

National Institute of Plant Health Management, Hyderabad

ADVERTISEMENT FOR THE POST OF REGISTRAR, NIPHM

1. Applications are invited from eligible and suitable officers of All India Services Group 'A' in JAG grade for filling up one post of Registrar, National Institute of Plant Health Management (NIPHM), Hyderabad, an autonomous body of Ministry of Agriculture (Department of Agriculture and Cooperation), Govt. of India required to be filled on deputation basis. The post is in the Pay Band-3 of Rs. 15,600-39,100 /-plus Rs.7600/- (Grade Pay).

2. This institute imparts training in human resource development in plant protection technology. Besides, meeting the emerging training needs this institute will function as a centre of excellence and policy support centre in the matters of bilateral/multilateral negotiations on Sanitary and Phytosanitary (SPS) matters, plant protection activities, and providing training capability to private sector and farmers.

ELIGIBILITY:

3. The eligibility conditions for the post are as under:-

(i) Officers of All India Services Group 'A' in Junior Administrative Grade with grade pay of Rs 7600/- in the Pay Band of Rs. 15,600 -39,100/- (PB-III)

OR

With three years regular service in the Senior Scale in the Pay Band of Rs. 15,600-39100/- plus Rs. 6600/- (Grade pay)

4. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Government shall not ordinarily exceed five years.

5. The officer selected on 'deputation' basis will have the option to draw his grade pay plus Deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with DOPT's O.M. No.2/8/97-Estt.(Pay.II) dated 11.03.1998 or as amended from time to time.

6. Applications (in triplicate) in the enclosed proforma, along with the complete and up-to-date Confidential Reports (photocopies of the APARs are to be got attested by an officer not below the rank of Under Secretary to the Government of India) and Integrity Certificate of eligible officers who could be spared in the event of their selection, may be forwarded to Director General, National Institute of Plant Health Management, Department of Agriculture and Cooperation, Ministry of Agriculture, Govt. of India, Hyderabad within **on or before 02.11.2015**. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on them during the last

10 years. **In case of any delay in obtaining clearance from Head of Department, an advance copy may be submitted on or before the closing date.**

7. Please visit <http://niphm.gov.in> for obtaining duties and responsibilities of the post as well as proforma. Applications forwarded without the A.C.Rs/APARs Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete, shall be rejected.

8. Applications received after expiry of last date shall be rejected.

Broad duties and responsibilities attached to the post of Registrar, NIPHM are as below:

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.

GENERAL TERMS AND CONDITIONS FOR RECRUITMENT OF REGISTRAR ON TRANSFER ON DEPUTATION BASIS:—

- i. Age limit will be reckoned with reference to the closing date for receipt of the applications.
- ii. 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.
- iii. The Medical facilities applicable to government employees will be extended to the deputationists.
- iv. 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 **02.11.2015** **for the Registrar post. 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.**

PROFORMA APPLICATION FOR POST OF REGISTRAR

1. Name and address
(in Block letters) :

ADDRESS -

A. OFFICE:

B. RESIDENCE:

2. Date of Birth
(in Christian era)

3. Date of retirement under Central/
State Government rules

4. Educational Qualifications

5. Details of employment in the chronological order. (SEPARATE SHEET MAY BE ENCLOSED)

| Office /Institute/Organization | Post held | From | To | Scale of pay and basic pay therein | Nature of duties performed. |
|-----------------------------------|-----------|------|----|--|-----------------------------------|
| | | | | | |

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

7. In case, the present employment is held on
Deputation/contract basis, please state:

(a) The date of initial appointment

(b) Period of appointment on deputation/contract

(c) Name of the parent office/organization to which you belong

8. 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
9. Please state whether you are working in the same Department
and are in the feeder grade or feeder to feeder grade.
10. Are you in Revised Scale of Pay? If yes, give the date from
which the revision took place and also indicate the pre-revised scale.
11. Total emoluments per month now drawn
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 prescribed in the vacancy circular
(enclose a separate sheet if the space is insufficient)

13. Remarks (The candidates may indicate information with regard to-)

- (i) Research publications, 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)

Date: _____

Signature of candidate _____

Place: _____

Recommendation of the Competent Authority

- i) Service particulars given by the applicant are verified w.r.t service records and found to be correct. Photocopies of the ACTs/APARs for preceding 5 years are enclosed.
- ii) The Officer is clear from vigilance angle.
- iii) If the Officer is selected for appointment on deputation in the office NIPHM, Hyderabad, he/she will be relieved within 15 days of receiving the intimation in this Ministry/Department/Organization.

Signature of the Competent Authority
(with Office Stamp)