



राष्ट्रीयवनस्पति स्वास्थ्यप्रबंधनसंस्थान
National Institute of Plant Health Management
 Department of Agriculture, Cooperation & Farmers Welfare
 Ministry of Agriculture & Farmers Welfare
 Government of India



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 Hyderabad – 500 030
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F.No: 2(485)/2021-Estt.

Date:30-09-2021

WALK IN INTERVIEW

Walk-in-Interview will be held at 9.00 a.m. on date mentioned below at National Institute of Plant Health Management, Rajendranagar, Hyderabad for engagement of following position on contractual basis. The engagement will be initially for a period not exceeding one year which is extendable by one year. The details of educational qualifications, experience, age and other eligibility criteria, along with **application proforma** are given below. The eligible candidates for the below mentioned contractual posts will be required to make a power point presentation of 15 minutes duration (on the topic of their field in line with the position they applied for) and it will be followed by interview. All the candidates should carry the presentation (in Pen drive) to attend the walk-in-interview.

Sl. No.	Division	Name of the Position	No. of Posts	Date of Interview
1	Administration	Consultant (Admin-Civil and Electrical)	01	20-10-2021

Sl. No.	Name of the Position	Qualifications	Maximum Age limit
1	Consultant (Admin-Civil and Electrical)	<p>Officers/employees worked and retired in cadre of Assistant Engineer in Level 7/8 as per 7th CPC in Central and State Governments/PSUs/Autonomous bodies having considerable experience (in relevant subject) of functioning of Central Government Ministries/Departments.</p> <p>The Consultants should have excellent communication and interpersonal skills with a strong flair depth handling work relating to Internal Finance as well</p> <p>The Consultant should have relevant experience as Engineer and familiar with CPWD/PWD norms/procedures and preparation /scrutiny of estimates /tenders and experience of dealing with computers.</p>	65 years (Engagement beyond 65 years and upto 70 years could be with approval of Director General, NIPHM, keeping in view his/her good health appropriate for the work and level of expertise in rare cases)

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

The candidates attending walk-in interview should present themselves for certificate verification at the same venue by 9.00 a.m. on the dates mentioned in the notification. The candidates are directed to bring all the relevant original documents pertaining to educational qualifications, experience, training, projects, testimonials, etc., along with a set of self-attested photocopies and a recent passport size photograph, for necessary certificate verification. It may be noted that production of above said documents is mandatory. Failure to bring the same will render ineligible to attend PPT & Interview. No separate call letter for the PPT & Interview shall be issued. The position is purely temporary on contractual basis for a period of one year from the date of joining. NIPHM will not be held responsible to give regular appointment after expiry of the term. No TA/DA will be admissible for attending the interview.

SALARY:

Remuneration:

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period as per Ministry of Finance OM 3-25/2020-E.III A dated 09.12.2020.

No Increment, DA and HRA is admissible

Transport Allowance:

An appropriate and fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate of applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

DUTIES OF THE POSTS:

1	Consultant –(Civil and Electrical works) <ul style="list-style-type: none">• Maintenance of Infrastructure facilities• Estate Management• Monitoring and supervision of construction work and quality check (civil and electrical posts)• Maintenance of all civil and electrical works at NIPHM• Preparation and Scrutiny of estimates and tenders etc• Knowledge of computers• CPWD, PWD works• Any other duties assigned by the Competent Authority from time to time
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GENERAL TERMS AND CONDITIONS:

