

National Institute of Plant Health Management, Hyderabad

(An autonomous organization under the Ministry of Agriculture, Government of India)

National Institute of Plant Health Management invites applications for the following Posts on **DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION**. The gist of pay and number of posts are given below:

Sl. No.	Name of the Post	No. of Posts	Pay band & Grade pay	Last Date
1	Registrar - <i>Deputation basis</i>	1	Rs. 15600-39100/- & GP 7600/-	15.12.2013
2	Assistant Scientific Officer (PHE) - <i>Direct Recruitment or Deputation basis</i>	2(UR)	Rs.9,300-34,800 & GP Rs.4,200	25.11.2013
3	Office Superintendent (Admn.) - <i>Deputation basis</i>	1	Rs.9,300-34,800 & GP Rs.4,200	
4	Office Superintendent (Accounts) - <i>Deputation basis</i>	1	Rs.9,300-34,800 & GP Rs.4,200	
5	Stenographer - <i>Direct Recruitment</i>	1 (OBC)	Rs.5,200-20,200 & GP Rs.2,400	

Tentative date of written test is 9.12.2013 (except Registrar post).

The details of educational qualifications, experience, age and other eligibility criteria, duties along with syllabus for written test for appointment on Direct Recruitment / Deputation basis (including relaxations, if any) for the posts and their duties along with application proforma may be accessed from web <http://niphm.gov.in>.

Note: The Advertisement to the post of Personal Secretary published in the Indian Express and Hindi Milap News Papers on 30.10.2013 stands withdrawn.

REGISTRAR i/C

QUALIFICATIONS & EXPERIENCE:

1	Registrar – 1 post	<i>Deputation basis</i>
	Age limit	<i>56 years</i>
	The details of educational qualifications, experience, age and other eligibility criteria including duties and application for the post of Registrar are hosted on web site(http://niphm.gov.in .) in a separately file.	
2	Assistant Scientific Officer (Plant Health Engineering) – 2- posts	- Direct Recruitment or Deputation basis
	Age limit for direct recruits	up to 35 years (age relax able in case of deputationists).
	QUALIFICATIONS & EXPERIENCE:	
	<p>One Assistant Scientific Officer (Plant Health Engineering) – 2 posts</p> <p>ESSENTIAL :</p> <p>EDUCATIONAL : 1. A First or Second Class B.E/B.Tech Degree in Agricultural Engineering with a total experience of 3 years of which at least 1 year in Application Technology or Soil & Water Management. OR</p> <p>2. M.E. /M. Tech or equivalent in the relevant subject with atleast one year experience in Application Technology or Soil & Water Management.</p> <p>DESIRABLE: Experience in teaching or research in relevant subjects as part of work experience.</p> <p><u>TRANSFER ON DEPUTATION :</u></p> <p>a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/state Governments.</p> <p>b. Holding analogous posts on regular basis. OR With two years of service in the post having grade pay of Rs. 2,400 or above and</p> <p>c. Possessing qualifications mentioned in above under essential and desirable qualifications. However, one year relaxation from total experience will be given in the case of deputationists.</p>	
3	Office Superintendent (Administration) – 1 post	Deputation basis
	Age limit	55 years
	QUALIFICATIONS & EXPERIENCE:	
	<p><u>TRANSFER ON DEPUTATION :</u></p> <p>a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/state Governments.</p> <p>i. Holding analogous posts on regular basis. OR</p> <p>ii. With <u>six</u> years of service in the post having grade pay of Rs. 2,400 or</p> <p>b. Possessing qualifications mentioned below.</p> <p>ESSENTIAL :</p> <p>(1) A Bachelor Degree from recognized university or equivalent.</p> <p>(2) 8 years experience in administration.</p> <p>DESIRABLE:</p> <p>1) Conversant with the Government Rules and Regulations/Office Procedures pertaining to Administration, Stores, Estates and maintenance of records.</p>	

4	Office Superintendent (Accounts) – 1 post	Deputation basis
	Age limit	55 years
	QUALIFICATIONS & EXPERIENCE:	
	<p><u>TRANSFER ON DEPUTATION :</u></p> <p>a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/state Governments.</p> <p>i.. Holding analogous posts on regular basis. OR</p> <p>ii.. With <u>six</u> years of service in the post having grade pay of Rs. <u>2,400</u> or</p> <p>b. Possessing qualifications mentioned below.</p> <p>ESSENTIAL :</p> <p>(1) A Bachelor Degree in commerce from a recognized university or equivalent.</p> <p>(2) 8 years experience in accounts work.</p> <p>(3) Knowledge of basic computer application.</p> <p>DESIRABLE:</p> <p>1) Conversant with the Government Rules and Regulations/Office Procedures pertaining to Administration, Stores, Estates and maintenance of records.</p>	
5	Stenographer – 1 post (OBC)	– by Direct Recruitment
	Age limit for direct recruits	upto 28 years
	QUALIFICATIONS & EXPERIENCE:	
	<p><u>ESSENTIAL:</u></p> <p>1. Bachelor Degree from recognized university.</p> <p>2. Capacity to take down dictation Shorthand/Typing speed of 80/30 in English.</p> <p>3. Knowledge of basic computer application and data entry.</p> <p><u>DESIRABLE:</u></p> <p>1) 2 years experience in stenography</p> <p>2) Knowledge of Secretarial work.</p>	

