

National Institute of Plant Health Management, Hyderabad

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

Advertisement No. 02 / 2025

A. National Institute of Plant Health Management invites applications from eligible candidates for the following posts, as detailed below:

S. No.	Name of the Post	Mode of Recruitment (Direct / Deputation)	No. of Posts	Classification	Reservation for Direct Recruitment as per roster	Scale of Pay / Pay in Pay Matrix (7th CPC)	Last Date for receipt of applications
1	Joint Director (Chemistry)	Direct / Deputation	01	A	UR	Level -12 Rs.78,800-2,09,200	(i) For direct applicants, the last date is 30 days from date of publishing in employment news. (ii) For applications of in-service candidates sent through proper channel the closing date will be 40 days from the date of publication in employment newspaper
2	Joint Director (in PHM division)	Direct / Deputation	01	A	UR	Level -12 Rs.78,800-2,09,200	
3	Registrar	Deputation	01	A	NA	Level -12 Rs.78,800-2,09,200	
4	Lab Attendant (Category I, II & III)	Direct	03	C	Cat-I-SC Cat II-UR Cat III-OBC	Level 1 Rs.18,000 – 56,900	
5	Multi Tasking Staff (Category-II)	Direct	01	C	SC	Level 1 Rs.18,000 – 56,900	

*** 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>.

Hindi version will follow.

**Sd/-
REGISTRAR**

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

1	NAME OF THE POST	<i>Joint Director (Chemistry)</i>
	Method of Recruitment	<i>Direct Recruitment / Deputation</i>
	Age limit	<i>a. Upto 55 years</i> <i>b. Relaxable in case of deputationists (not exceeding 56 years)</i>
	QUALIFICATIONS & EXPERIENCE:	ESSENTIAL QUALIFICATIONS: EDUCATION: - Master's Degree in - Chemistry / Organic Chemistry / Inorganic Chemistry / Analytical Chemistry / Physical Chemistry / Applied Chemistry / Industrial Chemistry/Biochemistry / Biotechnology / Environmental Science OR - Ag.Chem. (Agricultural Chemical / Agricultural Chemistry / Agrochemical) OR - Agriculture with specialization in Entomology / Pathology. - Ph.D. in any of the above specializations. EXPERIENCE in Pesticide Formulation Analysis / Pesticide Residue Analysis: With four years of regular service in a post having Pay Level 11 or above OR With eight years of regular service in a post having Pay Level 10 or above OR With thirteen years of regular service in a post having Pay Level 07 or above. <i>Experience in research/ teaching / training in the respective fields will also be considered as the required work experience.</i> DESIRABLE QUALIFICATIONS: - Advanced training in pesticide formulation / residue analysis / Mass Spectrometry. - Experience in formulating standard protocols for pesticide analysis and implementation of Insecticide Act TRANSFER ON DEPUTATION : 10 years of practical experience in work related to pesticide formulation and/or pesticide residue analysis (separately or together) in the central government / state government / union territories / public sector undertakings / autonomous / statutory organizations / agricultural universities / recognised research institutions. - Holding analogous post on regular basis in the parent cadre or department OR With four years of regular service in a post having Pay Level 11 or equivalent pay scales in the parent cadre or departments. OR With eight years of regular service in a Posts having Pay Level 10 or above or equivalent pay scales in parent cadre or departments. OR With thirteen years of regular service in a post having Pay Level 07 or above or equivalent pay scales in parent cadre or departments. Possessing qualifications mentioned above under Essential Educational

2	Name of the post	Joint Director (in PHM Division)
	Method of Recruitment	Direct Recruitment / Deputation
	Age limit	a. Upto 55 Years b. Relaxable in case of deputationists (not exceeding 56 years)
	QUALIFICATIONS & EXPERIENCE:	ESSENTIAL QUALIFICATIONS: EDUCATION: 1. Master's Degree in i. Agriculture / Horticulture with specialization in Agronomy. OR ii. Plant Pathology or Agriculture / Horticulture / Botany with specialization in Plant Pathology OR iii. Entomology or Agriculture with specialization in Entomology 2. Ph.D. in any of the above specializations. EXPERIENCE in Plant Protection / Crop Management: 1. With four years of regular service in a post having Pay Level 11 or above OR With eight years of regular service in a post having Pay Level 10 or above OR With thirteen years of regular service in a post having Pay Level 07 or above. <i>Experience in research / teaching / training in the respective fields will also be considered as the required work experience.</i> DESIRABLE QUALIFICATIONS: Advanced training in Crop Management / Soil Health Management / Plant Protection and related areas. TRANSFER ON DEPUTATION : 1. 10 years of practical experience in work related to Crop Management/ Soil Health Management/ Plant Protection (separately or together) in the central government / state government / union territories / public sector undertakings / autonomous / statutory organizations / agricultural universities / recognised research institutions. 2. Holding analogous post on regular basis in the parent cadre or department OR With four years of regular service in a post having Pay Level 11 or equivalent pay scales in the parent cadre or departments. OR With eight years of regular service in a post having Pay Level 10 or equivalent pay scales in the parent cadre or department. OR With thirteen years of regular service in a post having Pay Level 07 or equivalent pay scales in the parent cadre or department. Possessing qualifications mentioned above under Essential Educational Qualifications.

