

National Institute of Plant Health Management, Hyderabad

(An autonomous organization under the Ministry of Agriculture & Farmers Welfare Government of India)

Advertisement Notification No. 02/2015

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:

| S.No | Name of the Post | Direct/Deputation | No. of Posts | Reservation for Direct Recruitment as per roster | Pay Band & Grade Pay | Last Date |
|--------------|--|-------------------|--------------|--|--|-------------------|
| 1. | Registrar | Deputation | 01 | N/A | PB3 Rs. 15,600-39,100 + GP Rs. 7600 | 02.11.2015 |
| 2. | Senior System Analyst | Deputation | 01 | N/A | PB3 Rs. 15,600-39,100 + GP Rs. 7600 | 05.10.2015 |
| 3. | Financial Advisor | Direct/Deputation | 01 | UR | PB3 Rs. 15,600-39,100 GP 6600 | |
| 4. | Assistant Director (Plant Health Management-Horti. & Flori.) | Direct/Deputation | 01 | OBC | PB 3 Rs. 15,600-39,100 GP 5400 | |
| 5. | Scientific Officer (R&NM) – Chemistry | Direct/Deputation | 01 | OBC | PB2 Rs. 9300-34800+ GP 4600 | |
| 6. | Hindi Translator | Direct/Deputation | 01 | PwD (VH) | PB2 9300-34800+ GP 4200 | |
| 7. | Stenographer | Direct/Deputation | 02 | 1 (UR) & 1 (OBC) | PB1- Rs. 5,200-20,200 + GP RS. 2,400/- | |
| 8. | Upper Division Clerk | Direct/Deputation | 01 | UR | PB1- Rs. 5,200-20,200 + GP RS. 2,400/- | |
| Total | | | 09 | | | |

The details of educational qualifications, experience, age and other eligibility criteria, duties 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 | 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 | Senior System Analyst – 1 post | <i>Deputation basis</i> |
| | Age limit | <i>55 years</i> |
| | QUALIFICATIONS & EXPERIENCE: | |
| <p><u>ESSENTIAL:</u></p> <p>A. EDUCATIONAL: A first class or second class ME/ M.Tech in Electronics & Communication Engineering/ Electrical Engineering / Computer Science Engineering.</p> <p>B. EXPERIENCE: Minimum work experience of 8 years with at least 4 years of experience in ITES including teaching/ training etc.</p> <p><u>DESIRABLE:</u> Experience in management of IT projects/ programmes including training programmes/teaching.</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. 6600/- or above OR With four years of service in the post having Grade Pay of Rs. 5400/- or above OR With seven years of service in the post having Grade Pay of Rs. 4600/- 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> | | |
| 3 | Financial Advisor – 1 post | <i>-Direct Recruitment /Deputation basis</i> |
| | Age limit | <i>50 years (55 years in case of deputationists)</i> |
| | 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 audits.</p> <p><u>TRANSFER ON DEPUTATION :</u></p> | | |

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| | <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. 5400/- OR iii) Eight years of service in the post having Grade Pay of Rs. 4600/-</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> | |
| 4 | Assistant Director (Plant Health Management-Horti. & Flori.) – 1 post for OBC | <i>-Direct Recruitment /Deputation basis</i> |
| | Age limit | 45 years (relaxable in in case of deputationists) |
| | | <p><u>ESSENTIAL:</u> EDUCATION AND EXPERIENCE: A First or High Second Class (above 57%) Master’s Degree in Horticulture with specialization in Plant Pathology / Entomology / Nematology <i>AND</i> a total experience of 9 years (6 years for candidates with Ph.D) of which at least 3 years of experience in Integrated Pest Management of Horticultural crops, or a First or High Second Class (above 57%) Master’s Degree in Agriculture with specialization in Plant Pathology / Entomology / Nematology and a total work experience of 10 years (7 years for candidates with Ph.D) of which at least 5 years of experience in Integrated Pest Management of Horticultural crops. Experience in Research, teaching / training in the respective fields will also be considered as the required work experience. <u>DESIRABLE:</u> Ph.D. in the relevant subject. Advanced Training in Integrated Pest Management of Horticultural crops. <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 three years of service in the post having Grade Pay of Rs. 4600/- OR iii) five years of service in the post having Grade Pay of Rs. 4200/-</p> <p>c. Possessing qualifications mentioned above under Essential and Desirable qualifications. <u>However, two years relaxation from total experience of 7 years /9 years will be given to deputationists.</u></p> |
| 5 | Scientific Officer (Chemistry) – 1 post for OBC | <i>-Direct Recruitment / Deputation basis</i> |
| | Age limit for direct recruits : | <i>35 years (Relaxable in case of deputationists)</i> |
| | | <p><u>Essential:</u> EDUCATIONAL QUALIFICATIONS A First or High Second Class (above 57%) Master’s Degree in Organic Chemistry or Analytical Chemistry or Agricultural Chemistry with atleast 2 years of experience in</p> |

