



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान

National Institute of Plant Health Management

Department of Agriculture, Cooperation & Farmers Welfare

Ministry of Agriculture & Farmers Welfare

Government of India



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Rajendra Nagar,

Hyderabad – 500 030

<http://niphm.gov.in>

Date: 18-02-2021

INTERVIEW / INTERACTION NOTICE

This is to inform that interview / interaction (through online mode) will be held at 11.00 a.m. on date mentioned below for engagement of following positions on contractual basis. The engagement will be initially for a period of six months/one year/ till project period whichever is earlier. The details of educational qualifications, experience, age and other eligibility criteria with due date for application submission along with **application proforma** are given below.

The eligible candidates will be required to make a power point presentation for 15 minutes duration (on the topic of their field and in line with the post applied).

Sl. No.	Name of the Position	No. of Posts	Tentative Date of Interview/ Interaction
1	Senior Consultant (Admin - Civil)	01	25.02.2021

Sl. No.	Name of the Position	Qualifications and Experience	Maximum Age limit
1	Senior Consultant (Admin - Civil)	<p>Officers/employees of 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 designing 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

Period of engagement: The engagement will be initially for a period of 6 months/one year and the services may be extended for another 6 months or till the completion of project period, whichever is earlier.

Remuneration: The monthly remuneration of Senior Consultants will be based on the guidelines issued by DAC & FW (vide OM No. 12034/8/2016-E.I, dated 30-12-2016). This will be subject to revision whenever the DAC & FW revise its guidelines.

The amount of consolidated monthly remuneration for Senior Consultant shall be as under:

Level (at the time of retirement)	Remuneration
Level 5 to Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of 2400/- to 4600/-)	Rs. 30,000/-
Level 8 to 10 (GP of 4800 to 5400)	Rs. 35,000/-
Level 11 (GP of 6600)	Rs. 40,000/-
Level 12 and 13 (GP of 7600 and 8700)	Rs. 45,000/-

Note-1: In case of retired PSU employees, where 7th pay levels are not applicable, suitable amount of monthly remuneration shall be decided by the competent authority.

Note-2: In respect of retired officers/officials, who possess technical skills like Ph.D. in the subject pertaining to this Department and are to be engaged against technical posts, the remuneration shall be decided on merit to merit basis with the approval of competent authority.

DUTIES OF THE POSTS:

1	Senior Consultant –(Admin –Civil) <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 Designing with computers • CPWD, PWD works • Any other duties assigned by the Competent Authority from time to time
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The interested applicants should send their applications (in prescribed proforma) along with supporting documents pertaining to their educational qualifications, experience, research, training, projects, testimonials, etc., through email (registrarniphm@nic.in) on or before 23.02.2021 5.00PM

The shortlisted candidates shall be intimated on 24.01.2021 through email or telephone along with login credentials for appearing in the online interview.

The position is purely temporary on contractual basis and co-terminus with the project or one year from the date of joining, whichever is earlier. NIPHM will not be held responsible to give regular appointment after expiry of the term.

GENERAL TERMS AND CONDITIONS:

1. The position of Consultants/RAs/SRFs/JRFs/Field Scouts is purely on contractual basis for a period of Six months/One year/ till completion of Project Period whichever is earlier.
2. The continuance of Consultants/RAs/SRFs/JRFs/Field Scouts during the said period of six months / 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/RAs/SRFs/JRFs/Field Scouts 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 for verification. Failure to produce the same will render them ineligible.
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. Candidates may submit a declaration stating that they are willing to be considered for a lower position in case their application for the applied position is found ineligible or if not been shortlisted for a further scrutiny.
8. The Consultants/RAs/SRFs/JRFs/Field Scouts 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.
If any of the contractual staff leaves NIPHM abruptly or without serving notice period, the caution deposit amount available will be withheld/forfeited/confiscated. The decision of the Competent Authority will be final in this regard.
9. If Consultants/RAs/SRFs/JRFs/Field Scouts undergo any training programme at NIPHM either free or on concessional basis, he/she shall serve the NIPHM for a minimum of two years, failing which he/she shall reimburse the cost of the training programme to the NIPHM at the time of getting relieved. However, no request will be considered for exemption of fees if anyone wants to leave the institute before completion of Bond Period. The certificate of participation will be on hold of the institute for two years after completion of the training.
10. The Consultants/RAs/SRFs/JRFs/Field Scouts 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.

11. The Consultants/RAs/SRFs/JRFs/Field Scouts shall be engaged in the Scheme/Project work 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.
12. The Consultants/RAs/SRFs/JRFs/Field Scouts 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.
13. NIPHM will have full intellectual property rights/proprietary rights on research outputs of the Consultants/RAs/SRFs/JRFs/Field Scouts 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*. However, in case the RAs/SRFs/JRFs has been associated with research work, his/her name will be acknowledged / included appropriately in the research paper(s). The Consultants/RAs/SRFs/JRFs/Field Scouts shall have no right in this regard.
14. The Consultants/RAs/SRFs/JRFs/Field Scouts will be under the administrative control of the Director of the concerned Division at NIPHM. The RAs/SRFs/JRFs will be subject to the Administrative, financial and disciplinary regulations of the NIPHM. RAs/SRFs/JRFs 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.
15. Their headquarters will be at Hyderabad (OR) will be as necessitated by the project.
16. The Consultants/RAs/SRFs/JRFs/Field Scouts 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.
17. The Consultants/RAs/SRFs/JRFs/Field Scouts will be entitled to admissible tour TA & DA as per NIPHM rules.
18. Income tax will be deducted from the emoluments of Consultants/RAs/SRFs/JRFs at source as applicable.
19. The Consultants/RAs/SRFs/JRFs/Field Scouts should set up residence in the NIPHM quarters if allotted or stay within 3 km. radius of NIPHM to be at ease to attend to office. In case of any deviation in this regard, the engagement will be terminated.
20. The Consultants/RAs/SRFs/JRFs/Field Scouts is required to produce all the original certificates of educational qualifications, experience at the time of joining at NIPHM for verification.
21. Consultants/RAs/SRFs/JRFs/Field Scouts will not be entitled to any Medical benefit & allowances.
22. The Consultants/RAs/SRFs/JRFs/Field Scouts 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 project.
23. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
24. The above vacancies are indicative and may vary as per actual requirement.
25. 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/c.

P R O F O R M A

APPLICATION FOR THE POST OF _____ on Contractual Basis
(please tick appropriate post of applying)

Affix Passport
size Photograph

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

8 (a) Additional academic qualifications :

8 (b) Professional training :

8 (c) research publications and reports and special projects :

8 (d) Awards/scholarship/official appreciation :

8 (e) affiliation with professional bodies/institutions/societies and :

8 (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 3 km 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