <li>• Knowledge on different packaging material types (i.e., plastics, laminates, paper-based, etc.) and their suitability for various food products.</li> </ul>		
<b>Desirable Qualifications:</b>		
<ul style="list-style-type: none"> <li>• Knowledge/Experience in packaging material manufacturing industries, packaging institutes, or food R&amp;D environments.</li> <li>• Knowledge/Experience in food product formulation, ingredient interactions, and food processing techniques, including thermal and non-thermal methods.</li> <li>• Hands-on experience with food packaging materials, methods, and machinery such as FFS, vacuum sealing, and MAP systems.</li> <li>• Thorough understanding of packaging requirements for different food categories and ability to select and optimize suitable packaging systems for various food matrices.</li> <li>• Well-versed in FSSAI regulations, labelling requirements, and food safety standards, ensuring compliance in all activities.</li> <li>• Capable of supporting product and packaging trials, conducting shelf life studies (moisture migration, barrier properties), and familiar with sustainable &amp; eco-friendly packaging solutions.</li> </ul>		

**Terms & Conditions:**

1. The above posts are purely temporary and on contractual basis till the end of the project period. The selected candidates shall not claim for regular appointment/absorption in Nutrihub, ICAR-IIMR, Hyderabad or funding agency at the end of the project.
2. The duly filled in applications form (as per the format) –Annexure I & II enclosed (If applicable) with photograph affixed on it and signed, should be sent to [hr@nutrihubiimr.com](mailto:hr@nutrihubiimr.com) on or before 29<sup>th</sup> April, 2026 along with self-attested scanned certificate copies of the relevant documents (date of birth, education certificates, experience certificates, trainings attended, publications etc.) as a single file (PDF).
3. For the post of IT & Communications Manager, Interviews link will be sent to the email IDs provided in the application of the shortlisted candidates after the scrutiny.

4. Candidates have to produce his/her Original Certificates along with a set of self-attested photo copies of all certificates and a recent passport size photo, and other documents such as experience certificate at the time of interview for verification.
5. For the post IT & Communications Manager all the relevant original documents to be shown for verification, before joining, if selected. If any information submitted is false information/claims at any stage, their candidature will be summarily rejected and appointment will be terminated if found during project period.
6. The upper age limit for the above position is 40 years for men and 45 years for women as on the date of the interview with relaxation as per GOI rules in case of SC/ST/OBC/PH candidates.
7. No TA/DA will be paid for attending the interview.
8. Canvassing in any form will lead to cancellation of candidature.
9. The selected candidate may have to join immediately.
10. Report for registration from 09.15 to 10:00 AM on the date of interview, candidate need to wait till they are called/allowed to the meeting for the interview as per the list.
11. The decision of the Director/CEO, Nutrihub TBISC, ICAR-IIMR is final and binding in all respects.
12. For further details please visit to our website [www.nutrihubiimr.com/careers](http://www.nutrihubiimr.com/careers)
13. Nutrihub/ICAR-IIMR reserves the right to alter/ Change/ Cancel this Advertisement/ Recruitment without assigning any reason at any stage of recruitment process.
14. In case of any dispute, it will be resolved within the jurisdiction of Hyderabad, Telangana court only.

Sd/-  
Director/CEO,  
Nutrihub

**PROFORMA****APPLICATION FOR THE POST OF:** \_\_\_\_\_ *(On contractual Basis)***Project:** \_\_\_\_\_

1. Name in Block letters: \_\_\_\_\_
2. Father's / Husband's name: \_\_\_\_\_
3. Date of Birth & age: \_\_\_\_\_; \_\_\_\_\_ years.
4. Postal address for correspondence: Present & Permanent.

Latest passport size  
photo

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Mobile no: \_\_\_\_\_; Aadhaar No: \_\_\_\_\_; email: \_\_\_\_\_

**6. Educational Qualifications:**

Sl. No	Qualifications	Year of passing	Board/ University	Marks (% /GPA)	Remarks (if any)
1.					
2.					
3.					
4.					
5.					
6.					

**7. Prior Experience (if any):**

Sl. No	Name of the Organization/ Institute	Post	From To	Drawn Salary	Remarks
1.					
2.					
3.					
4.					

**8. Additional Information which you would like to mention:**

- a. Additional Academic/ professional Qualifications: \_\_\_\_\_
- b. NET Qualified : \_\_\_\_\_
- c. Trainings \_\_\_\_\_
- d. Research Publications / reports / special projects: \_\_\_\_\_
- e. Awards/ Scholarships/ Official Appreciations: \_\_\_\_\_
- f. Affiliation with professional bodies/ institutes/ Societies: \_\_\_\_\_
- g. Any other information: \_\_\_\_\_

9. Whether belongs to SC/ST/OBC/OC/PH/Ex-servicemen (as per Gol norms) \_\_\_\_\_

10. I am also willing to be considered for any lower post in case my application for the applied post is ineligible or not shortlisted for further scrutiny. (Yes / No): \_\_\_\_

**SELF DECLARATION**

I \_\_\_\_\_, Son/ Daughter of \_\_\_\_\_ hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if Information given by me is proven false/ not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn and I may be terminated from the services without assigning any reasons.

Date: \_\_\_/\_\_\_/\_\_\_  
Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate

**DECLARATION**

I, \_\_\_\_\_ hereby declare that **none of my near or distant relative is an employee of Nutrihub TBISC, ICAR-Indian Institute of Millets Research (IIMR)**. 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.

**Date:**

**Signature of the Candidate**

**Place:**

(OR)

I, \_\_\_\_\_ hereby declare that I am willing to attend the interview for post of IT & Communications Manager/Technical Assistant. The following particulars of my relative(s) working in Nutrihub TBISC/ICAR-IIMR is/are furnished as per the requirement of the advertisement for attending the interview:

Name:

Designation:

Relationship:

**Date:**

**Signature of the Candidate**

**Place:**