

**National Institute of Plant Health Management, Hyderabad**

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

**Date:08 -12-2017**

**Advertisement No .04 / 2017**

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

S. No	Name of the Post	Direct / Deputation	No. of Post	Reservation for Direct recruitment as per Roster	Pay Band & Grade Pay	Last Date for receipt of applications
1	Joint Director (Plant Health Engineering)	Direct / Deputation	01	UR	Level 12 (Rs. 78,800-2,09,200) (i.e. Pay Band 3: Rs. 15,600- 39,100 GP Rs. 7,600 of the 6th Pay Commission)	30 days from the date of publication of advertisement in Employment News
2	Joint Director (Plant Protection)	Direct / Deputation	01	OBC		
3	Joint Director (Chemistry)	Direct / Deputation	01	UR		
4	Deputy Director (Plant Pathology)	Direct	01	UR	Level 11 (Rs. 67,700-2,08,700) (i.e. Pay Band 3: Rs. 15,600-39,100 GP Rs. 6,600 of the 6th Pay Commission)	
5	Deputy Director (Chemistry)	Direct	01	OBC		
6	Asst. Scientific Officer (R & NMA)	Direct / Deputation	01	OBC	Level 6 (Rs. 35400 – 112400) (i.e. PB - 2, Rs. 9300 – 34,800/-, GP Rs. 4,200/- of the 6th Pay Commission)	
7	Office Superintendent (Admin.)	Direct / Deputation	01	UR		
8	Office Superintendent (Stores)	Direct / Deputation	01	UR		
9	Lab Attendant	Direct	02	UR – 1 OBC -1	Level 1 (Rs. 18000 – 56900/-) (i.e. PB – 1, Rs. 5200 – 20200/-, GP Rs. 1800/- of the 6th Pay Commission)	
10	Multitasking staff (Category – III)	Direct	01	Ex-servicemen		

- **Rule of Reservation is 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**

**QUALIFICATIONS & EXPERIENCE FOR DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION:**

1	<b>Joint Director</b> (Plant Health Engineering)	<i>Direct Recruitment / Deputation</i>
	Upper Age limit	a. Upto 55 years. b. Relaxable in the case of deputationists.
	Period of Probation	Two years in case of Direct Recruits
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	
Essential educational qualifications for direct recruits	<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. A First Class M.Tech. / M.E. in Agricultural Engineering with specialization in Farm Machinery and Power / Soil and Water Conservation. <ul style="list-style-type: none"> <li>• Specialisation can be established by work experience, paper publication, subjects studied exclusively in Post-Graduation.</li> </ul> </li> <li>2. Minimum work experience of 12 years of which atleast 4 years of experience in Design and Operational Management of Equipment relating to Pesticide Application, Water Technology (SWC), Quality Control aspects in Agricultural Engineering. <ul style="list-style-type: none"> <li>• Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.</li> </ul> </li> </ol>	
	<p><b><u>TRANSFER ON DEPUTATION:</u></b></p> <ol style="list-style-type: none"> <li>a. Persons under Central / State Governments / Universities / Recognised Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments. <ol style="list-style-type: none"> <li>i. Holding analogous posts on regular basis. OR</li> <li>ii. 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 Post having Grade Pay of Rs. 5,400/- or above OR With twelve years service in the Post having Grade Pay of Rs. 4,600/- or above</li> </ol> </li> <li>b. Possessing qualifications prescribed for Direct recruits (mentioned above). However, two years relaxation will be given in the case of deputationists.</li> </ol>	
2	<b>JOINT DIRECTOR (Plant Protection)</b>	<b>DIRECT RECRUITMENT / TRANSFER ON DEPUTATION</b>
	Upper age Limit	55 years (relaxable in case of deputationists, not exceeding 56 years)
	Period of Probation	2 Years for Direct recruits
	<b>QUALIFICATIONS &amp; EXPERIENCE</b>	
	Essential Educational Qualifications (Direct Recruitment and Deputation)	<ol style="list-style-type: none"> <li>1) Ph.D in the relevant subject.</li> <li>2) Master's Degree in Agriculture / Horticulture with specialization in Plant Pathology / Entomology / Nematology (or) Master's Degree in Botany with specialization in Plant Pathology (or) Master's degree in Zoology with specialization in Entomology / Nematology. <ul style="list-style-type: none"> <li>• <i>Specialization can be established by work experience, paper publication, subject studied exclusively in Post-Graduation.</i></li> </ul> </li> </ol>

