

# **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	<b>Senior System Analyst</b> - Deputation basis	1	Rs.15,600-39,100& GP Rs.7,600	<b>11<sup>th</sup> July 2014.</b>
2	<b>Financial Advisor</b> - Deputation basis	1	Rs.15,600-39,100& GP Rs.6,600	
3	<b>Asst. Scientific Officer (PMD)</b> -Direct Recruitment	1 (OBC)	Rs.9,300-34,800 & GP Rs.4,200	
4	<b>Office Superintendent (Accounts)</b> Direct Recruitment/Deputation basis	1	Rs.9,300-34,800 & GP Rs.4,200	
5	<b>Hindi Translator –Office Superintendent (Hindi Translation)</b> -Direct Recruitment	1(HH)* for PWD	Rs.9,300-34,800 & GP Rs.4,200	

\*Hearing Handicapped

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 proformamay be accessed from web <http://niphm.gov.in>.

**Registrar**

## **A. QUALIFICATIONS & EXPERIENCEFOR DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION:**

<b>1</b>	<b>Senior System Analyst</b>	-Deputation basis
	<b>Age limit</b>	55 years(Relaxable in case of deputationists)
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
<b><u>ESSENTIAL:</u></b>		
<b>A. EDUCATIONAL:</b>		
A first class or second class ME/ M.Tech in Electronics & Communication Engineering/ Electrical Engineering / Computer Science Engineering.		
<b>B. EXPERIENCE:</b>		
Minimum work experience of 8 years with at least 4 years of experience in ITES including teaching/ training etc.		
<b><u>DESIRABLE:</u></b>		
Experience in management of IT projects/ programmes including training programmes/teaching.		

<p><b><u>TRANSFER ON DEPUTATION :</u></b></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. <b>6600/-</b> or above OR  With four years of service in the post having Grade Pay of Rs. <b>5400/-</b> or above OR  With seven years of service in the post having Grade Pay of Rs. <b>4600/-</b> or above  Possessing qualifications mentioned above under Essential and Desirable qualifications. <u>However, two years relaxation from total experience of 8 years will be given in the case of deputationists.</u></p>		
<b>2</b>	<b>Financial Advisor</b>	<i>-Deputation basis</i>
	Age limit	55 years
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
<p><b><u>ESSENTIAL:</u></b></p> <p><b>A. EDUCATIONAL:</b>  A first class or high second class Bachelor Degree, preferably in Commerce from recognised university or equivalent.</p> <p><b>B. EXPERIENCE:</b>  15 years experience in accounts work holding responsible supervisory/administrative position.</p> <p><b><u>DESIRABLE:</u></b>  Should be conversant with government rules and regulations/office procedures pertaining to budget preparation, accounts and audits.</p> <p><b><u>TRANSFER ON DEPUTATION :</u></b></p> <p>c. Persons under Central/State Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/State Governments.</p> <p>d. i) Holding analogous posts on regular basis. OR  ii) With five years of service in the post having Grade Pay of Rs. <b>5400/-</b> OR  iii) Eight years of service in the post having Grade Pay of Rs. <b>4600/-</b></p> <p>e. Possessing qualifications mentioned above under Essential and Desirable qualifications. <u>However, two years relaxation from total experience will be given to deputationists.</u></p>		
<b>3</b>	<b>Assistant Scientific Officer (Pesticide Management Division – 1 post (OBC))</b>	<b>- Direct Recruitment</b>
	Age limit for direct recruits	up to 35 years
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
<p><b><i>One Assistant Scientific Officer (Pesticide Management Division)</i></b></p> <p><b>ESSENTIAL :</b></p> <p><b>A. EDUCATIONAL:</b> A First or high second class Masters Degree in Organic Chemistry / Organic Analytical Chemistry/Agricultural chemistry / Agricultural Entomology/Plant Pathology/Agrichemicals &amp; Pest Management / Environmental science/ Environmental chemistry/Biotechnology</p> <p><b>B. EXPERIENCE:</b> 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.</p> <p><b>DESIRABLE:</b> Ph.D. in the relevant subject.</p>		
<b>4</b>	<b>Office Superintendent (Accounts) – 1 post</b>	<b>Direct Recruitment/Deputation basis</b>
	Age limit for Direct Recruitment/Deputation basis	40 Years/ 55 years respectively

