



**National Institute of Plant Health Management**  
 Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India  
**Rajendranagar, Hyderabad – 500 030., A.P, INDIA**  
 Telephone : 9140-24015374, Tele-Fax : 9140-24015346  
 e-mail : niphm@nic.in, <http://niphm.gov.in>



### NOTIFICATION

National Institute of Plant Health Management invites applications for the following posts on **DIRECT RECRUITMENT/DEPUTATION BASIS**. The gist of pay, and number of posts is given below Last Date for receipt of application : **31.07.2012**

S.No.	Name of the Post	No. of Posts	Pay band & Grade pay
1.	<b>Joint Director (BS &amp; PQ)</b> - Deputation Basis	1	Rs.15600-39100 & GP Rs.7600/-
2.	<b>Joint Director (PHM)</b> - Deputation Basis	1	Rs.15600-39100 & GP Rs.7600/-
3.	<b>Joint Director (PM &amp; P)</b> - Deputation Basis	1	Rs.15600-39100 & GP Rs.7600/-
4.	<b>Joint Director (VPM)</b> - Deputation Basis	1	Rs.15600-39100 & GP Rs.7600/-
5.	<b>Joint Director (SPS Policy)</b> - Deputation Basis	1	Rs.15600-39100 & GP Rs.7600/-
6.	<b>Assistant Finance &amp; Accounts Officer</b> -Deputation Basis	1	Rs.9300-34800 & GP Rs.4,600/-
7.	<b>Assistant Scientific Officer</b> -Direct Recruitment	9 (UR)	Rs.9300-34800 & GP Rs.4,200/-
8.	<b>Stenographer</b> -Direct Recruitment	2 (UR) 1 (OBC)	Rs.5,200-20,200 & GP Rs.2,400/-
9.	<b>Lower Division Clerk</b> -Direct Recruitment	2 (UR) 1 (OBC) 1 (SC)	Rs.5,200-20,200 & GP Rs.1,900/-

The details of educational qualifications, experience age and other eligibility criteria for appointment and their duties along with application proforma may be accessed from website <http://niphm.gov.in>.



**National Institute of Plant Health Management**  
 DAC, Ministry of Agriculture, Government of India  
**Rajendranagar, Hyderabad – 500 030., A.P, INDIA**  
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### NOTIFICATION

Applications invited for the following posts:- Last Date for receipt of application:.

**31.07.2012**

**Deputation Basis :-**

**5 Joint Directors :** In the PB-3 Rs.15600-39100 GP Rs.7600/-:-1 post for BS & PQ,

1 post for PHM, 1 post for PM&P , 1 post for VPM & 1 post for SPS Policy

**1 post Asst. Finance & Accounts Officer:** In PB Rs.9300-34800 GP Rs.4600/-

**Direct Recruitment Basis:-**

**9 posts Asst. Scientific Officers 9 (UR):** In the PB-2 Rs.9300-34800 GP Rs.4200/-

1 post for (Agronomy / Weed Science), 2 posts for (PMD), 1 post for (VPM),

2 posts for (Entomology), 2 posts for (Pathology) & 1 post for (Nematology)

**3 posts -Stenographers 2(UR) 1 (OBC) :** In the PB-1 Rs.5200-20200 GP Rs.2400/-

**4 posts -LDC 2(UR),1(OBC) & 1(SC):** In the PB-1 Rs.5200-20200 GP Rs.1900/-

The details of educational qualifications, experience age and other eligibility criteria for appointment and their duties along with application proforma may be accessed from website <http://niphm.gov.in>.

## 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 on **DIRECT RECRUITMENT BASIS/DEPUTATION BASIS**. The gist of pay and number of posts is given below:

**Last Date for receipt of application: 31.07.2012**

S. No.	Name of the Post	No. of Posts	Pay band & Grade pay
1.	Joint Director (BS & PQ) <i>- Deputation Basis</i>	1	Rs.15600-39100 & GP Rs.7600/-
2.	Joint Director (PHM) <i>- Deputation Basis</i>	1	Rs.15600-39100 & GP Rs.7600/-
3.	Joint Director (PM & P) <i>- Deputation Basis</i>	1	Rs.15600-39100 & GP Rs.7600/-
4.	Joint Director (VPM) <i>- Deputation Basis</i>	1	Rs.15600-39100 & GP Rs.7600/-
5.	Joint Director (SPS Policy) <i>- Deputation Basis</i>	1	Rs.15600-39100 & GP Rs.7600/-
6.	Assistant Finance Accounts Officer <i>-Deputation Basis</i>	1	Rs.9300-34800 & GP Rs.4,600/-
7.	Assistant Scientific Officer <i>-Direct Recruitment</i>	9 (UR)	Rs.9300-34800 & GP Rs.4,200/-
8.	Stenographer <i>-Direct Recruitment</i>	2 (UR) 1 (OBC)	Rs.5,200-20,200 & GP Rs.2,400/-
9.	Lower Division Clerk <i>-Direct Recruitment</i>	2 (UR) 1 (OBC) 1 (SC)	Rs.5,200-20,200 & GP Rs.1,900/-

