

National Institute of Plant Health Management, Hyderabad

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

Advertisement Notification No. 2/2016

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

Sl. No.	Name of the Post	Direct/Deputation	No. of Posts	Reservation for Direct Recruitment as per roster	Pay Band & Grade Pay	Last Date
1.	Assistant Director (Plant Health Management-Horti. & Flori.)	Direct/Deputation*	1	1(OBC)	PB 3 Rs. 15,600-39,100 GP 5400	
2.	Assistant Director (ICT)	Direct Recruitment	1	1(UR)	PB 3 Rs. 15,600-39,100 + GP Rs. 5400	
3.	Hindi Translator	Direct/Deputation*	1	PwD (VH/OH/HH)	PB2 9300-34800+ GP 4200	
4.	Lower Division Clerk	Direct Recruitment	1	1(OBC)	PB1- Rs. 5,200-20,200 + GP Rs. 1900/-	

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

The details of educational qualifications, experience, age and other eligibility criteria, duties for appointment on Direct Recruitment / Deputation basis (including relaxations, if any) for the posts along with application proforma may be accessed from web <http://niphm.gov.in>.

Director General

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

1	Assistant Director (Plant Health Management-Horti. & Flori.) – 1 post for OBC	<i>-Direct Recruitment /Deputation basis</i>
	Age limit	45 years (relaxable in in case of deputationists)
		<u>ESSENTIAL:</u> EDUCATION AND EXPERIENCE: A First or High Second Class (above 57%) Master's Degree in Horticulture with specialization in Plant Pathology / Entomology / Nematology. <i>AND</i> Minimum work experience of 7 years (4 years for candidates with Ph.D) of which at least 3 years of experience in Integrated Pest Management of Horticultural crops. OR A First or High Second Class (above 57%) Master's Degree in Agriculture with specialization in Plant Pathology / Entomology / Nematology. <i>AND</i> total work experience of 9 years (6 years for candidates with Ph.D) of which at least 4 years of experience in Integrated Pest

		<p>Management of Horticultural crops. Experience in Research, teaching / training in the respective fields will also be considered as the required work experience.</p> <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> 1. Ph.D. in the relevant subject. 2. Advanced Training in Integrated Pest Management of Horticultural crops. <p><u>TRANSFER ON DEPUTATION :</u></p> <ol style="list-style-type: none"> a. Persons under Central/State Governments/Universities/ Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/State Governments. b. i) Holding analogous posts on regular basis. OR ii) With three years of service in the post having Grade Pay of Rs. <u>4600/-</u> OR iii) five years of service in the post having Grade Pay of Rs. <u>4200/-</u> c. Possessing qualifications mentioned above under Essential and Desirable qualifications. <u>However, two years relaxation from total experience of 7 years /9 years will be given to deputationists.</u>
2	Assistant Director (ICT) – 1 post for UR	<i>-Direct Recruitment</i>
	Age limit	45 years (relaxable in case of deputationists)
		<p>EDUCATIONAL QUALIFICATIONS</p> <ol style="list-style-type: none"> 1. A first class B.E/B.Tech/ Degree in Computer Science/Information Technology / ECE (OR) 2. First Class Master's Degree (M.Sc./MS) in Computer Science/Information Technology (OR) 3. Master in Computer Application (MCA) <p>EXPERIENCE</p> <p>Minimum work experience of 7 years (4 years for candidates with M.E./M.Tech) in (a)*, (b)* and (c)* below.</p> <p>DESIRABLE:</p> <ol style="list-style-type: none"> 1. Experience in management of IT projects/ programmes including training programmes/teaching. 2. M.Tech in the Computer Science/Information Technology / ECE.
<p>* (a) Designing, development and managing Database with SQL/My/SQL, Postgre SQL and Oracle 10g (b) Designing, development and managing Web portals and applications with CMS base PHP/JSP, Drupal, Moodle and Web3.X applications. (c) programming skills in C++, Java, ASP.net and scripting languages.</p>		
3	HINDI TRANSLATOR – O.S. (Hindi Translation)-1 post reserved for PwD (OH/HH/VH)	-Direct Recruitment / Deputation basis
	Age limit for direct recruits :	35 years (50 years in case of deputationists)
QUALIFICATIONS & EXPERIENCE:		
<u>DIRECT RECRUITMENT :</u>		
ESSENTIAL :		
EDUCATIONAL:		

