

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

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

### **Advertisement No. 02 / 2020**

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

Sl. No.	Name of the Post	Direct / Deputation	No. of Posts	Reservation for Direct Recruitment as per roster	Scale of Pay / Pay in Pay Matrix (7 <sup>th</sup> CPC)	Last Date for receipt of applications
1	Registrar	Deputation	01	NA	Level-12 (Rs. 78,800- 2,09,200)	30 days from the date of publication of advertisement in Employment News
2	Assistant Director (PM&RA)	Direct	01	SC	Level-10 (Rs. 56,100- 1,77,500)	
3	Scientific Officer (Residue & New Molecule Analysis)	Direct / Deputation*	01	OBC	Level-07 (Rs. 44,900 – 1,42,400)	
4	Upper Division Clerk	Direct	01	UR	Level-04 (Rs. 25, 500 – 81,100)	

**\* Rule of reservation does not apply for candidates applying on deputation basis**

The details of educational qualifications, experience, age and other eligibility criteria etc. along with application proforma may be accessed from web <http://niphm.gov.in>.

**Sd/-  
REGISTRAR i/c**

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

<b>1</b>	<b>Name of the post</b>	Registrar
	<b>Method of Recruitment</b>	<i>Deputation basis</i>
	<b>Age limit</b>	<i>Shall not exceed 56 years</i>
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<b><u>Transfer on deputation (Essential requirements)</u></b>  A. i. Officers of All India Services Group 'A' in Junior Administrative Grade in Pay Matrix Level-12 of Rs.78,800-2,09,200/-. (or) With three years regular service in the Senior Scale in Pay Matrix Level-11 of Rs. 67,700-2,08,700/-  <b>OR</b> A. ii. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Semi-government or Autonomous organization. a. Holding analogous posts on regular basis (or) b. With five years of service in the post having Pay Matrix Level-

		<p>11 of Rs. 67,700-2,08,700/- c. With eight years of service in the post having Pay Matrix Level-10 of Rs.56,100-1,77,500/-</p> <p>And possessing qualifications mentioned below:</p> <p><b>B. <u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. A First class or high second class Master's Degree from recognized university or equivalent.</li> <li>2. 10 years Experience in a responsible supervisory/ administrative position.</li> <li>3. Should be fully conversant with the government rules and regulations / office procedures pertaining to administration, accounts, stores, purchases and maintenance.</li> </ol> <p><b>C. <u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Graduate of Law or Post Graduate Degree in Management / Public Administration.</li> <li>2. Advanced Training in relevant field.</li> <li>3. Knowledge of basic computer application.</li> </ol>
2	<b>Name of the post</b>	<b>Assistant Director (Pesticide Monitoring &amp; Residue Analysis)</b>
	<b>Method of Recruitment</b>	<i>Direct Recruitment</i>
	<b>Age limit</b>	45 years
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b><u>ESSENTIAL:</u></b></p> <ol style="list-style-type: none"> <li>1. A First or Second Class Master's Degree in Organic Chemistry or Analytical Chemistry or Agriculture with specialization in Agricultural Chemistry with at least 3 years of experience in pesticides formulation and Residue analysis including teaching / training etc. <b>(OR)</b> Masters in Agriculture with at least 5 years' experience in Pesticide Formulation Analysis / Pesticide residue Analysis.</li> <li>2. Minimum work experience of 7 years (4 years for Ph.D).</li> </ol> <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> <p><b><u>DESIRABLE:</u></b></p> <ol style="list-style-type: none"> <li>1. Advanced Training in Pesticide Formulation and Residue Analysis.</li> <li>2. Ph.D in the relevant subject</li> <li>3. Experience in formulating standard protocols for pesticide analysis and in implementation of Insecticides Act.</li> </ol>
3	<b>Name of the post</b>	<b>Scientific Officer (Residue &amp; New Molecule Analysis)</b>
	<b>Method of Recruitment</b>	<i>Direct / Deputation basis</i>
	<b>Age limit</b>	<i>i. Upto 35 years</i> <i>ii. Relaxable in the case of deputationists</i>
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b><u>ESSENTIAL:</u></b></p> <ol style="list-style-type: none"> <li>1. A First or Second Class Master's Degree in Organic Chemistry or Analytical Chemistry or Agricultural Chemistry with at least 2 years of experience in analysis of pesticide formulations and residues by using sophisticated equipment.</li> </ol> <p><b>OR</b></p> <p>Masters in Agriculture with minimum 5 years experience in Pesticide Formulation Analysis / Pesticide Residue Analysis.</p> <ol style="list-style-type: none"> <li>2. Minimum work experience of 5 years (2 years for candidates with Ph.D)</li> </ol>

