



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



रा व स्वा प्र सं
NIPHM

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Hyderabad – 500 030

<http://niphm.gov.in>

F.No: 2(485)/2021-Estt.

Date:01-12-2023

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 not exceeding one year which is extendable by one year. The details of educational qualifications, experience, age and other eligibility criteria, along with **application proforma** are given below. The eligible candidates for the below mentioned contractual posts will be required to make a power point presentation of 15 minutes duration (on the topic of their field in line with the position they applied for) followed by interview. All the candidates should carry the powerpoint presentation (in Pen drive) to attend the walk-in-interview.

Sl. No.	Division	Name of the Position	No. of Posts	Date of PPT & Interview
1	Administration	Consultant (Administration)	01	12.12.2023

Sl. No.	Name of the Position	Qualifications	Maximum Age limit
1	Consultant (Administration)	<p>Officers/employees worked and retired in cadre of Administrative Officer / Section officer / Office Superintendent from Level 6 to Level 10 as per 7th CPC (in establishment and administrative matters and enforcement of related rules) in Central and State Governments/PSUs/Autonomous bodies having considerable experience in Central / State Government Ministries/Departments / PSUs/ Autonomous Bodies.</p> <p>The Consultants should have excellent communication and interpersonal skills with a strong flair for handling depth in work relating to Internal Finance as well. The candidate shall be well-versed with Establishment/Administration Rules and procedures with working knowledge of e-office, PFMS, SPARROW etc.</p> <p>Should be conversant with the government rules and regulations/ office procedures pertaining to administration, accounts, purchases and maintenance.</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*

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, training, projects, testimonials, Last Pay Certificate and Pension Payment Order 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 the candidate ineligible to attend PPT & Interview. No separate call letter for the PPT & Interview shall be issued. The position is purely temporary on contractual basis for a period of one year from the date of joining, extendable by one year. 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:

Remuneration:

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period as per Ministry of Finance OM 3-25/2020-E.III A dated 09.12.2020.

No Increment, DA and HRA is admissible

Transport Allowance:

An appropriate and fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate of applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

DUTIES OF THE POSTS:

1	<p>Consultant –(Administration)</p> <p>To assist the Registrar in supervising all administrative activities of the Institute and oversee the establishment works relating to service of the employees, stores (procurement, issue, inventory), construction works, court related matters etc.</p> <ol style="list-style-type: none"> 1. Supervising the Establishment Section Activities with the assistance of Section staff 2. Scrutinizing the following files before submission to Registrar: <ol style="list-style-type: none"> a. Relating to Promotions, Recruitments, Advertisements (in respect of Regular staff and also Senior Consultant, RA,SRF and JRF's, Court Cases, Ministry /Parliament/ DAC&FW replies etc. b. Appointment orders, Pay fixation orders, Probation confirmation, Leave account sanction/update forwarding application to outside organizations/training higher education c. Registers of Attendance, Casual leave and compensatory leaves of Establishment Section. d. Office orders after the due approval of Competent Authority e. Proposals for extension of deputation period of officers/officials and preparation of issue of Annual Performance Appraisals Report (APAR) of officers/employees. f. Preparation and forwarding the replies related to RTI Act. g. Processing of allotment of duties (Internal transfers) file h. In Patient Medical bills for payment/reimbursement as per CGHS Rules. i. LSPC's in case of deputationists working at NIPHM and remitting the same to their parent department (half yearly) j. Audit replies, Disciplinary cases, MACP proposals k. Departmental Promotion Committee related files
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| | <ol style="list-style-type: none"> l. Immovable property returns of all regular employees m. Should be well versed with all procurement procedures, GeM and GFR, 2017. 3. Assisting as member for Local Purchase committee, Tender preparation Opening Evaluation Committee and Financial Bid Opening Committee for all kinds of procurements 4. Preparation of Annual Reports 5. Looking after administrative arrangements/preparation works for conducting meetings / events/ programmes looked after by establishment section like Governing Council, Executive Council, Foundation Day Celebrations, and Vigilance Awareness week Celebrations, Swachhta Pakhwada and Yoga day. <ul style="list-style-type: none"> • Any other work assigned by the Competent Authority from time to time |
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GENERAL TERMS AND CONDITIONS:

1. The position of Consultants is purely on contractual basis for a period of One year.
2. The continuance of Consultants during the said period of one year depends on the satisfactory performance. 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 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 them ineligible to attend PPT & Interview.
4. No TA/DA will be admissible for attending the interview.
5. Self-attested copies of all educational qualifications along with experience certificates, Last Pay Certificate and Pension Payment Order are required to be submitted invariably.
6. Age and educational qualifications may be relaxed in exceptional cases by the Institute.
7. The Consultants 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.
8. The Consultants are required to adhere to the administrative, financial and disciplinary regulations of NIPHM where the incumbent is working. They may be required to mark their attendance in Biometric system.
9. The Consultants shall be engaged on full time basis and working hours shall be from 9 am to 5.30 pm. They will not be allowed to undertake any other work or to accept or hold another appointment with or without remuneration elsewhere.
10. The Consultants will be under the administrative control of the Registrar. They will be subject to the Administrative, financial and disciplinary regulations of the NIPHM. Consultant 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.
11. Their headquarters will be at Hyderabad (OR) will be as necessitated by the requirement.

12. The Consultants 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.
13. The Consultants will be entitled to admissible tour TA & DA as per NIPHM rules.
14. Income tax will be deducted from the emoluments of Consultants at source as applicable.
15. The Consultants is required to produce all the original certificates of educational qualifications, experience at the time of joining at NIPHM for verification.
16. Consultants will not be entitled to any Medical benefit & allowances.
17. The Consultants 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 contract period.
18. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
19. The above vacancies are indicative and may vary as per actual requirement.
20. 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	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
- (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)

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