**REGISTRAR**

## Notes regarding the Advertisement

1. **Joint Director (Bio-Security & Plant Quarantine)** – 01 Post - Rs.15600-39100 & GP Rs.7600/- on *transfer on deputation basis*.

### **ESSENTIAL:**

- A. A first or second class Masters Degree in Plant Pathology/Entomology or Agriculture/horticulture with specialization in Plant Pathology/Entomology or Zoology with specialization in Entomology or Botany with specialization in Plant Pathology.
  - a. Specialization can be established by work experience, paper publication, subjects studied exclusively in Post Graduation.
- B. Ph.D in the relevant subject
- C. Minimum work experience of 12 years of which at least 4 years of experience in Plant Quarantine including pest surveillance for quarantine purposes.
  - a. Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.

### **DESIRABLE:**

1. Advanced Training in Plant Quarantine.
2. Experience in Management of Projects/ Training relating to Plant Quarantine .

### **QUALIFICATIONS & EXPERIENCE: For transfer on Deputation –**

1. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments
  - a. holding analogous posts on regular basis Or
  - b. With three years of service in the Post having Grade Pay of Rs.6,600/- or above, Or With seven years of service in the Posts having Grade Pay of Rs.5,400/- or above, Or With twelve years of service in the Post having Grade Pay of Rs.4,600/- or above
2. Possessing qualifications mentioned in essential and desirable above. However, two years relaxation from total work experience of 12 years will be given in the case of deputationists.

2. **Joint Director (Plant Health Management)** – 01 01 Post - Rs.15600-39100 & GP Rs.7600/- on *transfer on deputation basis*.

### **ESSENTIAL:**

- A. A First or Second Class Masters Degree in Entomology/Plant Pathology OR Agriculture / Horticulture with specialization in Entomology/ Plant Pathology OR Zoology with specialization in Entomology OR Botany with specialization in Plant Pathology.
  - a. Specialization can be established by work experience, paper publication, subjects studied exclusively in Post Graduation.
- B. Ph.D in the relevant subject
- C. Minimum work experience of 12 years of which at least 4 years of experience in Integrated Pest Management.
  - a. Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.

### **DESIRABLE:**

1. Advanced Training in Integrated Pest Management
2. Experience in Management of Projects / Programmes relating to Integrated Pest Management.

### **QUALIFICATIONS & EXPERIENCE: For transfer on Deputation –**

1. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments
  - a. holding analogous posts on regular basis, Or
  - b. With three years of service in the Post having Grade Pay of Rs.6,600/- or above, Or With seven years of service in the Posts having Grade Pay of Rs.5,400/- or above, Or With twelve years of service in the Post having Grade Pay of Rs.4,600/- or above.
2. Possessing qualifications mentioned in essential and desirable above. However, two years relaxation from total work experience of 12 years will be given in the case of deputationists.

3. **Joint Director (Pesticide Management & Policy)** – 01 Post - Rs.15600-39100 & GP Rs.7600/- on *transfer on deputation basis*.

### **ESSENTIAL:**

- A. A First or Second Class Masters Degree in Organic Chemistry or Analytical Chemistry or Agriculture with specialization in Agricultural Chemistry with at least 4 years of experience in pesticide formulation and residue analysis including teaching / training etc OR Masters in Agriculture with minimum 10 years experience in. pesticide formulation and residue analysis
- B. Ph.D. in the relevant subject.
- C. Minimum work experience of 12 years.
  - a. Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.

### **DESIRABLE:**

1. Advanced Training in Pesticide Formulation and Residue Analysis.
2. Experience in formulating standard protocols for pesticide analysis and in implementation of Insecticides Act.

### **QUALIFICATIONS & EXPERIENCE: For transfer on Deputation –**

1. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments
  - a. holding analogous posts on regular basis, Or
  - b. With three years of service in the Post having Grade Pay of Rs.6,600/- or above, Or With seven years of service in the Posts having Grade Pay of Rs.5,400/- or above, Or With twelve years of service in the Post having Grade Pay of Rs.4,600/- or above.

2. Possessing qualifications mentioned in essential and desirable above. However, two years relaxation from total work experience of 12 years will be given in the case of deputationists.