	Essential Experience for Direct Recruitment	<ul style="list-style-type: none"> <li>Total service of 12 years, of which at least 6 years of experience in the areas of SPS matters, plant quarantine including pest surveillance, pest incursion management, pest risk analysis, phytosanitary treatments for quarantine purposes.</li> <li>Experience in research, teaching / training in the respective fields will also be considered as the required work experience.</li> </ul>
	Essential Experience for transfer on Deputation	<ul style="list-style-type: none"> <li>10 years of practical experience in work related to entomology / plant pathology / nematology in the central government / state government / union territories / public sector undertakings / semi-governments / autonomous / statutory organizations / agricultural universities / recognised research institutions / councils: <ol style="list-style-type: none"> <li>Holding analogous post on regular basis in the parent cadre or department (<b>or</b>)</li> <li>With 5 years of regular service in the grade rendered after appointment there to on a regular basis in Pay Band-3 (Rs. 15,600-39,100 + GP of Rs. 6,600 of the 6<sup>th</sup> Pay Commission) or equivalent pay scales in the parent cadre or departments.</li> </ol> </li> </ul>
	Desirable Qualifications for Direct / Deputation	<ul style="list-style-type: none"> <li>Advanced training in plant quarantine and / SPS.</li> <li>Experience in Management of projects / programs related to SPS.</li> </ul>
<b>3</b>	<b>JOINT DIRECTOR (CHEMISTRY)</b>	<b>DIRECT RECRUITMENT / TRANSFER ON DEPUTATION</b>
	Upper age Limit	55 years (relaxable in case of deputationists, not exceeding 56 years)
	Period of Probation	2 Years for Direct recruits
	<b>QUALIFICATIONS &amp; EXPERIENCE</b>	
	Essential Educational Qualifications (Direct Recruitment and Deputation)	<ol style="list-style-type: none"> <li>Ph.D in the relevant subject.</li> <li>Master's Degree in Chemistry / Organic Chemistry / Analytical Chemistry with experience in the areas of pesticide formulation / pesticide residues analysis (or) Master degree in Agriculture with experience in the areas of pesticide formulation / pesticide residues analysis.</li> <li>Experience in research, teaching / training in the respective fields will also be considered as the required work experience.</li> </ol>
	Essential Experience for Direct Recruitment	<ul style="list-style-type: none"> <li>Total service of 12 years, of which at least 6 years of experience in the areas of pesticide formulation / pesticide residues analysis for candidates having Master's Degree in Chemistry / Organic Chemistry / Analytical Chemistry. OR</li> <li>Total service and experience of 12 years, in the areas of pesticide formulation / pesticide residues analysis for candidates having Master's Degree in Agriculture.</li> </ul>
	Essential Experience for transfer on Deputation	<ul style="list-style-type: none"> <li>10 years of practical experience in work related to pesticide formulation and pesticide residue analysis in the central government / state government / union territories / public sector undertakings / semi-governments / autonomous / statutory organizations / agricultural universities / recognised research institutions / councils: <ol style="list-style-type: none"> <li>Holding analogous post on regular basis in the parent cadre or department (<b>or</b>)</li> <li>With 5 years of regular service in the grade rendered after appointment there to on a regular basis in Pay Band-3 (Rs. 15,600-39,100 + GP of Rs. 6,600 of the 6<sup>th</sup> Pay Commission) or equivalent pay scales in the parent cadre or departments.</li> </ol> </li> </ul>
	Desirable Qualifications for Direct / Deputation	<ul style="list-style-type: none"> <li>Advanced training in pesticide formulation / residue analysis / Mass Spectrometry.</li> <li>Experience in formulating standard protocols for pesticide analysis and implementation of Insecticide Act.</li> </ul>