3	Name of the post	Registrar
	Method of Recruitment	<i>Deputation</i>
	Age limit	<i>Shall not exceed 56 years</i>
	QUALIFICATIONS & EXPERIENCE:	<u>Transfer on deputation (Essential requirements)</u> A. Officers of All India Services or Organized Group 'A' services In a post having Pay Level - 12 (or) With five years of service in post having Pay Level-11 (or) With nine years of service in post having Pay Level-10 OR Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Semi-government or Autonomous organizations having experience of atleast 2 years in handling or supervising Administration / Accounts / Establishment / Procurements / Vigilance matters Holding analogous posts on regular basis (or) With five years of regular service in post having Pay Level-11 or equivalent IDA pay scale. (or) With nine years of regular service in post having Pay Level-10 or equivalent IDA pay scale. And B. <u>Essential Educational Qualifications:</u> 1. Bachelors Degree from recognized university or equivalent. C. <u>Desirable*:</u> 1. Graduate of Law or Post Graduate Degree in Management / Public Administration. <i>*Candidate with desirable qualifications will be given preference only when there is a tie in the final selection</i>

4	Name of the post	Lab Attendant (Category-I, II& III)
	No of posts	<i>01 post in Cat I: reserved for SC</i> <i>01 post in Cat II: reserved for UR</i> <i>01 post in Cat III: reserved for OBC</i>
	Method of Recruitment	<i>Direct Recruitment</i>
	Age limit	<i>18-27 years</i>
	QUALIFICATIONS & EXPERIENCE:	<i>EDUCATIONAL QUALIFICATIONS:</i> 1. ESSENTIAL FOR LA (CATEGORY-I): a. Matriculation or Equivalent pass with Certificate in Vocational (Crop Production) from recognized Industrial Training Institute or recognized Institute / University.

	2. ESSENTIAL FOR LA (CATEGORY-II): 1. Matriculation or Equivalent pass with certificate in <u>Soil Testing & Crop Technician</u> trade from a recognized Industrial Training Institute or any other recognized institute. 3. ESSENTIAL FOR LA (CATEGORY-III): 1. Matriculation or Equivalent pass with certificate in <u>Laboratory Assistant (Chemical Plant)</u> trade from a recognized Industrial Training Institute or any other recognized institute. Note: The duration of above ITI/Vocational course/should be of atleast one year or above
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5	Name of the post	MULTI TASKING STAFF (Category- II)
	No of posts	<i>01 post in Cat II: reserved for SC</i>
	Method of Recruitment	<i>Direct Recruitment</i>
	Age limit	<i>18-27 years</i>
	QUALIFICATIONS & EXPERIENCE:	1.ESSENTIAL FOR MTS (CATEGORY-II) 1. Pass in Matriculation or Equivalent 2. Diploma in horticulture from recognized University of atleast one year or above.

NOTE:

- 1. Rule of reservation is not applicable for candidates applying on deputation basis.**
- 2. Supporting documents for essential qualifications should be enclosed without fail with self-attestation.**
- 3. Desirable qualification and experience will be invoked in the event of shortlisting or tie at the time of selection.**
- 4. Separate application to be filled, if applying for more than one post.**

C. Age Limit :

- Relaxation of upper age limit in respect of reserved categories such as SC/ST/OBC/PwD/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. Crucial date for determining the age limit of candidates for the posts will be 30 days from the date of publishing advertisement in the Employment News.

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.
PwBD with minimum 40% disability	10 years (15 years for SC/ST, 13 years for OBCs) in case of direct recruitment.