4. **Joint Director (VPM)** – 01 Post - Rs.15600-39100 & GP Rs.7600/- on *transfer on deputation basis*

**ESSENTIAL:**

- A. A First or Second Class Masters Degree in Zoology / Agriculture / Horticulture / Entomology / Veterinary Science with specialization in Rodent / other Vertebrate Pest Management, which can be established by work experience, paper publication, subjects studied exclusively in Post Graduation.
- B. Ph.D in the relevant subject
- C. Minimum work experience of 12 years of which at least 4 years of experience in Vertebrate Pest Management.
  - Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.

**DESIRABLE:**

1. Experience in Management of Projects / Programmes in Vertebrate Pest Control.

**QUALIFICATIONS & EXPERIENCE: For transfer on Deputation –**

1. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments
  - a. holding analogous posts on regular basis Or
  - b. With three years of service in the Post having Grade Pay of Rs.6,600/- or above, Or With seven years of service in the Posts having Grade Pay of Rs.5,400/- or above, Or With twelve years of service in the Post having Grade Pay of Rs.4,600/- or above
3. Possessing qualifications mentioned in essential and desirable above. However, two years relaxation from total work experience of 12 years will be given in the case of deputationists.

5. **Joint Director (SPS Policy Division)** – 01 Post - Rs.15600-39100 & GP Rs.7600/- on *transfer on deputation basis*.

**ESSENTIAL:**

- A. A first or second class Masters Degree in Plant Pathology/Entomology or Agriculture/horticulture with specialization in Plant Pathology/Entomology or Zoology with specialization in Entomology or Botany with specialization in Plant Pathology.
  - a. Specialization can be established by work experience, paper publication, subjects studied exclusively in Post Graduation.
- B. Ph.D in the relevant subject
- C. Minimum work experience of 12 years of which at least 4 years of experience in SPS matters/ or Plant Quarantine including pest surveillance for quarantine purposes.
  - a. Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.

**DESIRABLE:**

1. Advanced Training in Plant Quarantine &/ or SPS
2. Experience in Management of Projects/ Training relating to SPS

**QUALIFICATIONS & EXPERIENCE: For transfer on Deputation –**

- 1) Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments
  - a. holding analogous posts on regular basis Or
  - b. With three years of service in the Post having Grade Pay of Rs.6,600/- or above, Or With seven years of service in the Posts having Grade Pay of Rs.5,400/- or above, Or With twelve years of service in the Post having Grade Pay of Rs.4,600/- or above
- 2) Possessing qualifications mentioned in essential and desirable above. However, two years relaxation from total work experience of 12 years will be given in the case of deputationists.

6. **Assistant Finance & Accounts Officer** ( 1 Post) in the pay band Rs.9300-34800 & GP Rs.4,600/-

**QUALIFICATIONS & EXPERIENCE: on deputation basis.**

**ESSENTIAL:**

- A. A First class or high second class Bachelor Degree, preferably in Commerce from recognized university or equivalent.
- B. 8 Years experience in accounts work of which at least 4 years in senior supervisory / administrative position.

**DESIRABLE:**

1. Should be conversant with the a Government Rules and Regulations / Office Procedures pertaining to Budget preparation, Accounts and Audits.

**QUALIFICATIONS & EXPERIENCE: For transfer on Deputation –**

1. Persons under Central / State Governments / Universities / Recognised Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments.
  - 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 and
  - iii) Possessing qualifications mentioned in essential and desirable above. However, two years relaxation from total work experience will be given in case of deputationists.

7. Assistant Scientific Officer's:-

*One Assistant Scientific Officer (Agronomy/Weed Science) in the PB Rs.9300-34800 & GP Rs.4,200/- by direct recruitment basis. for Agronomy & Agrometerology Division ; Age limit - Upto 35 years for Direct Recruits,*

QUALIFICATIONS & EXPERIENCE: For Direct Recruitment-

**ESSENTIAL:**

**A. EDUCATIONAL:**

**1. A First or high second class Masters Degree in**

**a. Agriculture with specialization in Agronomy/Weed Science OR**

**b. M.Sc. in Botany with specialization in Weed Science**

**B. EXPERIENCE :** Total experience of 02 years for M.Sc. candidates in Integrated Pest Management with specific reference to Weed Management/Crop Management OR 1 year in relevant field for M.Sc candidates who have Post Graduate Diploma in Plant Health Management / Post Graduate Diploma in Plant Protection.or Ph.D candidates without experience are also eligible.

