

National Institute of Plant Health Management, Hyderabad

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

17.06.2016

Advertisement Notification No. 6/2016

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 | Mode of recruitment | No. of Posts | Reservation for Direct Recruitment as per roster | Pay Band & Grade Pay | Last Date |
|---------|------------------|---------------------|--------------|--|-------------------------|------------|
| 1. | Hindi Translator | Direct recruitment | 1 | PwD (VH/OH/HH) | PB2 9300-34800+ GP 4200 | 07.07.2016 |

The details of educational qualifications, experience, age and other eligibility criteria, duties for appointment on Direct Recruitment (including relaxations, if any) for the posts along with application proforma are available below.

Registrar i/c

A. QUALIFICATIONS & EXPERIENCE FOR DIRECT RECRUITMENT:

| | | |
|--|--|----------------------------|
| 1 | HINDI TRANSLATOR-1 post reserved for PwD (OH/HH/VH) | <i>-Direct Recruitment</i> |
| | Age limit for direct recruits : | <i>35 years</i> |
| QUALIFICATIONS & EXPERIENCE: | | |
| ESSENTIAL : | | |
| EDUCATIONAL: | | |
| A. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. OR | | |
| B. Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. OR | | |
| C. Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR | | |
| D. Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR | | |
| E. Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; | | |
| AND | | |
| Recognized Diploma or Certificate course in translation from Hindi to English & vice versa (or) | | |
| Two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking | | |
| 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. | | |

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 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 and for considering to the reserved OBC post.**
- 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 Registrar i/c, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, Telangana, **07.07.2016 by 5.30 p.m.**; 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.
- 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.**
- xi. **"Age and qualifications can be relaxed in exceptional cases by the Director General"**.
- xii. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
- xiii. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
- xiv. Mere fulfilling the qualifications will not entail a right for claiming of shortlisting/ for written test /appointment.
- xv. In case of any dispute with regard to screening of the applications, the decision of DG, NIPHM shall be final.
- xvi. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
- xvii. 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.
- xviii. The institute reserve the right to restrict the number of candidates for interview to reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement.

Registrar i/c

B. PROCEDURE FOR SELECTION

Hindi Translator: The selection will be based on the written test and skill test.

Syllabus for the written test and Skill test: Official language Act, Provisions, Policy, Incentives, Imparting of Hindi training, terminology from Hindi to English & vice versa. Committees, Inspection etc., Administrative Knowledge (Office Procedure & Management) & terminology relating to agriculture.

The above material is available in www.rajbasha.nic.in or www.rajbasha.gov.in & www.persmin.nic.in under DOPT website.

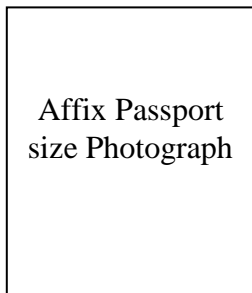
C. DUTIES OF THE POSTS

Hindi Translator : To 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

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