		<p><b><u>DESIRABLE:</u></b></p> <p>1. Ph.D or Equivalent in the relevant subject.</p> <p><b><u>TRANSFER ON DEPUTATION:</u></b></p> <p>a. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organisations of Central and State Governments.</p> <p>i. Holding analogous posts on regular basis.</p> <p>OR</p> <p>ii. With five years of service in the Post having Pay matrix level -6 (i.e. Grade Pay of Rs. 4200/- as per 6<sup>th</sup> CPC) or above</p> <p>b. Possessing essential qualifications prescribed for Direct recruits (mentioned above).</p> <p>However, two years relaxation from total of 5 years will be given in the case of deputationists.</p>
4	Name of the post	Upper Division Clerk
	Method of Recruitment	Direct Recruitment
	Age limit	Upto 35 years
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><b><u>ESSENTIAL:</u></b></p> <p>1. A Bachelor Degree from recognized university or equivalent.</p> <p>2. 6 Years Experience in administration / accounts / stores.</p> <p>3. Knowledge of basic computer application with speed of 30 W.P.M. in English Type writing.</p> <p><b><u>DESIRABLE:</u></b></p> <p>Conversant with the government rules and regulations / office procedures pertaining to administration, accounts, stores and maintenance of records.</p>

**Rule of reservation is not applicable for candidates applying on deputation basis.**

#### **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	<p>10 years (15 years for SC/ST, 13 years for OBCs) in case of direct recruitment to Group C posts.</p> <p>5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group A &amp; B posts.</p> <p>Subject to maximum age not exceeding 56 years on the last date for receipt of</p>

	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.

- 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.
- 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.
- 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.

- 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.

- 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. Desirable qualification will be given due weightage while shortlisting. 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.
- 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. Candidates, who are availing UGC/ICAR Scales, and opting for Grade Pay protection will not be entitled for training allowance.
10. General relaxation: "Age and qualifications can be relaxed in exceptional cases by the institute.
11. Candidates working in higher scale and also due for promotion to higher scale than the advertised post may not apply.
12. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply for deputation positions.
13. Please visit NIPHM website <http://niphm.gov.in> for downloading the prescribed application proforma.
14. 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 be sent in sealed cover superscribed as "**Application for the post of .....**" so as to 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. in hard copy.** 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.

***It is informed that candidates who applied earlier for the post of Scientific Officer (R&NMA) vide advertisement notification No. 06/2019 may need not re-apply.***

***The advertisement (Advt No.05/2019) issued for recruitment of Assistant Director (PM&RA) stands cancelled.***

15. Candidates will be shortlisted 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.
16. 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.
17. 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.
18. 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.
19. In case of any dispute with regard to screening of the applications, the decision of Director General, NIPHM shall be final.
20. 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.
21. The Medical facilities applicable to government employees will be extended to the deputationists.
22. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
23. The Probation period for direct recruits will be two years as per the rules in force.
24. Appointment of candidates will be subject to receipt of prescribed Medical fitness certificate from a Civil Surgeon / District Medical Officer / Standing Medical Board.

25. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
26. Canvassing in any form is not accepted and will lead to the disqualification of such candidates.
27. In case of any disputes/suits or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Hyderabad.
28. 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.
29. The vacancies are indicative and may vary as per actuals.
30. 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.
31. **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.**
32. 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	Registrar	The Selection will be based on Powerpoint Presentation/Interview
2	Assistant Director (Pesticide Monitoring & Residue Analysis)	The Selection will be based on Powerpoint Presentation, Interview & / Written test
3	Scientific Officer (R & NMA)	The Selection will be based on Powerpoint Presentation, Interview & / Written test
4	Upper Division Clerk	The Selection will be based on written test and skill test.

## C. DUTIES OF THE POSTS

1	<b>Registrar</b>	<p>a. The Registrar will be in-charge of the Administration Branch of the Institute and responsible for general administration and assistance to the Director General in dealing with administrative matters/ administrative arrangements for seminars, conferences, training programmes, study tour etc.</p> <p>b. He shall assist the Director General in matters pertaining to Executive Council, the General Council and other standing committees.</p> <p>c. He will be the Controlling Officer and Disciplining Authority for certain categories of staff.</p> <p>d. He will be the Welfare Officer.</p>
2	<b>Assistant Director (Pesticide Monitoring &amp; Residue Analysis)</b>	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 Directors or the Director General from time to time.
3	<b>Scientific Officer (R&amp;NMA)</b>	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 Directors or the Director General from time to time.
4	<b>Upper Division Clerk</b>	To assist in timely processing of various matters pertaining to administration (establishment matters such as Service Books, increment preparation, pay fixation, leave sanctions, recruitments, stores, accounts matters etc.) and to enable disposal of the relevant matters efficiently, properly and maintenance of records etc.

## D. INDICATIVE SYLLABUS (as per applicability):

<b>1. Assistant Director (Pesticide Monitoring &amp; Residue Analysis)</b>	<ol style="list-style-type: none"><li>1. Classification of Pesticides</li><li>2. The Insecticide Act, 1968 the Insecticide Rules, 1971 and their amendments.</li><li>3. Pesticide Formulations</li><li>4. Methods of Pesticide Quality Control Analysis</li><li>5. Principles, Operation and application of various spectroscopic techniques</li><li>6. Principles, Operation and application of various chromatographic techniques</li><li>7. Pesticide Residues and their regulations</li><li>8. Different techniques used for analysis of pesticide residues</li><li>9. International standards for general requirements for the competence of testing laboratories</li><li>10. Pesticide Management (International Code of Conduct on the Distribution and use of Pesticide; International conventions; International</li></ol>
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	Treaties/ conventions on pesticide production, transport, trade and Use and other related aspects of Pesticide Management)
<b>2.Scientific Officer (R &amp; NMA)</b>	<ol style="list-style-type: none"> <li>1. Pesticide classification on use, chemical nature, formulation, toxicity and action etc.</li> <li>2. Various methods in Pesticide Formulation Analysis</li> <li>3. Principles, operation and application of various chromatographic and Mass Spectra techniques</li> <li>4. Pesticide Dissipation, Residue Dynamics, Different methods/ Steps residue analysis</li> <li>5. Confirmative analytical techniques in residue analysis</li> <li>6. Different terminologies used in Pesticide Residue Analysis</li> <li>7. Maximum Residue Levels in pesticide</li> <li>8. Pesticide Management</li> <li>9. Food safety standards and Act</li> <li>10. Insecticide Act and Rules</li> </ol>
<b>3.Upper Division Clerk</b>	<ol style="list-style-type: none"> <li>1. Essay writing (General topics)</li> <li>2. Precis writing</li> <li>3. Comprehension</li> <li>4. Administrative Knowledge (Office Procedure &amp; management)</li> <li>5. 7th CPC guidelines</li> <li>6. Record retention rules</li> <li>7. Delegation of Financial powers rules</li> <li>8. GFR – 2017 – Procurement of Goods &amp; Services</li> <li>9. Any other rules and regulations related to Administration and Accounts</li> </ol> <p><b>Skill test:</b> Type writing</p>

**Sd/-**  
**REGISTRAR i/c**