**DESIRABLE:** Ph.D. in the relevant subject.

*Two Assistant Scientific Officer (Residue & New Molecule Analysis) in the PB Rs.9300-34800 & GP Rs.4,200/- by direct recruitment basis for Pesticide Management Division – Age limit - Upto 35 years for Direct Recruits..*

QUALIFICATIONS & EXPERIENCE: For Direct Recruitment-

**ESSENTIAL:**

**A.**

**1.**

**class Masters Degree in** Organic Chemistry /Organic Analytical chemistry/ Agricultural Chemistry/ Agricultural Entomology/Plant Pathology/Agrichemicals & Pest Management/ Environmental Science/ Environmental Chemistry / Biotechnology)

**EDUCATIONAL:**

**A First or high second**

**B.**

**EXPERIENCE:** Total 2 years 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 specialization in pesticide Management / Post Graduate Diploma in Plant Protection. OR 6 months in analysis of pesticide formulation and / or pesticide residue for Ph.D candidates.

**DESIRABLE:** Ph.D. in the relevant subject.

*One Assistant Scientific Officer (VPM) in the PB Rs.9300-34800 & GP Rs.4,200/- by direct recruitment basis for Vertebrate Pest Management Division - Age limit - Upto 35 years for Direct Recruits.*

QUALIFICATIONS & EXPERIENCE: For Direct Recruitment-

**ESSENTIAL:**

**A. EDUCATIONAL:**

**1. A First or high second class Masters Degree in** Zoology/Agriculture/Horticulture/Entomology /Environmental Sciences.

**B. EXPERIENCE:** Total experience of 02 years for M.Sc. candidates in IPM OR 1 year for M.Sc candidates in relevant field for candidates having Post Graduate Diploma in Plant Health Management/Post Graduate Diploma in Plant Protection. Ph.D candidates without experience will also be considered.

**DESIRABLE:** 1. Ph.D. in the relevant subject.

**2.** Experience in Vertebrate Pest Management/Rodent Pest Management.

**Two Assistant Scientific Officer (Entomology) in the PB Rs.9300-34800 & GP Rs.4,200/- by direct recruitment basis for Plant Health Management Division & Plant Quarantine & Policy Division - Age limit - Upto 35 years for Direct Recruits**

**QUALIFICATIONS & EXPERIENCE:** For Direct Recruitment-

**ESSENTIAL:**

**A. EDUCATIONAL:**

1. A First or high Second Class Masters Degree in
  - a. Agriculture /Horticulture with specialization in Entomology OR
  - b. Zoology with specialization in Entomology OR
  - c. Entomology

- B. EXPERIENCE :** 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.

**DESIRABLE:** Ph.D. in the relevant subject.

**Two Assistant Scientific Officer (Plant Pathology) in the PB Rs.9300-34800 & GP Rs.4,200/- by direct recruitment basis for Plant Health Management Division & Plant Quarantine & Policy Division - Age limit - Upto 35 years for Direct Recruits..**

**QUALIFICATIONS & EXPERIENCE:** For Direct Recruitment-

**ESSENTIAL:**

**A. EDUCATIONAL:**

1. A First or high second class Masters Degree in
  - a. Agriculture or Horticulture with specialization in Plant Pathology OR
  - b. Botany with specialization in Plant Pathology OR
  - c. Plant Pathology.

- B. EXPERIENCE:** Total 02 years for M.Sc. candidates in Plant Quarantine / Integrated Pest Management. OR Total work experience of 1 year in relevant field for M.Sc candidates who have post Graduate Diploma in Plant Health Management/Post Graduate Diploma in Plant Protection. OR Ph.D candidates without experience are also eligible.

**DESIRABLE:** Ph.D. in the relevant subject.

**One Assistant Scientific Officer (Nematology) in the PB Rs.9300-34800 & GP Rs.4,200/- by direct recruitment basis for - Age limit - Upto 35 years for Direct Recruits.**

**QUALIFICATIONS & EXPERIENCE:** For Direct Recruitment-

**ESSENTIAL:**

**A. EDUCATIONAL:**

1. A First or high second class Masters Degree in:-
  - a. Agriculture or Horticulture with specialization in Nematology or
  - b. Botany with specialization in Plant Nematology or
  - c. Nematology.

- B. EXPERIENCE:** Total 02 years for M.Sc. candidates in Plant Quarantine / IPM. OR total work experience of 1 year in relevant field for M.Sc candidates who have Post Graduate Diploma in Plant Health Management/Post Graduate Diploma in Plant Protection OR Ph.D candidates without experience are also eligible.