<b>4</b>	<b>DEPUTY DIRECTOR (PLANT PATHOLOGY)</b>	<b>DIRECT RECRUITMENT</b>
	Upper age Limit	45 years
	Period of Probation	2 Years
	<b>QUALIFICATIONS &amp; EXPERIENCE</b>	
Essential Educational Qualifications	1) Ph.D in the relevant subject. 2) Master's Degree in Agriculture / Horticulture with specialization in Plant Pathology (or) Master's Degree in Botany with specialization in Plant Pathology. <ul style="list-style-type: none"> <li>• <i>Specialization can be established by work experience, paper publication, subject studied exclusively in Post-Graduation.</i></li> </ul>	
Essential Experience	<ul style="list-style-type: none"> <li>• Total service of 10 years, of which at least 5 years of experience in the areas of SPS matters, plant quarantine including pest surveillance for quarantine purposes, diagnosis of fungal, bacterial, viral pathogens, planning and execution of Integrated Disease Management.</li> <li>• Experience in research, teaching / training in the respective fields will also be considered as the required work experience.</li> </ul>	
Desirable Qualifications	<ul style="list-style-type: none"> <li>• Advanced training in plant quarantine and / SPS/Integrated Disease Management.</li> </ul>	
<b>5</b>	<b>DEPUTY DIRECTOR (CHEMISTRY)</b>	<b>DIRECT RECRUITMENT</b>
	Upper age Limit	45 years
	Period of Probation	2 Years
	<b>QUALIFICATIONS &amp; EXPERIENCE</b>	
Essential Educational Qualifications	1) Ph.D in the relevant subject. 2) Master's Degree in Chemistry / Organic Chemistry / Analytical Chemistry with experience in the areas of pesticide formulation / pesticide residues analysis (or) Master degree in Agriculture with experience in the areas of pesticide formulation / pesticide residues analysis. 3) Experience in research, teaching / training in the respective fields will also be considered as the required work experience.	
Essential Experience	<ul style="list-style-type: none"> <li>• Total service of 10 years, of which at least 5 years of experience in the in the areas of pesticide formulation / pesticide residues analysis for candidates having Master's Degree in Chemistry / Organic Chemistry / Analytical Chemistry. OR</li> <li>• Total service and experience of 10 years in the areas of pesticide formulation / pesticide residues analysis for candidates having Master's Degree in Agriculture.</li> </ul>	
Desirable Qualifications	<ul style="list-style-type: none"> <li>• Advanced training in pesticide formulation / residue analysis / Mass Spectrometry.</li> <li>• Experience in formulating standard protocols for pesticide analysis and implementation of Insecticide Act.</li> </ul>	

6	<b>Asst. Scientific Officer (Residue &amp; New Molecule Analysis)</b> Age limit <b>Period of Probation</b> <b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<i>Direct / Deputation basis</i> i. Upto 35 years ii. Relaxable in the case of deputationists 2 years <b>Essential:</b> 1. A First or High Second Class Masters Degree in Organic Chemistry / Analytical Chemistry / Agricultural Chemistry / Agri. Entomology / Plant Pathology/ Agrichemicals & Pest Management/ environmental Science/ Environmental Chemistry/ Biotechnology. 2. Total Work experience of 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 <b>Desirable:</b> 1. Ph.D in the relevant subject. <b>TRANSFER ON DEPUTATION :</b> a) Persons under Central / State governments / Universities / Recognized research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments. i. Holding analogous posts on regular basis. (OR) ii. With two years of service in the Post having Grade Pay of Rs. 2,800/- or above and b) Possessing qualifications mentioned in under Essential and Desirable qualifications. However, one year relaxation from total of 2 years will be given in case of deputationists.
7	<b>Office Superintendent (Administration)</b> Age limit <b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<i>Direct / Deputation basis</i> i. 40 years ii. 55 years in the case of deputationists <b>Essential:</b> 1. A Bachelor Degree from recognized university or equivalent. 2. 8 years experience in administration. <b>Desirable:</b> 1. Conversant with the Government rules and regulations / office procedures pertaining to Administration and maintenance of records. <b>TRANSFER ON DEPUTATION :</b> a) Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments. 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 mentioned in under Essential and Desirable qualifications. However, two years relaxation from the requirement of total experience will be given in case of deputationists.

