

National Institute of Plant Health Management, Hyderabad

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

24.11.2016

Advertisement Notification No.11 /2016

National Institute of Plant Health Management invites applications for the following Posts.
The gist of pay and number of posts are given below:

Sl. No.	Name of the Post	Direct / Deputation	No. of Posts	Reservation for Direct Recruitment as per roster	Pay Band & Grade Pay	Last date for receipt of applications
1	Scientific Officer (Pest Risk Analysis)	Direct / Deputation*	01	SC	PB-2, Rs. 9,300 – 34,800/-, GP Rs. 4,600/-	30 days from the date of Publication in Employment Newspaper
2	Office Superintendent (Accounts)	Direct / Deputation*	01	UR	PB-2, Rs. 9,300 – 34,800/-, GP Rs. 4,200/-	
3	Upper Division Clerk	Direct / Deputation*	01	UR	PB-1, Rs. 5,200 – 20,200/-, GP Rs. 2,400/-	
4	Multitasking Staff (Category – III)	Direct	01	UR	PB-1, Rs. 5,200 – 20,200/-, GP Rs. 1,800/-	
			01	OBC		

*** Rule of reservation does not applicable for candidates applying on deputation basis.**

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

A. QUALIFICATIONS & EXPERIENCE FOR DIRECT RECRUITMENT:

1	Scientific Officer (Pest Risk Analysis) – 1 Reserved to SC	<i>Direct Recruitment / Deputation</i>
	Upper Age limit	a. Upto 35 years. b. Relaxable in the case of deputationists.
	Period of Probation	Two years in case of Direct Recruits
		<u>ESSENTIAL:</u> 1. A First or Second Class Masters' Degree in Plant Pathology / Entomology. OR Agriculture with specialization in Plant Pathology / Entomology / Nematology. OR Botany with specialization in Plant Pathology OR Zoology with specialization in Entomology / Nematology. 2. Minimum work experience of 5 years (2 years for candidates with Ph.D.) of which at least 2 years of experience in Integrated Pest Management including at least 1 year in SPS / Plant Quarantine.

		<p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> 1. Ph.D. in the relevant subject. 2. Advanced Training in IPM / SPS / Plant Quarantine. <p><u>TRANSFER ON DEPUTATION:</u></p> <ol style="list-style-type: none"> a. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organisations of Central and State Governments. <ol style="list-style-type: none"> i. Holding analogous posts on regular basis. OR ii. With five years of service in the Post having Grade Pay of Rs. 4,200/- or above OR b. Possessing qualifications prescribed for Direct recruits (mentioned above). However, two years relaxation from total of 5 years will be given in the case of deputationists.
2	Office Superintendent (Accounts) – 1 Post	<i>Direct Recruitment / Deputation</i> Un-reserved
	Upper Age limit	<ol style="list-style-type: none"> a. Upto 40 years in case of Direct Recruits. b. Upto 55 years for Deputation.
	Period of Probation	Two years in case of Direct Recruits
		<p><u>ESSENTIAL:</u></p> <ol style="list-style-type: none"> 1. A Bachelor Degree in Commerce from a recognized university or equivalent. 2. 8 year Experience in accounts work. 3. Knowledge of basic computer applications. <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> 1. Conversant with the government rules and regulations / office procedures pertaining to administration, accounts, stores, estates and maintenance of records. <p><u>TRANSFER ON DEPUTATION:</u></p> <ol style="list-style-type: none"> a. Persons under Central / State Governments / Universities / Recognised Research Institutions / PSUs / Statutory Boards or Autonomous organisations of Central and State Governments. <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. 2,400/- b. Possessing qualifications prescribed for Direct recruits (mentioned above). However, two years relaxation from the requirement of total experience will be given to deputationists.
3	Upper Division Clerk – 1 Post	<i>Direct Recruitment / Deputation</i> Un-reserved
	Upper Age limit	<ol style="list-style-type: none"> a. Upto 35 years for Direct Recruits. b. Upto 50 years for Deputation.
	Period of Probation	Two years in case of Direct Recruits
		<p><u>ESSENTIAL:</u></p> <ol style="list-style-type: none"> 1. A Bachelor Degree from recognized university or equivalent. 2. 6 year Experience in administration / accounts / stores. 3. Knowledge of basic computer applications with speed of 30 W.P.M. in English Type writing. <p><u>DESIRABLE:</u></p> <p>Conversant with the government rules and regulations / office procedures pertaining to administration, accounts, stores and maintenance of records.</p> <p><u>TRANSFER ON DEPUTATION:</u></p> <ol style="list-style-type: none"> a. Persons under Central / State Governments / Universities / Recognised Research Institutions / PSUs / Statutory Boards or

		Autonomous organisations 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. 1,900/-. b. Possessing qualifications prescribed for Direct recruits (mentioned above). However, two years relaxation from the requirement of total experience will be given to deputationists.
4	Multitasking Staff (Category – III) 2 Posts	<i>Direct Recruitment</i> 1 Un-reserved & 1 OBC
	Upper Age limit	Between 18-27 years
	Period of Probation	Two years
		ESSENTIAL for MTS (Category-III) (For Sweeping, Cleaning, Peon/Attendant duties) Matriculation or Equivalent pass (Physical fitness, aptitude and skills will be tested.) MTS shall perform the duties as prescribed in Annexure-I.

GENERAL TERMS AND CONDITIONS:–

- 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 PwD 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.**
- 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 vacancies are indicative and may vary as per actual requirement.
- vii. The Medical facilities applicable to government employees will be extended to the deputationists.
- viii. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
- ix. The Probation period for direct recruits will be Two years as per the rules in force.
- x. The applications in prescribed proforma (through proper channel in case of service candidates) should reach the Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, Telangana, **30 days from the date of Publication in Employment Newspaper**. 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. However the application through proper channel should reach NIPHM by the time of scrutiny, else the advance copy will not be considered for shortlisting. (separate application formats for Regular & Deputation basis are uploaded herewith)
- xi. **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 determining the eligibility of the candidates for the selection.