1. The position of Consultants is purely on contractual basis for a period of One year.
2. The continuance of Consultants during the said period of one year depends on the satisfactory performance and availability of the budget for the project in which they have been engaged. It can be terminated at any time by issue of one month notice by NIPHM. It can also be terminated at any time without giving one month's notice if he/she is found guilty of gross negligence or involved in acts of grave misconduct. The services of the Consultants shall stand terminated automatically on expiry of the *contract* period unless it is extended in writing.
3. The candidates have to produce all the original certificates / documents at the time of Interview for verification. Failure to bring the same will render ineligible to attend PPT & Interview.
4. No TA/DA will be admissible for attending the interview.
5. Self-attested copies of all educational qualifications along with experience certificates are required to be submitted invariably.
6. Age and educational qualifications may be relaxed in exceptional cases by the Institute.
7. The Consultants may also leave the assignment, on their own violation by giving one month notice period / deposit 30 days' pay in lieu of notice period or any short fall thereof or as decided by the Competent Authority of NIPHM. The decision of the Competent Authority will be final in this regard.
8. The Consultants are required to adhere to the administrative, financial and disciplinary regulations of NIPHM where the incumbent is working. Regular attendance of them shall be ensured by the concerned Director of the division keeping an attendance register/ biometric.
9. The Consultants shall be engaged on full time basis and will not be allowed to undertake any other work or to accept or hold another appointment with or without remuneration elsewhere.
10. The Consultants shall give a declaration to the effect that he/she is not drawing any other scholarship/fellowship or is employed elsewhere in the form prescribed.

11. NIPHM will have full intellectual property rights/proprietary rights on research outputs of the Consultants with reference to work done during the period of working in the NIPHM as per the provisions of “Guidelines for Intellectual Property Management and Technology Transfer / Commercialization” *mutatis mutandis*. The Consultants shall have no right in this regard.
12. The Consultants will be under the administrative control of the Head of department of the concerned Division at NIPHM. They will be subject to the Administrative, financial and disciplinary regulations of the NIPHM. Consultant shall have to work on all working days except for the General holidays and adhere to punctuality in attendance and should be willing to work before & after office hours in case of need. He/ She should be willing to work late hours, night shifts/ on holidays etc. as & when ordered by competent authority as per the requirement of the institute’s work.
13. Their headquarters will be at Hyderabad (OR) will be as necessitated by the requirement.
14. The Consultants will not be entitled to (i) General Provident Fund, (ii) NIPHM Group Insurance Scheme, (iii) All other service benefits allowed to regular employees. He/She will not be entitled to any travelling allowance at the time of joining and leaving NIPHM.
15. The Consultants will be entitled to admissible tour TA & DA as per NIPHM rules.
16. Income tax will be deducted from the emoluments of Consultants at source as applicable.
17. The Consultants is required to produce all the original certificates of educational qualifications, experience at the time of joining at NIPHM for verification.
18. Consultants will not be entitled to any Medical benefit & allowances.
19. The Consultants shall have no claim, whatsoever, for regularization/absorption or otherwise against any regular post on termination of the tenure/project as it is purely contractual/temporary & is time bound in nature which runs co-terminus with the length of the contract period.
20. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
21. The above vacancies are indicative and may vary as per actual requirement.
22. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City courts have jurisdiction to decide or adjudicate.

Sd/-
REGISTRAR

PROFORMA

Affix Passport
size Photograph

APPLICATION FOR THE POST OF On Contractual Basis

1. Name :
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age : Years.....Months.....Days.....
(as on last date for submission of application)
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)

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/Instt./ Organisation	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

8. 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
- (a) Additional academic qualifications :
 - (b) Professional training :

 - (c) research publications and reports and special projects :
 - (d) Awards/scholarship/official appreciation :
 - (e) affiliation with professional bodies/institutions/societies and:
 - (f) any other information. :
- (enclose a separate sheet if the space is insufficient)

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

10. I certify that particulars furnished above are true.
11. I am willing to stay in the quarters if allotted or within 3km radius of NIPHM.
12. I am also willing to be considered for a lower post in case my application for the applied post is found ineligible or not shortlisted for further scrutiny. (Optional):

SELF DECLARATION

I _____ Son/Daughter of Sh. _____

hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the Information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn and I may be terminated from the services without assigning any reasons.

Date :

Place :

SIGNATURE OF CANDIDATE