	Subject to maximum age not exceeding 56 years on the last date for receipt of applications.
Central Govt. employees / NIPHM employees	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.

- ii. 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.
- iii. **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.
- iv. **For PwBD:** The age relaxation to the persons with benchmark disabilities shall be admissible irrespective of whether the post is reserved or not.

A person who wants to avail of benefit of age relaxation under PwBD would have to submit a Disability Certificate issued by a Competent Authority. If a person with disability is entitled to age relaxation by virtue of being a Central Government employee/NIPHM employee, relaxation to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' / NIPHM employee whichever may be more beneficial to him/her.

The Competent Authority to issue Disability 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 Visual/ Hearing/ Locomotor/ Cerebral 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 "The Rights of Persons with Disabilities Act 2016 at Chapter VI (34) or as amended from time to time.

- v. **For Central Govt. employees / NIPHM employee:** A candidate claiming to belong to the category of Central Government employees / NIPHM employee 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 employees / NIPHM employee serving continuously for more than 3 years in the Government /NIPHM and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government employees as are working in posts which are in the same line or allied cadre 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) to which recruitment has been advertised.

D. Closing Date :

The closing date for receipt of applications in NIPHM shall be 30 days from the date of publication of advertisement in Employment Newspaper. Those who are in Government service / NIPHM should forward their application through proper channel so as to reach NIPHM within 40 days from the date of publication in Employment Newspaper.

E. Forwarding of applications “Through Proper Channel” by in-service candidates

- a. Candidates / applicants who are in Government service / NIPHM should forward their application through proper channel. It may be ensured by the applicant/candidate that his/her application (Through Proper Channel), as forwarded by his/her parent office, reaches NIPHM office within 40 days from the date of publishing advertisement in the Employment News. This extra time is given because in-service candidates have to send their application through proper channel. However, an advance copy of the application may be submitted on or before the last date. Such advance copy will only be treated as an intimation of the application and only the application received through proper channel within due date will be considered for scrutiny and further selection process.
- b. The candidate, who is on deputation / foreign service, should also get his/her application through proper channel forwarded through the office in which he/she is on deputation /foreign service in addition to the same being got forwarded by his/her parent office / Department.
- c. The application(s) through proper channel should also contain the following positively:
 - i. Service particulars indicated in the application by the candidate
 - ii. Vigilance Clearance Certificate
 - iii. Details of imposition of major/minor penalties, if any, during last ten years or in the service period, whichever is less.
 - iv. Photocopies of AAR/ACR/APAR grading's for the last 5 years or for the service period, whichever is less.
 - v. The application should be counter signed by Head of Office/Had of Department concerned.

F. Application Fees:

The candidates belonging to UR, OBC and EWS submitting application for different positions must pay to NIPHM a non -refundable application fee as follows:

- a. For Group A posts only: Rs.590/-.
- b. For Group B posts only: Rs.590/-.
- c. For Group C posts only: Rs.295/-.

If applying for more than one post, application fee to be paid for each application separately.

Candidates belonging to SC/ST/PwBD/ Ex-Servicemen/ Women are exempted from payment of such an application fee

NOTE-I: The fee must be in the form of Demand Draft or through online payment to the office and payment proof should be submitted along with the application without fail. The payment through online mode can be made to the following account:

NIPHM SBI Collect Account details:

Account Number :	40373518076
Corporate Address:	National Institute of Plant Health Management, Rajendranagar, Hyderabad, Telangana 500030
Branch:	Rajendranagar Branch, Hyderabad (20074)
IFS Code:	SBIN0020074

NOTE-II: APPLICATIONS NOT ACCOMPANIED BY THE PRESCRIBED FEE SHALL BE SUMMARILY REJECTED/ NOT ACCEPTED.

NOTE-III: Transaction charges for Demand Draft/online payment mode as the case may be, will have to be borne by the candidate.

NOTE-IV: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve or adjustment for any other examination or selection.

NOTE-V: The application fee shall be paid for each post (post wise) separately.

NOTE-VI: The application fee includes GST 18%

Note –VII: The demand draft should be drawn infavour of National Institute of Plant Health Management, payable at Hyderabad. In-service candidates can send the demand draft with the advance copy of application.

Note –VIII : The application fee will be refunded only in case of candidates whose applications are received by NIPHM after due date as specified in the notification / advertisement.