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| | | <p>analysis of pesticide formulations and residues by using sophisticated equipment. OR Masters in Agriculture with minimum 5 years experience in Pesticide Formulation Analysis/Pesticide Residue Analysis.</p> <p>EXPERIENCE Minimum work experience of 5 years(2 years for candidates with Ph.D).</p> <p><u>Desirable:</u> Ph.D or equivalent in the relevant subject.</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. b. i) Holding analogous posts on regular basis. OR ii)With five years of service in the post having Grade Pay of Rs. <u>4200/-</u> and above c. Possessing qualifications mentioned above under Essential and Desirable qualifications. <u>However, two years relaxation from total of 5 years will be given to deputationists.</u></p> |
| 6 | HINDI TRANSLATOR – O.S. (Hindi Translation)-1 post reserved for PwD (VH) | <i>-Direct Recruitment / Deputation basis</i> |
| | Age limit for direct recruits : | 35 years (50 years in case of deputationists) |
| QUALIFICATIONS & EXPERIENCE: | | |
| <u>DIRECT RECRUITMENT :</u> | | |
| ESSENTIAL : | | |
| EDUCATIONAL: | | |
| 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 | | |
| EXPERIENCE: 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. | | |
| DESIRABLE: | | |
| 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. | | |

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| | <p>c. Knowledge, skill & experience of working on computers in any one of the following: a. Coral draw, Photoshop, PageMaker.</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. 2400/- and above</p> <p>c. Possessing qualifications mentioned above under Essential and Desirable qualifications. <u>However, two years relaxation from total of 5 years will be given to deputationists.</u></p> | |
| 6 | Stenographer – 2 [1 post for(UR) and 1 post for (OBC)] | – by Direct Recruitment or Deputation |
| | Age limit for direct recruits | Up to 28 years |
| | QUALIFICATIONS & EXPERIENCE: | |
| | <p><u>ESSENTIAL:</u></p> <ol style="list-style-type: none"> 1. Bachelor Degree from recognized university. 2. Capacity to take down dictation Shorthand/Typing speed of 80/30 in English. 3. Knowledge of basic computer application and data entry. <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> 1) 2 years experience in stenography 2) Knowledge of Secretarial work. <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> <ol style="list-style-type: none"> i. Holding analogous posts on regular basis. OR ii. With six years of service in the post having Grade Pay of Rs.1900/- <p>b. Age limit: 40 years.</p> <p>c. Possessing qualifications mentioned above.</p> | |
| 7 | Upper Division Clerk –1 post for (UR) | Direct recruitment /Deputation |
| | Age limit for Direct Recruits | 35 years |
| | <p><u>ESSENTIAL:</u></p> <ol style="list-style-type: none"> 1. Bachelor Degree from a recognized University or equivalent. 2. 6 years experience in administration/accounts/stores. 3. Knowledge of basic computer application with speed of 30 w.p.m in English Typewriting. <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> 1. Conversant in government rules and regulations /office procedures pertaining to administration, accounts, stores and maintenance of records. <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. Holding analogous posts on regular basis. OR With four years of service in the post having Grade Pay of Rs.1900/-</p> <p>b) Age limit: 50 years.</p> <p>c) Possessing qualifications mentioned above.(i.e. Essential and Desirable)</p> | |