**DESIRABLE:** Ph.D. in the relevant subject.

8. **Three Stenographers ( 3 Posts: 1 OBC, 2 Unreserved) on direct recruitment basis. Age Limit – 28 years.**

**QUALIFICATIONS & EXPERIENCE:**

**Essential:**

1. Bachelor's Degree from recognized university.
2. Must possess Diploma/certificate from the State Board of Technical Education in Shorthand (Higher/Lower) and Typewriting Higher/Lower in English
3. Must possess Diploma/certificate in basic computer application and data entry

Desirable:

1. 2 years experience in stenography and secretarial work

9. **Four Lower Division Clerks (4 Posts: 1 OBC, 1 SC & 2 Unreserved) on direct recruitment basis. Age Limit- 27 years.**

**QUALIFICATIONS & EXPERIENCE:**

Essential:

1. Bachelor's Degree from recognized university.
2. Must possess at least Lower Typing certificate in English from the State Board of Technical Education

Desirable:

2. Must possess Diploma/Certificate in basic computer applications and data entry
3. Must possess experience of at least one year preferably in Government offices in secretarial section, stores, Establishment, staff office management branches

**DUTIES OF THE POSTS**

1. **JOINT DIRECTORS:** As Divisional heads they are expected to plan, implement and coordinate various activities of their divisions to enable the Directors accomplish the responsibilities assigned. Any other duties assigned by the Directors or the Director General from time to time.
2. **ASSISTANT FINANCE ACCOUNTS OFFICER:**
  - i. Advise the Financial Adviser on all matters falling relating to Financial Management and control.
  - ii. Assist F.A. to establish and maintain a system of financial control governing the allocation and use of funds
  - iii. Assist F.A. to watch settlement of audit objections, inspection reports., etc.,
  - iv. Assist F.A. to organize effective Internal Audit
    - a. To ensure accuracy in accounts and in other basic records:
    - b. To review systems and procedures having a financial bearing, to reduce costs, promote efficiency, and safe guard the interests of the institute
  - v. To attend to any other duty assigned by Director General.
3. **ASSISTANT 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 Directors or the Director General from time to time.
4. **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.
5. **LOWER DIVISION CLERK:** Correspondence, various returns, maintenance of service books, preparation of duty rosters, casual leave cases, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, submission of routine and simple drafts etc., maintenance of building registers, indent procurement and supply of stationery forms and binding materials, maintenance of stock account of forms, stationery, furniture cataloguing and other stores, scrutiny of various bills, preparation of vouchers, maintenance of incoming and outgoing diary, receipt and dispatch of letters, typing and maintenance of records

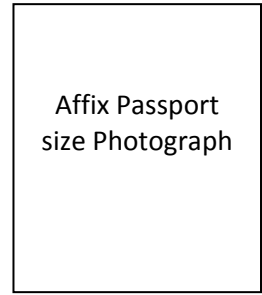
**The eligible candidates for the posts of Joint Director's & Assistant Scientific Officer are required make a to present Power Point presentation on a topic of their specialization for 15 minutes duration and followed by Interview.**

**GENERAL TERMS AND CONDITIONS FOR ALL THE 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 21st December, 1998.
- iii. 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.
- iv. The Medical facilities applicable to government employees will be extended to the deputationists.
- v. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
- vi. The Probation period for direct recruits will be Two years as per the rules in force.
- vii. The applications in prescribed proforma should reach the Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, A.P. on or before 31.07.2012 in case it takes time to obtain clearance from the Head of Department, an advance copy of the application can be sent or before the closing date.
- viii. **"Age and qualifications may be relaxed in exceptional cases by the Director General."**
- ix. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
- x. **ADVERTISEMENT ISSUED AND PUBLISHED IN INDIAN EXPRESS ON 10.03.2012 AND IN EMPLOYMENT NEWS PAPER Dated: 31.03.2012 to 06.04.12 EARLIER BEING LAST DATE 25.4.12 FOR ONE POST OF SCIENTIFIC OFFICER (Agronomy/Weed Science) and VPM STANDS WITHDRAWN.**

**PROFORMA**

REGISTRAR



**APPLICATION FOR THE POST OF.....**

Tick the option: Direct Recruitment / Deputation/ Contractual Basis

- 1. Name :  
(in Block letters)
  
- 2. Father's/Husband Name :
  
- 3. Date of Birth (in Christian era) :
  
- 4. Age as on 31/07/2012 : 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:-**

QUALIFICATION	YEAR	UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)



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7. 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.

Office/Instit./ 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. :

9. 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 Organisation :  
 (d) Public Undertakings :  
 (e) Universities :  
 (f) Others :

10. Present Pay & Grade Pay / Pay Band :

11. 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)

12. Whether belongs to SC/ST/OBC/OC/ PH/EX-Serviceman (Proof to be enclosed) as per GOI norms :

13. 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)

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))