G. Documents to be appended:

- i. Self attested copies of Date of Birth, SSC, Intermediate, Graduation, Post Graduation, Doctoral Degree certificates to be enclosed invariably.
- ii. Such other documents / certificates as are required to be enclosed as per the advertisement and post requirements.
- iii. Photographs at the appropriate space (s) in the application form.
- iv. The applicant should indicate his/her name, name of the post applied and advertisement no. on the top of the envelope containing his/her application along with all the prescribed enclosures
- v. All the claimed educational qualifications shall be from a recognized University / Institute only.
- vi. 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.

H. Rejection of applications :

The following applications shall be liable to be summarily rejected without any notice:

- a. The applications not in the prescribed format.
- b. The application 'Through Proper Channel' (TPC) to be sent by the parent office of the candidate, not received within stipulated time.
- c. The application (s) through proper channel received in time but not duly authenticated by the Head of Department with the requisite details.
- d. The application of a candidate who is on deputation / foreign service should be forwarded 'through proper channel' by (i) the office in which he/she is on deputation/ foreign service, and (ii) his/her parent department.
- e. The applications with any irrelevant documents other than the ones claimed in the application form shall be summarily rejected.
- f. Application not accompanied with valid Demand Draft/online fee payment proof as per the prescribed fee.

- g. The applicants who are presently working in Government organization/department should get their application counter signed by the Head of Office / Head of Department concerned, if not it leads to rejection of application.

I. General Terms and Conditions:

1. A candidate must be a citizen of India.
2. 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. 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.
3. Candidates, who are availing UGC/ICAR Scales, and opting for Grade Pay protection will not be entitled for training allowance.
4. General relaxation: “qualifications and experience can be relaxed in exceptional cases by the appointing authority”.
5. In case of deputationists working in higher scale and also due for promotion to higher scale than the advertised post need not apply.
6. Please visit NIPHM website <http://niphm.gov.in> for downloading the prescribed application proforma. Separate application need to be filled for each post advertised along with its enclosures and fees.
7. The candidates should pay the application fee through Demand Draft drawn in favour of National Institute of Plant Health Management, payable at Hyderabad or through online payment mode.
8. The applications in prescribed proforma along the original Demand Draft (*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 and ensure that the application through proper channel reaches within the last date i.e. within 40 days from date of publication in Employment Newspaper. 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. The advance copy will only be treated as an intimation and only the application received through proper channel within due date will be considered for scrutiny and further selection process.
9. 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 even during employment will be liable to be cancelled.
10. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for selection process. The consideration of qualifications as ‘equivalent’ to the essential and desirable qualifications stated above shall be at the discretion of the relevant committee constituted for scrutinizing the applications.
11. In the event of number of applications being large:
 - a. NIPHM reserves the right to shortlist the candidates/ restrict the candidates to be called for skill test/ written test/ PPT/ interview to a reasonable number by adopting reasonable criteria (applied uniformly) as recommended and decided upon by the Competent Authority. These criteria may include possessing of desirable qualifications and / or experience more than that prescribed in the advertisement and/or qualifications/ experience in a particular field as per the specific requirement of the Department. Since the criteria for shortlisting the candidates may be raised above the minimum eligibility criteria, candidates are advised to fill their

complete educational qualifications and/or experience as well as enclose any additional documents in support of their candidature such as list of research papers etc.

- b. NIPHM will have discretion to schedule the scrutiny of applications either prior to or after the selection process or at any stage of selection process.
- c. The institute reserves its rights to fix a cutoff in case of large number of applications received / tie.

12. The Institute reserves the right not to fill up any or all advertised posts, or 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.
13. 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.
14. In case of any dispute with regard to screening of the applications, the decision of Director General, NIPHM shall be final.
15. 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.
16. The Medical facilities applicable to NIPHM employees will be extended to the deputationists.
17. In the case of direct recruitment the selected candidates will be governed by the National Pension System, 2004, Govt. of India, as amended from time to time.
18. The Probation period for direct recruits will be two years as per the rules in force.
19. Appointment of candidates will be subject to receipt of prescribed Medical fitness certificate from a Civil Surgeon / District Medical Officer.
20. **No correspondence will be entertained with the non-shortlisted or non-selected candidates.**
21. Canvassing in any form is not accepted and will lead to the disqualification of such candidates.
22. In case of any disputes/suites or legal proceedings against the Institute, the Jurisdiction shall be restricted to the High Court of Hyderabad.
23. 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.
24. The vacancies are indicative and may vary as per actuals.
25. Incomplete / invalid applications – if any column is left unfilled / unsigned (wherever applicable) or lack of submitting adequate certificates / documents in support of candidature will lead to rejection of the application.
26. **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.**
27. Institute will not be responsible for any postal delay. Last date for receipt of applications is as stated in the advertisement.
28. In case of any discrepancy between English and Hindi version, the English version will be treated as final.
29. Shortlisting of applicants/candidates for written test/interview conveys no assurance whatsoever that they will be selected. Appointment orders to the selected candidate(s) will be issued by NIPHM
30. Candidates with desirable qualifications will be given preference only when there is a tie in the final selection.
31. NIPHM will retain data of applications received from non – shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate.
32. The applicability of the Payment of Gratuity Act, 1972 has been requested from DA&FW for which