GENERAL TERMS AND CONDITIONS FOR DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION POSTS:–

- i. Age limit will be reckoned with reference to the closing date for receipt of the applications.
- ii. “Relaxation of upper age limit in respect of reserved categories such as SC/ST/OBC/PHE/Ex-servicemen etc., as per GOI orders. (in terms of G.I., Dept. of Per. & Trg., Notfn. No. 15012/6/98- Estt. (D), dated 21st December, 1998.
- iii. The Rule of Reservation is not applicable in the case of deputationists. However, subject to availability, eligible candidates belonging to reserved categories will be duly considered as per rules in force.
- iv. The Medical facilities applicable to government employees will be extended to the deputationists.
- v. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
- vi. The Probation period for direct recruits will be Two years as per the rules in force.
- vii. The applications in prescribed proforma should reach the Registrar i/C, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, A.P. on or before 25.11.2013. In case it takes time to obtain clearance from the Head of Department, an advance copy of the application can be sent on or before the closing date.
- viii. Attested copies of all educational qualifications along with experience, age relaxation and other certificates are required to be enclosed invariably. Applications without proper enclosures will not be considered for scrutiny.
- ix. **“Age and qualifications can be relaxed in exceptional cases by the Director General.”**
- x. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
- xi. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
- xii. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**

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DIRECTOR GENERAL

PROFORMA

APPLICATION FOR THE POST OF.....on Regular/ Deputation Basis

1. Name :
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age (as on date 25.11.2013) : Years.....Months.....Days.....
5. ADDRESS FOR CORRESPONDENCE :
 - a. Present :
 - b. Permanent :
 - c. Email ID : 1.
2.
 - d. Mobile :
 - e. Phone No. (STD/ISD code) :

6. EDUCATIONAL QUALIFICATIONS:-

(Enclose attested copies)

QUALIFICATION	YEAR	UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

7. TECHNICAL QUALIFICATIONS:-

(Enclose attested copies)

QUALIFICATION	YEAR	BOARD/ UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

8. Details of employment in the chronological order in the table indicated below. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
(Enclose attested copies)

Office/Instt./ Organisation	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

9. Nature of present employment i.e. ad-hoc or :
temporary or quasi-permanent or permanent.

10. Additional details about present employment. :

Please state whether working under:-

(indicate the name of your employer against the relevant column)

- (a) Central Government :
(b) State Government :
(c) Autonomous Organization :
(d) Public Undertakings :
(e) Universities :
(f) Others :

11. Present Pay & Grade Pay / Pay Band :

12. Additional information, if any, which you would like :
to mention in support of your suitability for the post.

(This among other things may provide information with regard to

- (i) Additional academic qualifications :
(ii) Professional training :
(iii) Work experience (over and above the prescribed) :
(enclose a separate sheet if the space is insufficient)

13. Whether belongs to SC/ST/OBC/OC/
PH/EX-Serviceman (Proof to be enclosed)
as per GOI norms :

14. Remarks

(The candidates may indicate information with regard to

- (i) research publications and reports and special projects :
(ii) Awards/scholarship/official appreciation :
(iii) affiliation with professional bodies/institutions/societies and :
(iv) any other information. :

(enclose a separate sheet if the space is insufficient)

15. I certify that particulars furnished above are true.

16. I am willing to stay in the quarters if allotted or within 3km radius of NIPHM for entire length of service.

Date :

Place :

SIGNATURE OF CANDIDATE

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Dated:

Signature of the Head of

Department (with Stamp)

SYLLABUS FOR WRITTEN TEST

1. **Assistant Scientific Officer's** : Selection to the post will be based on written test and interview

Syllabus for written test:

Plant Health Engineering
-Importance of equipment in Plant Protection - Principles of Pesticides Application Techniques - Droplet generation, size & measurement - Design principles of farm equipment - Features of application equipment (Sprayers, Dusters and Granule Applicators) and related energy systems - Nozzles and Calibration of sprayers - Blowers and Pumps – types-design & applications - Importance of Maintenance & standardization of sprayers -- Heat Engines and other power sources, Thermodynamics -Storage management – structures & fumigation

2. **Office Superintendent (Administration)** : Selection to the post will be based on written test and interview.

Syllabus for the written test:

Swamy's Establishment and administration manual, Tottenham System Of Office Procedure & Management

3. **Office Superintendent (Accounts)**: Selection to the post will be based on written test and interview.

Syllabus for the written test:

GENERAL FINANCIAL RULES, 2005.