	<p>1.</p> <p>A. Master's Degree from a recognized University in Hindi with English as a subject at Degree level. OR</p> <p>B. Master's Degree from a recognized University in English with Hindi as a subject at Degree level. OR</p> <p>C. Master's Degree from a recognized University in any subject with Hindi and English as a subject at the Degree level. OR</p> <p>D. Master's Degree from a recognized University in any subject with Hindi medium and English as a subject at the Degree level. OR</p> <p>E. Master's degree from a recognized University in any subject with English Medium and Hindi as a subject at the Degree level.</p> <p>2. Diploma in Translation from Hindi to English and Vice versa</p> <p>EXPERIENCE: Two years experience of translation work from Hindi to English and Vice – versa in Central / State Government Office's including Govt. Of India Undertakings, proof correction etc.</p> <p>DESIRABLE:</p> <p>a. Administrative Experience in organizing Hindi Classes or workshops, noting and drafting/implementation of Official Language.</p> <p>b. Should be conversant with the government rules and regulations/office procedures pertaining to administration, accounts, purchases and maintenance.</p> <p>c. Knowledge, skill & experience of working on computers in any one of the following: a. Coral draw, Photoshop, PageMaker.</p> <p><u>TRANSFER ON DEPUTATION :</u></p> <p>a. Persons under Central/State Governments/Universities/ Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/State Governments.</p> <p>b. i) Holding analogous posts on regular basis. OR ii)With five years of service in the post having Grade Pay of Rs. 2400/- and above</p> <p>c. Possessing qualifications mentioned above under Essential and Desirable qualifications.</p>	
4	Lower Division Clerk – 1 (OBC)	-Direct Recruitment
	Age limit	Between 18-27 years
		<p>EDUCATIONAL QUALIFICATIONS</p> <p>1. Bachelor's Degree from recognized university.</p> <p>2. Must possess at least Lower Typing certificate in English from the State Board of Technical Education</p> <p>DESIRABLE</p> <p>1. Must possess Diploma/Certificate in basic computer applications and entry</p> <p>2. Must possess experience of at least one year preferably in Government offices in secretarial section /Accounts/ stores/ Establishment/ staff office management branches</p>

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. **Rule of Reservation does not applicable for candidates applying on deputation basis.**
- vi. 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.
- vii. The Medical facilities applicable to government employees will be extended to the deputationists.
- viii. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
- ix. The Probation period for direct recruits will be Two years as per the rules in force.
- x. The applications in prescribed proforma (through proper channel in case of service candidates)should reach the Registrar i/c, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, Telangana, **12.04.2016 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.
- xi. Self-attested copies of all educational qualifications along with experience, age relaxation and other certificates are required to be enclosed invariably. Applications without proper enclosures will not be considered for scrutiny.**
- xii. "Age and qualifications can be relaxed in exceptional cases by the Director General"**
- xiii. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
- xiv. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.
- xv. Mere fulfilling the qualifications will not entail a right for claiming of shortlisting/ for written test /appointment.
- xvi. In case of any dispute with regard to screening of the applications, the decision of DG, NIPHM shall be final.
- xvii. No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
- xviii. 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.

Director General

B. PROCEDURE FOR SELECTION

1. **Assistant Director (Plant Health Management-Horti. & Flori.):** *Selection will be based on Written Test, PPT and Interview* . Syllabus for written test and oral interview will be communicated later.
2. **Assistant Director (ICT):** Selection to the post will be based on 1) Submission of software project on (a) Programming for database management (b) Web designing and development. 2) Technical evaluation of the project. 3) Interview.
3. **Hindi Translator: Office Superintendent (Hindi Translation)**
Hindi **Translator** 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.
4. **Lower Division Clerk :** *Selection will be based on written test and skill test.*
Syllabus for the skill Test and written test .
 - a. Typing Test (Lower)
 - b. Essay writing (General topics)
 - c. Précis writing
 - d. Comprehension
 - e. Administrative Knowledge (Office Procedure & Management)-
 - f. GFR- 2005 - Procurement of Goods & Services

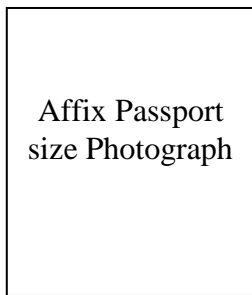
C. DUTIES OF THE POSTS

1. **ASSISTANT DIRECTOR (PHM-H&F):** As Sub-divisional heads they are expected to plan, implement and coordinate various activities of their sub-divisions to enable the Joint Directors / Directors accomplish the responsibilities assigned. Any other duties assigned by the Joint Directors, Directors or the Director General from time to time.
2. **Assistant Director (ICT):** Training in Information Technology Enabled Services. Experience in management of IT projects / programmes including training programmes / teaching, experience in handling IT enabled Database Management in Plant Health Management etc. Any other duties assigned by the Director General from time to time.
3. **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 be entrusted by Director General /Registrar/Hindi Officer from time to time
4. **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

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