<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	
<b>ESSENTIAL :</b> (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. <b>DESIRABLE:</b> 1) Conversant with the Government Rules and Regulations/Office Procedures pertaining to Administration, Accounts, Stores, Estates and maintenance of records. <b>TRANSFER ON DEPUTATION :</b> 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. <b>2,400</b> b. Possessing qualifications mentioned above under Essential and Desirable qualifications. <u>However, two years relaxation from total experience will be given to deputationists.</u>	
<b>5</b>	<b><i>HINDI TRANSLATOR –Office Superintendent (Hindi Translation) –1(HH) for PWD</i></b> - Direct Recruitment
	Age limit for direct recruits : 35 years
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	
<b><u>DIRECT RECRUITMENT :</u></b> <b>ESSENTIAL :</b> <b>EDUCATIONAL:</b> 1. A. Master’s Degree from a recognized University in Hindi with English as a subject at Degree level. OR B. Master’s Degree from a recognized University in English with Hindi as a subject at Degree level. OR C. Master’s Degree from a recognized University in any subject with Hindi and English as a subject at the Degree level. OR D. Master’s Degree from a recognized University in any subject with Hindi medium and English as a subject at the Degree level. OR E. Master’s degree from a recognized University in any subject with English Medium and Hindi as a subject at the Degree level. 2. Diploma in Translation from Hindi to English and Vice versa  <b>EXPERIENCE:</b> Two years experience of translation work from Hindi to English and Vice –versa in Central / State Government Offices including Govt. Of India Undertakings, proof correction etc. <b>DESIRABLE:</b> a. Administrative Experience in organizing Hindi Classes or workshops, noting and drafting/implementation of Official Language. b. Should be conversant with the government rules and regulations/office procedures pertaining to administration, accounts, purchases and maintenance. c. Knowledge, skill & experience of working on computers in any one of the following: a. Coral draw, Photoshop, PageMaker.	

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

**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 21<sup>st</sup> December, 1998.**OBC candidates have to enclose latest caste certificate as per GOI norms for claiming age relaxation and for considering to the reserved OBC post. Obtained on or after 01.04.2014.**
- iii. For the post HT ( OS) which is reserved for HH (PWD), candidates have to submit disability certificate in the proforma prescribed as per DOPT, OM No: 36035/1/2012-Estt(Res), dt: 29.11.2013 or as amended from time to time. (Enclosed proforma for reference)
- iv. 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.
- v. The Medical facilities applicable to government employees will be extended to the deputationists.
- vi. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
- vii. The Probation period for direct recruits will be Two years as per the rules in force.
- viii. The applications in prescribed proforma should reach the Registrari/c, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, A.P. on or before **11.07.2014**. 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.
- ix. **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.**
- x. **"Age and qualifications can be relaxed in exceptional cases by the Director General."**
- xi. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
- 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.**

**Registrar i/c**

## **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) :

Affix Passport  
size Photograph

4. Age (as on date..... ) : 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 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/INTERVIEW

1. **Senior System Analyst:** Selection to the post will be based on interview, which will cover knowledge of IT.
2. **Financial Advisor:** Selection to the post will be based on interview, which will cover knowledge of GFR rules.
3. **Assistant Scientific Officer (PMD):** Selection to the post will be based on written test and interview

### Pesticide Management Division

Syllabus:

- 1) Pesticide classification on use, chemical nature, formulation, toxicity and action etc.
- 2) Various methods in Pesticide Formulation Analysis
- 3) Principles, operation and application of various chromatographic techniques
- 4) Pesticide Dissipation, Residue Dynamics, Different methods/ Steps in residue analysis
- 5) Confirmative analytical techniques in residue analysis
- 6) Different terminologies used in Pesticide Residue Analysis
- 7) Maximum Residue Levels in pesticide
- 8) Pesticide Management

4. **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

5. **Hindi Translator: Office Superintendent (Hindi Translation)**

Hindi **Translator** selection will be based on the written test and followed by interview

Syllabus for the written test and interview:

Official language Act, Provisions, Policy, Incentives, Imparting of Hindi training, terminology from Hindi to English & vice versa. Committees, Inspection etc

Administrative Knowledge (Tottenham system of Office Procedure & Management) & terminology relating to agriculture.

The above material is available in [www.rajbasha.nic.in](http://www.rajbasha.nic.in) or [www.rajbasha.gov.in](http://www.rajbasha.gov.in) & notes will be sent to shortlisted candidates.

## **DUTIES OF THE POSTS**

### **1. Senior System Analyst:**

Training in Information Technology Enabled Services. Experience in management of IT projects / programmes including training programmes/teaching, experience in handling IT enabled Database Management in Plant Health Management etc.

Any other duties assigned by the Director General from time to time.

### **2. 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.

- 3. Assistant Scientific Officers (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.

### **4. 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/FANIPHM from time to time.

## **5. Hindi Translator :**

Assist Hindi Officer in attending to all matters relating to implementation of official language (Hindi) in the Institute and adoption of the specified norms as per requirements. Guide and supervise the staff in the Official Language Section of the Institute in day-to-day communication and correspondences etc. Sending of quarterly report to Ministry as per Official language and policy Act. Any other work that may entrusted by Director General /Registrar/Hindi Officer from time to time