

National Institute of Plant Health Management, Hyderabad

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

(A) DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION:

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	Financial Advisor - Deputation basis	1	Rs.15,600-39,100 & GP Rs.6,600	12.03.2014
2	Assistant Scientific Officer (PHE) - Direct Recruitment or Deputation basis	1(UR)	Rs.9,300-34,800 & GP Rs.4,200	
3	Assistant Scientific Officer (PMD) - Direct Recruitment	1(OBC)	Rs.9,300-34,800 & GP Rs.4,200	
4	Office Superintendent (Accounts) - Deputation basis	1	Rs.9,300-34,800 & GP Rs.4,200	

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>.

(B) CONTRACTUAL BASIS

National Institute of Plant Health Management invites applications for the following Post on **Contractual basis**. The gist of pay and number of posts are given below:

S.No	Name of the Discipline	RA's	SRF's	JRF
1.	Plant Health Engineering	1	-	1
2.	Software Programmer/IT	1	-	-

Salary: Research Associates with Ph.D.: Rs.24,000/- +30% HRA & for M.Sc: Rs.23,000+30% HRA
Sr. Research Associates Rs. 16,000/-+30% HRA
Jr. Research Fellows Rs. 12,000/-+30% HRA

The above vacancies are indicative and may vary as per actual requirement

The details of educational qualifications, experience, age and other eligibility criteria, along with **application proforma** are given below. The eligible candidates for the above contractual posts will be required to make a power point presentation for 15 minutes duration (on the topic of your field) followed by interview.

REGISTRAR i/c

A. QUALIFICATIONS & EXPERIENCE FOR DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION:

1	Financial Advisor	<i>-Deputation basis</i>
	Age limit for direct recruits	55 years
QUALIFICATIONS & EXPERIENCE:		
<p><u>ESSENTIAL:</u></p> <p>A. EDUCATIONAL: A first class or high second class Bachelor Degree, preferably in Commerce from recognised university or equivalent.</p> <p>B. EXPERIENCE: 15 years experience in accounts work holding responsible supervisory/administrative position.</p> <p><u>DESIRABLE:</u> Should be conversant with government rules and regulations/office procedures pertaining to budget preparation, accounts and audit.</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. i) Holding analogous posts on regular basis. OR ii) With five years of service in the post having Grade Pay of Rs. 5400/- OR iii) Eight years of service in the post having Grade Pay of Rs. 4600/-</p> <p>c. Possessing qualifications mentioned above under Essential and Desirable qualifications. However, two years relaxation from total experience will be given to deputationists.</p>		
2	Assistant Scientific Officer (Plant Health Engineering) – 1 post (1UR)	- Direct Recruitment or Deputation basis
	Age limit for direct recruits	up to 35 years (age relax able in case of deputationists).
QUALIFICATIONS & EXPERIENCE:		
<p><i>One Assistant Scientific Officer (Plant Health Engineering) – 1 post</i></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 in <u>Agricultural Engineering</u> 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 boards or Autonomous organizations of Central and State Governments.</p> <p>b. i. Holding analogous posts on regular basis. OR ii. With two years of service in the post having grade pay of Rs. 2,400 or above and</p> <p>c. Possessing qualifications mentioned above under Essential and Desirable qualifications. However, one year relaxation from total experience will be given in the case of deputationists.</p>		

3	Assistant Scientific Officer (Pesticide Management Division – 1 post (OBC))	- Direct Recruitment
	Age limit for direct recruits	up to 35 years
	QUALIFICATIONS & EXPERIENCE:	
	One Assistant Scientific Officer (Pesticide Management Division) ESSENTIAL : A. EDUCATIONAL: A First or high second class Masters Degree in Organic Chemistry / Organic Analytical Chemistry/Agricultural chemistry / Agricultural Entomology/Plant Pathology/Agrichemicals & Pest Management / Environmental science/ Environmental chemistry/Biotechnology B.EXPERIENCE: Two years experience in Analysis of pesticide formulation and / or pesticide residue, OR 1 year in analysis of pesticide formulation and / or pesticide residue for M.Sc candidates who have Post Graduate Diploma in Plant Health Management with specialisation in Pesticide Management /Post Graduate Diploma in Plant Protection. OR 6 months in analysis of pesticide formulation and pesticide residue for Ph.D candidates. DESIRABLE: Ph.D. in the relevant subject.	
4	Office Superintendent (Accounts) – 1 post	Deputation basis
	Age limit	55 years
	QUALIFICATIONS & EXPERIENCE:	
	<u>TRANSFER ON DEPUTATION :</u> a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Boards or Autonomous organizations of Central/State Governments. i.. Holding analogous posts on regular basis. OR ii.. With <u>six</u> years of service in the post having grade pay of Rs. 2,400 or b. Possessing qualifications mentioned below under Essential and Desirable qualifications. However, two years relaxation from total experience will be given to deputationists. ESSENTIAL : (1) A Bachelor Degree in commerce from a recognized university or equivalent. (2) 8 years experience in accounts work. (3) Knowledge of basic computer application. DESIRABLE: 1) Conversant with the Government Rules and Regulations/Office Procedures pertaining to Administration, Accounts, Stores, Estates and maintenance of records.	