8	<b>Office Superintendent (Stores)</b>	<i>Direct / Deputation basis</i>
	<b>Age limit</b>	i. 40 years ii. 55 years in the case of deputationists
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor Degree from recognized university or equivalent.</li> <li>2. 8 years experience in Administration.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Conversant with the Government rules and regulations / office procedures pertaining to Stores and maintenance of records.</li> </ol> <p><b>TRANSFER ON DEPUTATION :</b></p> <ol style="list-style-type: none"> <li>a) Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments. <ol style="list-style-type: none"> <li>i. Holding analogous posts on regular basis. <b>(OR)</b></li> <li>ii. With six years of service in the Post having Grade Pay of Rs. 2,400/-</li> </ol> </li> <li>b) Possessing qualifications mentioned in under Essential and Desirable qualifications. However, two years relaxation from the requirement of total experience will be given in case of deputationists.</li> </ol>
9	<b>Lab Attendant</b>	<i>Direct recruitment basis</i>
	<b>Age limit</b>	<i>Between 18 - 27</i>
	<b>QUALIFICATIONS</b>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Matriculation or Equivalent pass.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>a. 12<sup>th</sup> Pass (Intermediate) from a recognized board / university with Physics, Chemistry and Maths as subjects or 12<sup>th</sup> pass (Intermediate) from a recognized board / University with Physics, Chemistry &amp; Biology as subject.</li> <li>b. Having knowledge in any of the following areas supported with certificate from recognized Institute / University. <ol style="list-style-type: none"> <li>1. Vocational (Crop Production)*</li> <li>2. ITI (Mechanic Agriculture)*</li> </ol> </li> </ol> <p>* The above course duration should be of atleast one year or above.</p>
10	<b>Multi-Tasking Staff (Category – III)</b>	<i>Direct recruitment basis</i>
	<b>Age limit</b>	<i>Between 18 - 27</i>
	<b>QUALIFICATIONS</b>	<p><b>Essential for MTS (category – III)</b> (For Sweeping, Cleaning, Peon/Attendant duties) Matriculation or Equivalent pass (Physical fitness, aptitude and skills will be tested.)</p>

#### A. General Terms and Conditions:

1. A candidate must either be a citizen of India or a subject of Nepal or a subject of Bhutan or a Tibetan refugee who came over to India before 01<sup>st</sup> January 1962 with intention of permanently settling in India or a person of Indian origin who has migrated from Pakistan Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate other than citizen of India shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

2. Relaxation of upper age limit in respect of reserved categories such as SC/ST/OBC/PHE/Ex-servicemen etc., shall be given as per Government of India guidelines/orders. Age limit will be reckoned with reference to the closing date for receipt of the applications.

Indicative relaxation in age limit

Category	Extent of Age relaxation
Schedule Caste/Schedule Tribe	5 years against reserved posts only.
OBCs	3 years against reserved posts only.
PwD with minimum 40% disability	10 years (15 years for SC/ST, 13 years for OBCs) in case of direct recruitment to Group C posts. 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group A & B posts. Subject to maximum age not exceeding 56 years on the last date for receipt of applications.
Central/ Govt. Servants	Up to 5 Years (as per GOI norms) (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to OBC's in respect of the posts reserved for them)
Ex- servicemen or any other category	As per Government of India norms.

3. The upper age limit is relaxable for SC/ST/OBC candidates in respect of vacancies which are reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in GOI prescribed proforma issued by the Competent Authority for claiming age relaxation. Copy of Caste certificate should be sent along with the application.
4. **For OBC:** If you belong to 'Creamy Layer', you are not eligible for consideration against posts reserved for OBC and therefore you may apply against UR posts. OBC certificate should have been issued on a date within 2 (two) years of the last date for receipt of application as stated in the advertisement. If you claim OBC and attach BC/MBC or any other certificate other than a valid OBC certificate (in GOI format), your application will be summarily rejected.
5. **For PwD:** The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

A person who wants to avail of benefit of age concession under PwD would have to submit a Disability Certificate issued by a Competent Authority. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29th December 2005 or as amended from time to time.

6. **For Central/Govt. Servants:** A candidate claiming to belong to the category of Central Government servant and seeking age relaxation would be required to produce a Certificate issued after the date of

advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant serving continuously for more than 3 years in the Government and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised.