33. Self attested copies of all educational qualifications along with experience, age relaxation and other certificates are required to be enclosed invariably. Application without proper enclosures / signature (wherever required) will not be considered for scrutiny.
34. NIPHM strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

35. Resolution of tie cases

A. For the post of Joint Director:

In cases where more than one candidate secure the same total score, the following parameters should be applied for TIE BREAKING in serial order (one after the another) as mentioned below:

1. The marks obtained in INTERVIEW.
2. Fulfilling all the desirable qualifications mentioned in the Advertisement.
3. Date of Birth, with older candidates placed higher.
4. Alphabetical order of the names of the candidates.

B. For the post of REGISTRAR:

In cases where more than one candidate secure the same score in INTERVIEW, the following parameters should be applied for TIE BREAKING in serial order (one after the another) as mentioned below.

1. Fulfilling any one or two desirable qualifications mentioned in Advertisement.
2. Date of Birth, with older candidates placed higher.
3. Alphabetical order of the names of the candidates.

C. For the posts of Lab Attendant (Category I,II & III) and Multi Tasking Staff (Category-II)

In cases where more than one candidate secure the equal aggregates marks in Written Test and Skill Test, tie will be resolved by applying the following methods one after another:

1. Total marks in Written Test.
2. Date of birth, with older candidates placed higher.
3. Alphabetical order of the names of the candidates.

J. PROCEDURE FOR SELECTION

S. No.	Name of the Post	Selection Procedure
1	Joint Director (Chemistry)	Power Point Presentation followed by Interview PPT (40 Marks) & Interview (60 Marks).
2	Joint Director (in PHM division)	a. Shortlisted candidates will be called to appear for Power Point Presentation for 15 minutes duration (on the work done by the applicant and its relevance to the post applied for) followed by Interview. b. The topic for the Powerpoint Presentation will be communicated to the shortlisted candidates through a call letter
3	Registrar	Interview
4	Lab Attendant (Cat- I, II, III)	Written Test (100 Marks) and Skill Test (50 Marks)
5	Multi Tasking Staff (Cat- II)	Written Test (100 Marks) and Skill Test (50 Marks)

Note:

1. Qualifying percentage for Written Test will be 40% wherever applicable.
2. Skill test will be conducted based on the OM No.39020/01/2013/Estt(B)-Part dated 29.12.2015 issued by DoPT and any other instructions issued from time to time. The skill test will be in qualifying in nature. Qualifying percentage for skill test would be 45%

K. DUTIES OF THE POSTS

1.	Joint Director (Chemistry)	They are expected to plan, implement and coordinate various activities of their divisions to enable the Directors accomplish the responsibilities assigned. Any other duties assigned by the Directors or the Director General from time to time.
2.	Joint Director (in PHM division)	They are expected to plan, implement and coordinate various activities of their divisions to enable the Directors accomplish the responsibilities assigned. Any other duties assigned by the Directors or the Director General from time to time.
3.	Registrar	1. The Registrar will be in-charge of the Administration Branch of the Institute and responsible for general administration and to assist the Director General in dealing with administrative, Finance and Recruitment matters/administrative arrangements for seminars, conference, training programmes, study tour etc. 2. He/She shall assist the Director General in matters pertaining to meetings of Executive Council, the General Council and other standing Committees. 3. He/She will be the Controlling Officer for staff of Establishment, Accounts, Stores and Hindi Sections. 4. He/She will be the Welfare officer/Head of Office.
4.	Lab Attendant (Cat-I,II, III)	<u>Regular Duties for all Categories (I, II, III):</u> • General maintenance and upkeep of NIPHM farm and assisting in overall coordination of farm activities, dusting tables, cleaning, washing glass ware, servicing of lab equipment arranging water etc • Physical maintenance of records • Photocopying, sending fax, other non-clerical work in the section/ laboratory • Assisting in routine office work like diary, dispatch etc including working on computer • Watch and ward duties • Opening and closing of the laboratories, buildings etc • Overall support to different activities of the divisions like assisting the technical staff/ officers in laboratory or in field, workshop, cleaning of vehicles /machinery of office, training programs, practical demonstration of equipment, outdoor field visits etc • File movement within the Institute, Delivering Dak (outside the building) etc • Upkeep of plants, nursery, plantation crops, poly house activities etc. • Verification and short listing of eligible trainees for different statutory training programs