B. QUALIFICATIONS & EXPERIENCE FOR CONTRACTUAL EMPLOYEES:				
a.	Research Associate - 1post (Plant Health Engineering)	<u>Division of Plant Health Engineering (1 Post):-</u> M.Tech. in Agricultural Engineering, OR B.Tech.in Agriculture Engineering with minimum 3 years of research experience.	For PhD: Rs.24,000 + 30% HRA, & for others: Rs.23,000 + 30% HRA	35 years
b.	Junior Research Fellow – 1 post (Plant Health Engineering)	<u>Division of Plant Health Engineering (1 Post):-</u> M.Tech. Agricultural Engineering, OR B.Tech. in Agricultural Engineering with minimum 1 year of research experience in farm machinery and power.	Rs.12,000/- + 30% HRA	30 years

c.	Research Associate -I (Software Programmer)	<u>Information & Communication Technology</u> <u>Division (1Post): –</u> 1. M.Sc. (Computer Application) with B.Sc. in Agriculture/Horticulture/Agricultural Engineering with 6 months experience. 2. A First Class B.E/B.Tech Degree in Computer Science / Information Technology with 6 months experience. OR 3. First Class Masters Degree (M.Sc/M.S/M.Tech) in Computer Science/ Information Technology with 1 year work experience in programming for Database Management & its administration. 4. Master in Computer Application (MCA) with 1 year work experience in programming for Database Management & its administration <u>Desirable:</u> Web technologies using dot (.) net/Java/PHP and SQL programming.	For PhD: Rs.24,000 + 30% HRA, & for others: Rs.23,000 + 30% HRA	35 years
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GENERAL TERMS AND CONDITIONS FOR DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION & CONTRACTUAL 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. **OBC candidates have to enclose caste certificate as per GOI norms for claiming age relaxation and for considering to the reserved OBC post.**
- 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 12.03.2014. 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. In case of contractual positions, candidates may submit a declaration stating that they are willing to be considered for a lower position in case their application for the applied position is found ineligible or if not been shortlisted for a further scrutiny.
- xii. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
- xiii. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**

PROFORMA

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

1. Name :
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age (as on date 12.03.2014) : Years.....Months.....Days.....
5. ADDRESS FOR CORRESPONDENCE :
a. Present :

b. Permanent :

c. Email ID : 1.
2.
d. Mobile :
e. Phone No. (STD/ISD code) :

Affix Passport
size Photograph

6. EDUCATIONAL QUALIFICATIONS:-

(Enclose attested copies without which applications will not be considered for scrutiny).

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)
(OBC Candidates have to enclose caste certificate as per
GOI norms for claiming age relaxation and for considering
to the reserved OBC post)

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. **Financial Advisor:** Selection to the post will be based on interview, which will cover knowledge of GFR rules.

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

Syllabus for written test:

Plant Health Engineering
<ul style="list-style-type: none">-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

Pesticide Management Division
Syllabus: <ul style="list-style-type: none">1) Pesticide classification on use, chemical nature, formulation, toxicity and action etc.2) Various methods in Pesticide Formulation Analysis3) Principles, operation and application of various chromatographic techniques4) Pesticide Dissipation, Residue Dynamics, Different methods/ Steps in residue analysis5) Confirmative analytical techniques in residue analysis6) Different terminologies used in Pesticide Residue Analysis7) Maximum Residue Levels in pesticide8) Pesticide 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

Chapter4 : 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

DUTIES OF THE POSTS

1. Financial Advisor:

The Financial Advisor shall assist the Director General in the financial management of the Institute. He shall be in-charge of all accounting of receipts, payments, Provident Funds, Investment, Budget, Audit and allied matters of the Institute. He shall, in particular –

- i. Advise the Director General on all matters falling within the field of delegated powers;
- ii. Establish and maintain a system of financial control governing the allocation and use of funds;
- iii. keep himself closely associated with the formulation of schemes and important expenditure and income proposals, from their initial stages;
- iv. associate himself with evaluation of progress/performance in the case of projects and other continuing schemes and see that the result of such evaluation studies are duly taken into account in the budget formulation;
- v. watch settlement of audit objections, Inspection reports, etc.
- vi. organize effective Internal Audit;
 - a. To ensure accuracy in accounts and in other basis records;
 - b. To review systems and procedures as have a financial bearing, to reduce costs, promote efficiency and safe guards the interests of the Institute.
- vii. The Financial Advisor or such Officer designated by the Director General shall examine and advise Director General in every case of re-appropriation of funds.
- viii. Function as the Drawing & Disbursing Officer for the establishment of the Institute.
- ix. Any other duties assigned by the Director General.

2. Assistant Scientific Officers (PHE & PMD): 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.

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. departs, 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.