

# **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 as mentioned against the post. 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>Registrar</b> -Deputation basis	1	Rs.15,600-39,100 & GP Rs.7,600	10.10.2014
2	<b>Senior System Analyst</b> - Deputation basis	1	Rs.15,600-39,100 & GP Rs.7,600	24.09.2014
3	<b>Financial Advisor</b> - Deputation basis	1	Rs.15,600-39,100 & GP Rs.6,600	
4	<b>Asst. Scientific Officer (Ent)</b> -Direct Recruitment	1 (UR)	Rs.9,300-34,800 & GP Rs.4,200	
5	<b>Office Superintendent (Admin)</b> Direct Recruitment/Deputation basis	1 (UR)	Rs.9,300-34,800 & GP Rs.4,200	
6	<b>Hindi Translator –O.S. (Hindi Translation)</b> -Direct Recruitment	1(HH)* for PWD	Rs.9,300-34,800 & GP Rs.4,200	

\*Reserved for Persons with Disability (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 along with application proforma may be accessed from web <http://niphm.gov.in>.

**Registrar i/c**

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

1	<b>Registrar</b>	-Deputation basis
	<b>Age limit</b>	56 years
	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( <a href="http://niphm.gov.in">http://niphm.gov.in</a> ) in a separately file.	
2	<b>Senior System Analyst</b>	-Deputation basis
	<b>Age limit</b>	55 years (Relax able in case of deputationists)
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	
	<b>ESSENTIAL:</b>	
	<b>1. EDUCATIONAL:</b> A first class or second class ME/ M.Tech in Electronics & Communication Engineering/ Electrical Engineering / Computer Science Engineering.	
	<b>2. EXPERIENCE:</b> Minimum work experience of 8 years with at least 4 years of experience in ITES including teaching/ training etc.	

<p><b><u>DESIRABLE:</u></b> Experience in management of IT projects/ programmes including training programmes/teaching.</p> <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>3</b>	<b>Financial Advisor</b>	<i>-Deputation basis</i>
	Age limit	55 years
<b><u>QUALIFICATIONS &amp; EXPERIENCE:</u></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>4</b>	<b>One Assistant Scientific Officer (Ent) in Plant Health Management Division -1 Post (UR)</b>	Direct Recruitment
	Age limit	35 years
<b><u>QUALIFICATIONS &amp; EXPERIENCE:</u></b>		
<p><b><u>ESSENTIAL :</u></b></p> <p><b>A. EDUCATIONAL:</b> A First or high second class Masters Degree in Agriculture or Horticulture specialization in Entomology or Zoology with specialization in Entomology or Entomology.</p> <p><b>B. EXPERIENCE:</b> Total experience 02 years for M.Sc. candidates in SPS, Plant Quarantine/PHM with specific reference to Entomology OR 1 year in relevant field for M.Sc candidates who have Post Graduate Diploma in PHM/Post Graduate Diploma in Plant Protection OR Ph.D candidates without experience will also be considered.</p> <p><b><u>DESIRABLE:</u></b> Ph.D. in the relevant subject.</p>		
<b>5</b>	<b>Office Superintendent (Admin) – 1 post (UR)</b>	Direct Recruitment/Deputation basis
	Age limit	40 years/ 55 years
<b><u>QUALIFICATIONS &amp; EXPERIENCE:</u></b>		
<b><u>ESSENTIAL :</u></b>		

<p>(1) A Bachelor Degree from a recognized university or equivalent.  (2) 8 years experience in administration.  <b>DESIRABLE:</b>  1) Conversant with the Government Rules and Regulations/Office Procedures pertaining to Administration, Stores, Estates and maintenance of records.</p> <p><b><u>TRANSFER ON DEPUTATION :</u></b>  a. Persons under Central/State Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Boards or Autonomous organizations of Central and 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 the requirement of total experience will be given to deputationists.</u></p>	
<b>6</b>	<p><b><i>HINDI TRANSLATOR – O.S (Hindi Translation) –1 Post For Persons with Disability (PwD)- (Hearing Handicapped)</i></b></p> <p>- Direct Recruitment</p>
	<p>Age limit for direct recruits :</p> <p>35 years</p>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	
<p><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</p> <p><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.</p> <p><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 &amp; experience of working on computers in any one of the following: a. Coral draw, Photoshop, PageMaker.</p>	

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 **24.09.2014 for positions mentioned at S.No: 2 to 6 & 10.10.2014 for the Post of Registrar**. 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) :
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) :

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/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 (Ent) :** Selection to the post will be based on written test and interview

<b>Plant Health Management</b>
<p>Syllabus:</p> <ol style="list-style-type: none"><li>1. Principles and concepts of IPM</li><li>2. Agro-ecosystem Analysis</li><li>3. Ecosystem Concepts</li><li>4. Ecosystem Services</li><li>5. Pesticide Resistance, pest resurgence, secondary pest out break and pest replacement</li><li>6. Biological control for pest management</li><li>7. Concepts of Bio-security &amp; Plant Quarantine</li><li>8. WTO-Phytosanitary measures in International Trade with reference to insect pests</li><li>9. Invasive alien species</li><li>10. Ecological Engineering for pest management</li><li>11. Companion plants and their role in Push-Pull strategy for pest management</li><li>12. Insect pests and defenders of Rice, Wheat, Red gram, Cotton, Tomato and Chilies.</li></ol>

4. **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

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 (Ent):** 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 (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.

**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