		<u>Lab duties:</u> <u>Cat-I: Vocational (Crop Production)</u> • Work allotment, Monitoring daily labour attendance and reporting to Farm In-charge • Planning of crop calendar for NIPHM farm, monitoring farm operations like land preparation, sowing, weeding, irrigation, IPM and Good Agricultural Practices. • Harvesting, sale and record maintenance of farm produce procurement of inputs for farm • Maintenance of workshop and the equipment along with sprayers charging and fuel history books, lab records etc., • Timely providing Personnel Productive Equipment (PPE) for washing at the end of the training • Arranging Drone for demonstration and practical • Duties related to his/ her ITI trade. • Any other duties as assigned by higher officers from time to time <u>Cat-II: Soil Testing & Crop Technician:</u> • Collection, preparation, processing and maintenance of soil samples, testing and recording observations • Assisting in the service of the equipment in lab and in procuring consumables for soil testing • Upkeep of poly house, net house and vermicompost. • Duties related to his/ her ITI trade • Any other duties as assigned by higher officers from time to time <u>Cat-III: Laboratory Attendant (Chemical Plant):</u> • Preparation of stock solutions of chemicals and their safe handling, preparation of biological media • Maintenance of Chemical and Glassware store and cleaning of laboratory equipment • Arranging of glassware and laboratory platforms for practical classes • Cleaning of water distillation units and distillation of water for laboratory uses • Operation of water purification systems for Type I and Type II waters & RO water plants. • Packing of proficiency Testing items and assistance in PT item dispatch • Cleaning and maintenance of Gas cylinders and Gas generators Room • Duties related to his/her ITI trade. • Any other duties as assigned by higher officers from time to time.
	Multi Tasking Staff (Category – II)	<u>Common regular Duties for all categories of MTS :</u> 1. Physical maintenance of record of the section 2. General cleanliness and upkeep of the section / unit

	4. Photocopying, sending of FAX etc. 5. Other non-clerical work in the Section / Unit 6. Assisting in routine office work like diary, dispatch etc. including on computer 7. Delivering of DAK (outside the building) 8. Watch and Ward duties 9. Opening and Closing of rooms 10. Cleaning of rooms 11. Dusting of furniture, building, fixture etc 12. Upkeep of parks, lawns, potted plants etc 13. Assisting the staff/ officers as required. <u>MTS (Category II) (Gardener related duties) :</u> 1. Digging, trenching and maintenance of beds. 2. Maintain and grow the garden, nursery and polyhouse. 3. Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking. 4. Plant and nurture trees and various plants. 5. Work with hand tools and basic light machinery. 6. Maintain a clean garden by clearing rubbish and litter from the garden and grounds. 7. Upkeep of lawns. 8. Propagating, pruning and training of fruit/ornamental trees and nursery maintenance. 9. Any other work assigned by the superior authority from time to time
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I. SYLLABUS