- xii. Documentary evidence in support of the candidates claim of experience in specific/relevant area shall be enclosed invariably. Applications received without proof as specified will not be considered for further scrutiny/shortlisting.
- xiii. “Age and qualifications can be relaxed in exceptional cases by the Director General”.
- xiv. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
- xv. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
- xvi. Mere fulfilling the qualifications will not entail a right for claiming of shortlisting for written test/interview/appointment.
- xvii. In case of any dispute with regard to screening of the applications, the decision of DG, NIPHM shall be final.
- xviii. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
- xix. Canvassing in any form is not accepted and will lead to the disqualification of such candidates. The decision of DG, NIPHM will be final in this regard.

B. PROCEDURE FOR SELECTION

1	<p>Scientific Officer (Pest Risk Analysis) Shortlisted candidates will be called for Written Test, power point presentation for 15 minutes duration (on the work done by the applicant, preferably in the area of sustainable agriculture), and followed by interview. The Syllabus for written test shall be sent to shortlisted candidates through e-mail and hosted in NIPHM Website.</p>
2	<p>Office Superintendent (Accounts) <i>Selection to the post will be based on written test and skill test.</i> Syllabus for the written test: GENERAL FINANCIAL RULES, 2005. <u>PART - I</u> 1. Chapter 4 : Government Accounts – Capital and Revenue Accounts (Rule 90 – 93) 2. Chapter 6 : Procurement of goods and services (Rule 135 – 185), 3. Chapter 7 : Inventory Management – Disposal of goods, modes of disposal (Rule 196,197,198,199 & 200) <u>PART - II</u> 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</p>
3	<p>Upper Division Clerk <i>Shortlisted candidates will be called for Written Test and skill test (Typewriting)</i> Syllabus for the Written test: a. Essay writing (General topics) b. Précis writing c. Comprehension d. Administrative Knowledge (Tottenham system of Office Procedure & Management), GFR – 2005 – Procurement of Goods & Services</p>
4	<p>Multitasking Staff (Category – III) For Sweeping, Cleaning, Peon/Attendant duties <i>Shortlisted candidates will be called for Written Test and Skill test.</i> Syllabus for the Written test: 1. General Knowledge and General Aptitude. 2. Knowledge on Sweeping, Cleaning, Peon/Attendant duties etc. Trade / Skill test: On Sweeping, Cleaning, Peon / Attendant duties etc. along with physical fitness test.</p>

DUTIES OF THE POSTS

	<p>Scientific Officer (Pest Risk Analysis): 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.</p>
	<p>Office Superintendents (Accounts):</p> <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • 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.

2	<p>Upper Division Clerk To assist in timely processing of various matters pertaining to administration (establishment matters such as Service Books, increment preparation, pay fixation, leave sanctions, recruitments, stores, accounts matters etc.) and to enable disposal of the relevant matters efficiently and properly and maintenance of records etc.</p>
3	<p>Multitasking Staff</p> <ol style="list-style-type: none"> 1. Physical maintenance of records of the section. 2. General cleanliness and upkeep of the section/Unit. 3. Carrying of files and other paper within the building. 4. Photo copying, sending of FAX etc. 5. Other non-clerical work in the Section/Unit 6. Assisting in routine office work like diary, dispatch etc. including on computer 7. Delivering of Dak (outside the building) 8. Watch and ward duties 9. Opening and Closing of rooms 10. Cleaning of Rooms. 11. Dusting of furniture etc. 12. Cleaning of building, fixture etc. 13. Work related to his ITI qualification, if exists. 14. Driving of vehicle, if in possession of a valid driving license. 15. Upkeep of parks, lawns, potted plants etc. 16. Assisting the technical staff / officers in laboratory or in field, wherever required. 17. Assisting the technical staff / officers in workshop, cleaning of vehicles/machinery of the office 18. Any other duties being done by the existing group 'D' employees in NIPHM 19. Any other work assigned by the superior authority.

REGISTRAR

PROFORMA

APPLICATION FOR THE POST OF.....on Regular Basis (Direct Recruitment)

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

APPLICATION FOR THE POST OF.....on Deputation Basis

1.	Name and Address (in Block Letters)				Affix Passport size Photograph	
	Mobile No.					
	E-mail Address					
2.	Date of Birth (in Christian era)					
3.	i) Date of entry into service					
	ii) Date of retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular			Qualifications/Experience possessed by the officer		
	Essential			Essential		
	A) Qualification			A) Qualification		
	B) Experience			B) Experience		
	Desirable			Desirable		
	A) Qualification			A) Qualification		
	B) Experience			B) Experience		
	5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the Employment news 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects an subsidiary subjects may be indicated by the Candidate					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
	6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied					
7.	Details of Employment, Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held on regular basis	From	To	*Pay band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the office and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent		
9.	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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
	<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate</p>		
	<p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>		
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13.	Are you in Revised Scale of Pay? If yes, give to date from which the revision took place and also indicate the pre-revised scale		

14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the application belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclose		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16.	A) Additional information , if any, relevant to the post you applied for 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 and, (iii) work experience and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is not sufficient)		
	B) Achievements The candidates are requested to indicate information with regard to: (i) Research Publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)		
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-Employment basis. #(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)		
	#(The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".		
18.	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

(Signature of the Candidate)

Address _____

Date: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses education qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii. His / Her integrity is certified
- iii. His / Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)