



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान
National Institute of Plant Health Management
Department of Agriculture & Farmers Welfare
Ministry of Agriculture & Farmers Welfare
Government of India



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F.No:2(599)/2024-Estt

Date: 26.09.2024

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 of one year/ till project period whichever is earlier. The details of educational qualifications, experience, age and other eligibility criteria, along with **application proforma** are given below.

Sl. No.	Division	Name of the Positions	No. of Positions	Date of Walk in Interview
1	Plant Health Engineering	Young Professional (EC)	01	16.10.2024

Sl. No.	Name of the Position	Qualifications	Maximum Age limit
1.	Young Professional (EC)	Essential Qualifications : Any Graduation (with minimum 60% marks from a recognized University / Institute) with good communication skills, well versed with Microsoft applications like MS Word, MS Excel and MS Power Point.	30 years for men & 35 years for women

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, 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 Interview. No separate call letter for the interview shall be issued. 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. No TA/DA will be admissible for attending the interview.

SALARY:

S. No.	Name of the position	
1	Young Professional (EC)	Rs.25,000/- per month (consolidated pay)

Note: Self-attested copies of all educational qualifications along with experience certificates are required to be submitted invariably.

DUTIES OF THE POSTS:

1.	<p>Young Professional (EC)</p> <ul style="list-style-type: none">• Data management of students.• Correspondence with divisions for coordinating.• Letter drafting.• Data input.• Attendance management.• Correspondence with companies for internship/ placement.• Coordination with accounts for fee collection.• Coordination with warden for boarding and lodging.• Verifying mess bills with attendance.• Documentation of students' data.• File management at Educational Cell• Updating daily class/activity progress to the Education Cell• Any other duties assigned from time to time
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GENERAL TERMS AND CONDITIONS:

1. The position of Young Professional is purely on contractual basis for a period of One year/ Project Period whichever is earlier.
2. The continuance of Young Professional 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 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 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. In respect of Young Professional an amount equivalent to one month pay will be deducted in six equal installments i.e. @1/6th pay per month from first six months remuneration as caution deposit. This amount will be refunded to the candidate only on successful completion of notice period obligations. The decision of the Competent Authority will be final in this regard.
8. 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.
9. The Young Professional 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. The decision of the Competent Authority will be final in this regard.

10. The Young Professional 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 Young Professional 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 Young Professional 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 SRFs/Young Professional 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 Young Professional/RAs/SRFs/JRFs has been associated with research work, his/her name will be acknowledged / included appropriately in the research paper(s). The SRFs/Young Professional shall have no right in this regard.
14. The Young Professional will be under the administrative control of the Director of the concerned Division at NIPHM. The Young Professional will be subject to the Administrative, financial and disciplinary regulations of the NIPHM. SRFs/Young Professional 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 Young Professional 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 Young Professional will be entitled to admissible tour TA & DA as per NIPHM rules.
18. Income tax will be deducted from the emoluments of Consultants SRFs/Young Professional at source as applicable.
19. The Young Professional should set up residence within 3 km radius of NIPHM. The decision of the Competent Authority will be final in this regard.
20. The Young Professional is required to produce all the original certificates of educational qualifications, experience at the time of joining at NIPHM for verification.
21. Young Professional will not be entitled to any Medical benefit & allowances.
22. The Young Professional 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

PROFORMA

APPLICATION FOR THE POST OF _____ on Contractual Basis

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	INSTITUTE/BOARD/ UNIVERSITY	DIVISION & % 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. Fulfillment of essential qualifications:
9. Fulfillment of desirable qualifications
10. 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)
11. Whether belongs to SC/ST/OBC/UR/
PwBD/EX-Serviceman (Proof to be enclosed)
as per GOI norms :
12. I certify that particulars furnished above are true.
13. I am willing to stay in the quarters if allotted or within 3 km radius of NIPHM.
14. 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