Lab Attendant (Cat I)	(a) <u>Vocational (Crop Production)</u> 1. Professional attitude, knowledge and skill of field work especially in crop production. 2. Elementary knowledge on soil sampling, use of agriculture implements in farm and their maintenance. 3. Tillage & Tilt, characteristics of a good seedbed. 4. Different methods of sowing and transplanting, time and depth of sowing for major agricultural crops. 5. Factors affecting optimum stand establishment. Soil fertility and soil productivity, 6. Different types of weeds, weeds-importance, weed-characteristics, classification, crop weed competition, weed management principles and weed control methods. 7. Pesticides types, and classification & application methods. 8. Irrigation management – Different methods of irrigation, micro irrigation, rain water harvesting management and moisture conservation, fertigation, drainage and its advantage. 9. Crop nutrition- Essential elements – Importance of major, secondary and micro nutrients. 10. Manures and fertilizers- Classification – Nutrient content- Nutrient use efficiency– Factors effecting nutrient use efficiency. 11. Maturity symptoms – Harvesting and threshing of major agricultural and horticultural crops. 12. Biological control, integrated pest management, integrated nutrient management, nursery raising techniques and transplanting. 13. Types of agricultural implements,
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	14. practice of different cultural operations, 15. practice of puddling, 16. participation in ongoing field operations. 17. Calculation of seed rate, manure, fertilizer and their application methods. 18. Different inter-cultivation practices, methods of preparing compost and vermi compost. 19. Growth stages of various crops. 20. Nursery raising, seed treatment, preparation of seed-bed, seed sowing, seedling transplanting. 21. Methods of pesticide application using different spray techniques. 22. General knowledge and current affairs 23. Quantitative Aptitude 24. Comprehension
Lab Attendant (Cat II)	1. Soil testing and crop production 2. Safety and environment 3. Elementary first aid and firefighting 4. Trade tools, apparatus and their standardization, calibration. 5. Identify different types of laboratory equipment 6. Preparation of standard solution and chemical reagents for soil testing. 7. Conduct different soil testing methods to determine soil texture, pH value, moisture content, Electric conductivity, hydraulic conductivity, organic carbon, cation, exchange capacity etc., 8. Knowledge of essential nutrients, planting methods, polyhouses, net houses, etc., 9. Estimation of macro and micro nutrients and also elements of environmental concern in soil samples. 10. Examine the quality of irrigation water. 11. Recommend fertilizer, dosage and their method of application based on soil properties. 12. Use of modern technology, electronic and electric equipment for collection of data and input recommendations. 13. Growing rabi and kharif crops in field, control measures for crop diseases and insects 14. Different methods of irrigation and integrated pests management. 15. Practices on different tillage, ploughing and puddling implements. 16. Practice different farm machinery viz., seed drill, tractor, power weeder, power tiller, threshers, paddy transplanter, brush cutter etc., 17. practice field preparation, calculate seed and fertilizer requirements. 18. Seed testing, processing and packaging. 19. Exercise on preparation of organic and natural farming, composting, etc., 20. Use of modern techniques for soil and moisture conservation and preservation of water. 21. Soil sample collection and preparation, cleaning and calibration of soil testing equipment/ devices. 22. General knowledge and current affairs 23. Quantitative Aptitude 24. Comprehension
Lab Attendant (Cat III)	1. Importance of Chemistry in everyday life (Agriculture, Food, Green Chemistry) 2. Knowledge of basic chemicals used in chemistry labs like acid, base and salt. Chemical properties of acid and bases, importance of pH. Solubility of salts etc 3. Methods and reactions commonly used in chemistry labs: acid-base reaction, titration, indicator etc 4. Laboratory solutions, solutes, solvents, preparation of common Lab Solutions and reagent 5. Physical nature of matter. Melting point, boiling point, vaporization of

	chemicals 6. Laboratory safety protocols, hazardous and non hazardous chemicals, operation of fire extinguisher, operation of safety shower, first aid measures etc 7. Knowledge on colour code of analytical gas cylinder, hazards associated with different analytical gases, regulator pressure monitoring and changing of gas regulators 8. Procedure for storage and disposal of hazardous wastes using safety procedures 9. Assemble, disassemble and cleaning of basic lab equipment and glassware 10. Operation of water distillation unit and water purification unit 11. Basic knowledge of computer operations (MS Word, MS Excel etc) 12. General knowledge and current affairs 13. Quantitative Aptitude 14. Comprehension
Multi Tasking Staff (Category-II)	1. Nursery Management and Propagation of Plant Material 2. Ornamental Gardening and Landscape Architecture 3. Commercial Floriculture 4. Ornamental Horticulture 5. Orchard Establishment 6. Pruning and Training 7. Digging and filling of pits 8. Plant Growth Regulators 9. Organic Farming 10. Weed Management 11. Identification of plants 12. Plant Propagation methods / techniques 13. Weed Management 14. Pest and Disease Management of Ornamental Plants 15. Lawn Maintenance / Management 16. Maintenance of records, usage of machineries, garden equipment 17. Plant Protection Methods 18. General knowledge and current affairs 19. Quantitative Aptitude 20. Comprehension

**Sd/-
REGISTRAR**