7. **Essential qualification:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test and / or interview. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications and experience laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
8. All the claimed Educational qualifications shall be from a recognised University / Institute only. Self-attested copies of all educational qualifications along with date of birth proof, experience, age relaxation and other certificates are required to be enclosed invariably. The application will be summarily rejected if – a) certificates are attached, but column is not filled; or b) the column is filled but certificates are not attached. Letter of Appointment, Pay Slip, Office Memorandum, Office Order, Joining Report, or any such document(s) will not be accepted as document in support of knowledge or experience. Certificate in support of knowledge and experience should be in proper format i.e. should be on the organisation's letterhead; bear the date of issue; specify period of work(including Job roles and responsibilities; clearly stating nature of work, salary drawn with pay scale and grade pay, if any; name and designation of the issuing authority along with signature etc.
9. General relaxation: "Age and qualifications can be relaxed in exceptional cases by the Institute".
10. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
11. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
12. The applications in prescribed proforma (through proper channel in case of Central/ State Governments/ Universities/ Recognized Research Institutions/ PSUs / Statutory Semi-governments or Autonomous organizations candidates) should reach the Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, Telangana, **within 30 days from date of publication in Employment newspaper 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 may 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.  
  
(separate application formats for Regular & Deputation basis are enclosed herewith)  
*The candidates who have already applied in response to earlier advertisement No. 01/2017 and No. 03/2017 for same post need not apply again. However the candidates who applied in earlier notification are advised to ensure that their submitted application is complete in all respects. If any pending certificates / documents are to be submitted , they may submit them within the last date specified in this advertisement. NIPHM does not take any responsibility for non-submission of relevant supportive certificates / documents by the candidates.*
13. Candidates will be shortlisted for Written test / Interview on the basis of the information provided by them in their applications, they must ensure that the information is true. If at any subsequent stage or at the time of written test/ interview any information given by them or any claim made is found to be false, their application / candidature will be liable to be rejected and they shall be debarred permanently.
14. In the event of number of applications being large, NIPHM reserves the right to shortlist the candidates/ restrict the candidates to be called for written test/ interview to a reasonable number by adopting reasonable criteria (applied uniformly) as recommended and decided upon by the Competent Authority.
15. The Institute reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part at any stage without assigning any reason and the decision of the Institute in this regard shall be final.



16. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
17. In case of any dispute with regard to screening of the applications, the decision of Director General, NIPHM shall be final.
18. 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.
19. The Medical facilities applicable to government employees will be extended to the deputationists.
20. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
21. The Probation period for direct recruits will be two years as per the rules in force.
22. Appointment of candidates will be subject to receipt of prescribed Medical fitness certificate from a Civil Surgeon / District Medical Officer.
23. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
24. Canvassing in any form is not accepted and will lead to the disqualification of such candidates.
25. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
26. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.
27. The vacancies are indicative and may vary as per actuals.
28. Incomplete / invalid applications – if any column is left unfilled or lack of submitting adequate certificates / documents in support of candidature will lead to rejection of the application.
29. **No interim correspondence: No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test / interview and reasons for not being called for test / interview. Interim correspondence will not be entertained and replied to.**
30. Institute will not be responsible for any postal delay. Last date for receipt of applications is as stated in the advertisement.

## **B. PROCEDURE FOR SELECTION**

1	Joint Director (Plant Health Engineering)	<i>Shortlisted candidates will be required to make a power point presentation for 15 minutes duration (on the work done by the applicant, preferably in the area of sustainable agriculture), and attend the interview.</i>
2	Joint Directors (Plant Protection & Chemistry)	<i>Shortlisted candidates will be called to appear for power point presentation for 15 minutes duration (on the work done by the applicant and its relevance to the post applied for) followed by interview.</i>
3	Deputy Directors (Plant Pathology & Chemistry)	<i>The Selection will be based on Written Test, Powerpoint Presentation and Interview.</i>
4	Asst. Scientific Officer (R & NMA)	<i>Selection to the post will be based on written test and skill test.</i>
5	Office Superintendent (Admin.)	
6	Office Superintendent (Stores)	
7	Lab Attendant	<i>Selection to the post will be based on written test and skill test</i>
8	Multitasking staff (Category – III)	<i>Selection to the post will be based on written test and Trade test/skill as applicable in the relevant fields.</i>