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

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

- i. Age limit will be reckoned with reference to the closing date for receipt of the applications.
- ii. upper age limit for persons with disabilities shall be relaxable
 1. by ten years (15 years for SCs,STs, and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group D posts;
 2. By 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group A and Group B posts where recruitment is made otherwise than through open competitive examination; and
 3. By 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination;
- iii. Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefits of reservation would have to submit a Disability Certificate issued by a competent authority.
- iv. "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 latest caste certificate as per GOI norms for claiming age relaxation and for considering to the reserved OBC post, obtained on or after 01.04.2015.**
- v. 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.
- vi. The Medical facilities applicable to government employees will be extended to the deputationists.
- vii. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
- viii. The Probation period for direct recruits will be Two years as per the rules in force.
- ix. The applications in prescribed proforma through proper channel in case of service candidates should reach the Registrari/c, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, Telangana, on or before **05.10.2015 for all positions mentioned at Sl.No. 2 to 8 except for Sl.No. 1 (i.e. Registrar post for which last date is 02.11.2015 (5.30 PM).** Persons working in Govt. service should apply through proper channel only. 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.

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

- x. **Self-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.**
- xii. Age and qualifications can be relaxed in exceptional cases by the Director General."
- xiii. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
- xiv. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
- xv. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**

Registrar i/c

A. PROCEDURE FOR SELECTION

- 1) **Registrar**
- 2) **Senior System Analyst:** Selection to the post will be based on interview, which will cover knowledge of IT.
- 3) **Financial Advisor:** Selection to the post will be based on interview, which will cover knowledge of GFR rules.
- 4) **Assistant Director (Plant Health Management-Horti. & Flori.)**
- 5) **SO**
- 6) **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 or www.rajbasha.gov.in & notes will be sent to shortlisted candidates.

- 7) **Stenographer::** Dictation test followed by interview (full syllabus will be mentioned in the call letter)
- 8) **Upper Division Clerk :**

Syllabus for the Written test and the interview.

- a. Essay writing (General topics)
- b. Précis writing
- c. Comprehension
- d. Administrative Knowledge (Tottenham system of Office Procedure & Management)-
- e. GFR- 2005 - Procurement of Goods & Services

B. DUTIES OF THE POSTS

1. Registrar:

- a) The Registrar will be in-charge of the Administration Branch of the Institute and responsible for general administration and assistance to the Director General in dealing with administrative matters / administrative arrangements for seminars, conferences, training programmes, study tour, etc.
- b) He shall assist the Director General in matters pertaining to the Executive Council, the General Council, and other standing committees.
- c) He will be the Controlling Officer and Disciplining Authority for certain categories of staff.
- d) He will be the Welfare Officer.
- e) He is declared a Faculty Member in terms of DOPT OM No. 12017/2/86-Trg dated 31.3.87. He is required to take part in the academic activities of the Institute. He will be entitled to 30 % of basic pay as training allowance.

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 DIRECTORS: 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 Joint Directors, Directors or the Director General from time to time.

4. 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 Joint Directors, Directors or the Director General 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

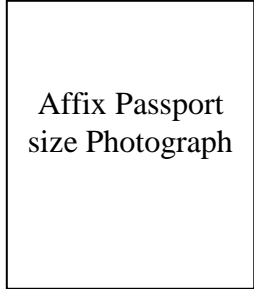
6. Stenographer: Taking dictation and transcription of the same, Computer processing / Typing of essential or confidential documents, Fixing up appointments and screening the calls, Opening of files, maintenance of current files, Keeping a note of the movement of files, Sending of routine reminders,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

7. UDC: To assist in timely processing of various matters pertaining to administration (establishment matters such as Service Books, increment preparation, pay fixation, leave sanctions, recruitments, etc) and to enable disposal of the relevant matters efficiently and properly and maintenance of records etc..

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) :



- 6. EDUCATIONAL QUALIFICATIONS:-**
(Enclose self 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) |
|---------------|------|-------------------|--------------------|-------------------------|
| | | | | |

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 |
|-----------------------------|-----------|------|----|------------------------------------|----------------------------|
| | | | | | |

8. 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 latest 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