PART - I

Chapter 4 : Government Accounts – Capital and Revenue Accounts (Rule 90 – 93)

Chapter 6 : Procurement of goods and services (Rule 135 – 185),

Chapter 7 : Inventory Management – Disposal of goods, modes of disposal (Rule 196,197,198,199 & 200)

PART - II

1. Preparation of Bank Reconciliation Statement.

2. Preparation of Receipts and payment account and income & expenditure account

3. Preparation of Cash Book

4. Preparation of form 16 in respect of income on salaries

4. **Stenographer** : Dictation test followed by interview (full syllabus will be mentioned in the call letter)

DUTIES OF THE POSTS

1. Assistant Scientific Officer: As Sub-divisional heads they are expected to plan, implement and coordinate various activities of their sub-divisions to enable the Joint Directors / Directors accomplish the responsibilities assigned. Any other duties assigned by the Directors or the Director General from time to time.

2. Office Superintendents (Administration):

- a. He/She will supervise the staff working in Establishment section.
- b. Maintenance of Audit para reply file pertaining to administration.
- c. Maintenance of personal files and service books with complete entries as well as leave account of faculty, officers & staff of NIPHM as well erstwhile NPPTI employees.
- d. Recruitment files of all posts of faculty, technical, ministerial and supporting staff grade of NIPHM.
- e. Maintenance of files relating to MACP in respect of NIPHM employees and erstwhile NPPTI
- f. Maintenance of files relating to disciplinary/department cases of NIPHM staff
- g. Maintenance of reservation rosters, establishment / vacant posts register and timely rendering of return statements to SC/ST/OBC commission/committees.
- h. Files relating to declaration of probation and confirmation in respect of NIPHM employees
- i. Correspondence related to retirement/pension of NIPHM staff and erstwhile NPPTI employees.
- j. Maintenance of master file of Recruitment Rules copies in respect of faculty, technical, ministerial and supporting grades.
- k. Deal with pay fixation of faculty and non faculty staff of NIPHM and erstwhile NPPTI staff
- l. Maintenance of files related to RTI correspondence and timely rendering of returns thereof.
- m. Any other work that may entrusted by Director General /Registrar NIPHM from time to time.

3. Office Superintendents (Accounts):

1. Pre-auditing of all the files pertaining to Plan – Grants, NIPHM Revenue account and NIPHM Consultancy account irrespective of amounts.
2. Scrutiny of all the bills viz., Advance/contingent (Consumables, Non-consumables, Stationery, Chemicals and Glass-ware, equipments, furniture and fixtures, CPWD bills, all AMCs, housekeeping, catering, manpower, security, electricity, telephone, water, training programme bills and other misc. bills etc), LTC, TA, medical, Over-time allowance and Salary bills etc.
3. Passing above bills, writing cheques making entries in the cheque issue register and forwarding to the respective person/departments.
4. Posting all the above bills and receipts to the respective sub-heads and head of accounts i.e., Plan-Grants, NIPHM Revenue account and NIPHM Consultancy

account in accounting package (Tally) and generating Cash-Book, individual ledgers and other relevant ledgers according to need by funding agencies.

5. Preparing bills for remitting the recoveries made from salaries to other respective departments of all the staff of NIPHM/NPPTI (in r/o deputationists) Govt. depts, obtaining DDs and its forwarding and also transferring to NIPHM Revenue account in respect of recoveries such as License fee, water charges made in pay bills of NIPHM staff.
6. Receipt of all the cheques, entering into 'valuable register' and depositing in banks to the respective accounts viz., Plan – Grants, NIPHM Revenue account and NIPHM Consultancy account.
7. Preparation of Utilization Certificate for Grants and other projects/schemes wherever required and submission of expenditure to the funding agencies as and when required.
8. Preparation of Bank Reconciliation of four accounts on every month.
9. Co-coordinating to Internal auditors and rectification of their suggestions.
10. Acting as one of the committee member for LPC.
11. Bank Correspondence and maintenance of Investment Register.
12. Timely watching of investments, its renewals/crediting to the respective bank accounts or inter-bank transfers as and when need arises.
13. Payments by RTGS thru Bank i.e, preparation of relevant forms and submission to bank.
14. Helping in preparation of final accounts to AFAO/FA and typing of audit replies in respect of finance and accounts. Compilation of audit replies after getting relevant information from various sections including administration.
15. Assisting in Budget formulation and Implementation
16. Monitoring & controlling Expenditure
17. Calculation of Depreciation & interest on Capital assets/Accrued interest on advances & deposits
18. Maintenance of Grant-in-aid & Loans
19. Budgeting/accounting of externally aided projects
 - Bank Grantees
 - Maintenance of EMD/Performance security deposits
 - Weeding-out old records as per GFR Appendix – 13
20. Any other work that may entrusted by Director General /Registrar/FA NIPHM from time to time.

4. **Stenographer:** Taking dictation and transcription of the same, Computer processing / Typing of essential or confidential documents, Fixing up appointments and screening the calls, Opening of files, maintenance of current files, Keeping a note of the movement of files, Sending of routine reminders, etc., Screening of telephone calls and visitors, Any other work assigned by the superior Officers.