### C. DUTIES OF THE POST

1	<b>Joint Director (Plant Health Engineering)</b>	<ul style="list-style-type: none"> <li>As Head of Plant Health Engineering Division, plan and coordinate various training programmes of the Division under the guidance of Director General, NIPHM.</li> <li>Undertake Research &amp; Development in Plant Health Engineering systems relating to Application Technology, Farm Power, Post-Harvest Technology, Irrigation under guidance of Director General, NIPHM.</li> <li>Supervise other Divisional activities including transport management.</li> <li>Any other duties as assigned by Director General, NIPHM from time to time.</li> </ul>
2	<b>Joint Directors (Plant Protection / Chemistry)</b>	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.
4	<b>Deputy Directors (Plant Pathology/ Chemistry)</b>	They are expected to plan, implement and coordinate various activities of their divisions to enable the Joint Director / Directors accomplish the responsibilities assigned. Any other duties assigned by the Joint Directors / Directors or the Director General from time to time.
4	<b>Asst. Scientific Officer (R &amp; NMA)</b>	They are expected to plan, implement and coordinate various activities of their sub divisions to enable the Asst. Director / Joint Directors / Directors accomplish the responsibilities assigned. Any other duties assigned by the Directors or the Director General from time to time.
5	<b>Office Superintendent (Admin.)</b>	To supervise and discharge all establishment related activities properly and punctually, maintain all service records, reservation roster points, matters related to recruitments, audit replies, RTI, disciplinary cases, attend to stores procurement, assist in monitoring of construction & maintenance works of the Institute, attend to various court related matters, and liaising with Advocates, preparation of affidavits, follow-up, etc. any other work assigned by the competent authority from time to time
6	<b>Office Superintendent (Stores)</b>	To supervise and discharge all establishment related activities properly and punctually, maintain all stock registers correctly, attend to stores procurement, preparation of tender documents, evaluation of bids, GeM portal, physical verification of stocks, reviewing of stock level, assist in monitoring of construction & maintenance works of the Institute. any other work assigned by the competent authority from time to time
7	<b>Lab Attendant</b>	<b>Tentative duties to be performed by Lab Attendant</b> Assisting the technical staff/officers in laboratory or in filed, wherever required, technical staff/officers in workshop, cleaning of vehicle/machinery of the office; Photo copying, sending of FAX; Physical maintenance of records of the lab; Dusting of furniture, fixtures, building etc and General cleanliness and upkeep of the Lab and related premises; Watch and ward duties and any other work assigned by the superior authority
8	<b>Multitasking staff (Category – III)</b>	<b>Tentative duties to be performed by Lab Attendant</b> Physical maintenance of record of the section; General cleanliness and upkeep of the section/Unit; Carrying of files and other paper within the building; Photo copying, sending of FAX etc.; Other non-clerical work in the Section / Unit; Assisting in routine office work like diary, dispatch etc. including on computer; Delivering of Dak (outside the building); Watch and Ward duties; Dusting of furniture, building, fixture etc.; Driving of vehicle having valid driving license; Upkeep of parks, lawns, potted plants etc.; Any other work assigned by the superior authority

## **D. SYLLABUS:**

### **Joint Director (Plant Health Engineering /Plant Protection/Chemistry)**

PPT and Interview will be in the area of work done in relevance to the post applied for and his / her possible contribution to the NIPH if selected.

#### **Deputy Director (Plant Pathology)**

1. Plant Biosecurity and Incursion Management
2. Plant quarantine procedures
3. Pest Risk analysis
4. Quarantine pests, regulated pests detection and Identification
5. Phyto sanitary measures for exports and imports
6. Pre entry and post entry quarantine
7. Invasive and exotic pests
8. WTO, SPS, IPPC, NSPMs & ISPMs
9. Establishment of Pest Free Areas or Areas of Low Pest Prevalence to promote safe trade
10. Export market access
11. Plant Quarantine order, Standards and various laws
12. Organizations associated with plant quarantine both at National and International

#### **Deputy Director (Chemistry)**

1. Pesticides for Agriculture, Public Health and Household use.
2. The Insecticide Act, 1968 the Insecticide Rules, 1971.
3. International Code of Conduct on the Distribution and use of Pesticide; International Conventions; International Treaties / Conventions on Pesticide Production, Transport, Trade and use and other related aspects of Pesticide Management etc.
4. Restricted and banned pesticides.
5. Pesticide Management Bill
6. Insecticide Inspectors and Analysts
7. Quality Control of pesticides
8. CIBRC, SPTLs, PTLs and CIL.
9. Classification of pesticides and Pesticide Formulations.
10. Pesticide Chemistry.
11. Techniques of pesticide formulation analysis and principles.
12. Principles & applications of Spectroscopy, Colorimetry, Chromatography, Mass Spectrometry in Pesticide Formulations and Residue Analysis.
13. Recommended use of pesticides & indiscriminate use of pesticides
14. Pesticide Residues and food safety and their regulations.
15. Pesticide residues and impacts on environment and trade
16. Pesticide Residue analysis – Techniques and methods.
17. Bio-pesticides and their Quality Control.
18. International Standards for general requirements for the competence of testing and calibration laboratories.

