



भाकृअनुष - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)
 पी.बी. संख्या: Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,
 Kozhikode-673 012, Phone: Office 0495-2731410



F. No. 7/38/2024-Estt.

Dated: 07.11.2025

APPLICATIONS INVITED FOR THE POST OF YOUNG PROFESSIONAL - I

Applications are invited for one position of **Young Professional- I** purely on contractual basis, time-bound and of non-regular nature at ICAR-Indian Institute of Spices Research, Kozhikode, Kerala. The last date for receipt of applications is **21.11.2025**.

The eligible candidates are requested to send their application in the enclosed proforma (Annexure-I) along with scanned copies of original documents (self-attested) for proof of age, caste, educational qualifications, experience etc. as a single PDF file to iisreestablishment@gmail.com on or before **21.11.2025, 05.30 PM**. After screening of the applications, the candidates will be shortlisted based on their academic records and relevant experience. The shortlisted candidates will be informed about the date and time of the written test/ interview by email. The written test/interview will be held at ICAR-Indian Institute of Spices Research, Kozhikode, Kerala. Original documents will be verified at the time of the written test/ interview, and shortlisted candidates must bring their recent bio data and original certificates for verification. If any candidate is found to have submitted false claims during screening or at a later stage, their candidature will be summarily rejected.

Name of the Post	Young Professional - I
No of post	01 post
Essential qualification	Degree (any basic degree in Humanities)
Desirable qualification	Experience in working knowledge on computer related office software's and office administration, filing and maintenance in any ICAR/ Govt. institutes/ office for minimum of two years
Job Profile	Maintaining project files (both hard and soft copies), daily office correspondence, type setting and formation of reports, proceedings, related to PME and HRD activities of the institute, coordinating with the students and officials for report filing and information upgradation in designated online portals and any other duties as assigned by the officers.
Duration	Initial engagement will be for one year which is extendable up to three years (01 year at a time) subject to requirement of the services of the YP in the organization and satisfactory performance of the candidate.
TA/DA	TA/DA will be admissible to YP I for undertaking domestic tour for official work.
Age limit	Minimum 21 and maximum 45 years with relaxation as per rules. Candidates born on or in between 21.11.1980 and 21.11.2004 may apply. (Age relaxation is applicable for SC/ST/OBC/Physically Challenged/ Ex-Serviceman candidates as per Govt. of India Rules)
Emoluments	Rs. 30,000/- per month (Consolidated)
Location	ICAR-Indian Institute of Spices Research, Kozhikode, Kerala

Head of Office

Application Format for the position of 'Young Professional-I at ICAR-IISR,
Kozhikode

Sl. No.	Post	Paste recent passport-size photograph
1.	Young Professional-I	

1.	Full Name (In Block letters)	
2.	Father's Name	
3.	Date of Birth (DD/MM/YY)	
4.	Age as on date of submission of application	
5.	Address with pin code	
	a. Permanent address:	
	b. For communication:	
6.	Mobile No.	
7.	E-mail	
8.	Sex	
9.	Marital status	
10.	Whether belongs to SC/ST/OBC/General (Attach proof)	

11. Details of Educational Qualification from 10th onwards (Attach attested copies of certificates)

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

12. Details of Experience (include experience of one year and above only, attach the proof)

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

13. Additional information, if any:

14. Self-declaration regarding truthfulness in application:

Ihereby 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 to be false or incorrect, my candidature/appointment may be cancelled without any notice.

Date :

Place:

Signature.....

Full name of the Candidate.....