#### **Assistant Scientific Officer (R & NMA)**

1. Pesticide classification on use, chemical nature, formulation, toxicity and action etc.
2. Various methods in Pesticide Formulation Analysis
3. Principles, operation and application of various chromatographic and Mass Spectra techniques
4. Pesticide Dissipation, Residue Dynamics, Different methods/ Steps in residue analysis
5. Confirmative analytical techniques in residue analysis
6. Different terminologies used in Pesticide Residue Analysis
7. Maximum Residue Levels in pesticide
8. Pesticide Management
9. Food safety standards and Act
10. Insecticide Act and Rules

## **Office Superintendent (Administration)**

1. Establishment and administration manual.
2. Office procedure manual – Central Secretariat
3. 7<sup>th</sup> CPC Guidelines
4. CCS Conduct Rules, CCS CCA rules, CCS Leave rules etc.
5. Fundamental Rules & Supplementary Rules
6. CCS (Pension) Rules and New Pension scheme
7. TA and LTC Rules
8. Medical Attendance Rules
9. Provident fund Rules
10. Gratuity Rules
11. Delegation of Financial Power Rules
12. CCS (Joining Time) Rules
13. Right to Information Act, 2005 and Right to Information (Regulation of fee and cost) Rules
14. Record retention rules

## **Office Superintendent (Stores)**

1. GENERAL FINANCIAL RULES, 2017
2. Matters concerning Land and Building, Government Residential Quarters, Staff cars
3. Procurement of products / goods and services
4. CVC Guidelines,
5. GST
6. Stores Management
7. 7<sup>th</sup> CPC guidelines
8. Record retention rules
9. Delegation of Financial powers rules

## **Lab Attendant**

### Syllabus for the Written test:

1. General Knowledge and General Aptitude
2. General Awareness
3. Knowledge on Lab cleaning and maintenance
4. Knowledge on chemicals and its usage.
5. Knowledge on handling the Laboratory equipment
6. Physical maintenance of records of the Lab

### Trade / Skill test:

1. Practical knowledge on Lab cleaning and maintenance
2. Practical Knowledge on chemicals and its usage.
3. Practical Knowledge on handling the Laboratory equipment
4. Practical maintenance of records of the Lab

## **Multitasking staff (Category – III)**

### Syllabus for the Written test:

1. General Knowledge and General Aptitude.
2. General Awareness
3. English Comprehension
4. Knowledge on Sweeping, Cleaning, Peon/Attendant duties etc.

### Trade / Skill test:

1. On Sweeping, Cleaning, Peon / Attendant duties etc. along with physical fitness test.

<b>Application Form for Direct Recruitment basis</b>
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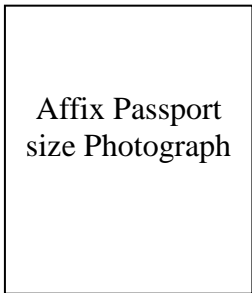
**PROFORMA**

**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

**PROFORMA****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)					
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>		<b>Qualifications/Experience possessed by the officer</b>			
	<b>Essential</b>		<b>Essential</b>			
	A) Qualification		A) Qualification			
	B) Experience		B) Experience			
	<b>Desirable</b>		<b>Desirable</b>			
	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 <b>by the Administrative Ministry/Department/Office</b> 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 <b>by the Candidate</b>					
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.					
	<b>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</b>					
7.	Details of Employment, Chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
	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
<b>*Important:</b> 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
	<b>9.1 Note:</b> 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		
	<b>9.2 Note:</b> 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		
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<b>Additional details about present employment:</b> 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) Government Undertaking e) Universities f) Others		
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.	<b>A) Additional information</b> , 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>B) Achievements</b> 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 <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
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)