

National Institute of Plant Health Management, Hyderabad

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

Advertisement No. 01 / 2023

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

S.No.	Name of the Post	Direct / Deputation	No. of Posts	Group	Reservation for Direct Recruitment as per roster	Scale of Pay / Pay in Pay Matrix (7th CPC)	Last Date for receipt of applications
1	Scientific Officer (PRA)	Direct / Deputation	01	B	UR	Level 07 (Rs.44,900 - 1,42,400)	30 days from date of publishing in Employment news. For applications posted from abroad / notified remote areas, and applications of in-service candidates sent through proper channel the closing date will be 45 days from the date of publication in Employment newspaper.
2	Administrative Officer	Deputation (Short term)	01	B	NA	Level 07 (Rs.44,900 - 1,42,400)	
3	Stenographer	Direct / Deputation	01	C	UR	Level - 04 (Rs. 25,500 – 81,100)	
4	Lower Division Clerk	Direct	01	C	UR	Level – 2 (Rs.19,900 – 63,200)	

*** 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	Scientific Officer (PRA)
	Method of Recruitment	<i>Direct / Deputation basis</i>
	Age limit	<i>i. Upto 35 years</i> <i>ii. Relaxable in the case of deputationists</i>
	QUALIFICATIONS & EXPERIENCE:	<p><u>ESSENTIAL:</u></p> <ol style="list-style-type: none"> 1. A First or Second Class Masters Degree in Plant Pathology / Entomology OR Agriculture with specialization in Plant Pathology / Entomology / Nematology OR Botany with specialization in Plant Pathology OR Zoology with specialization in Entomology / Nematology 2. Minimum work experience of 5 years (2 years for candidates with Ph.D) of which at least 2 years of experience in Integrated Pest Management including at least 1 year in SPS / Plant Quarantine <p><u>DESIRABLE:</u></p> <ol style="list-style-type: none"> 1. Ph.D in relevant subject 2. Advanced Training in IPM / SPS / Plant Quarantine <p><u>TRANSFER ON DEPUTATION :</u></p> <ol style="list-style-type: none"> a. Persons under Central/ State Governments/ Universities/ Recognized Research Institutions/ PSUs / Statutory Semi-governments or Autonomous organizations. (i) Holding analogous posts on regular basis. OR (ii) With five years of service in the Post having Grade Pay of Rs.4,200/- as per 6th CPC (Pay Level -6 as per 7th CPC) or above b. Possessing qualifications mentioned above under Essential and Desirable qualifications. However, two years relaxation from total of 5 years will be given in the case of deputationists
2	Name of the post	<i>Administrative Officer</i>
	Method of Recruitment	<i>Deputation basis (Short term)</i>
	Age limit	<i>i. 40 years in case of direct recruits</i> <i>ii. 55 years in the case of deputationists</i>
	QUALIFICATIONS & EXPERIENCE:	<ol style="list-style-type: none"> i. A Bachelors Degree with 55% Pass Marks from recognized University ii. EXPERIENCE : 4 (four) years experience in a responsible supervisor or administrative position with a grade pay of Rs.4200/- as per 6th CPC or pay level 06 as per 7th CPC <p><u>Transfer on Deputation:</u></p> <ol style="list-style-type: none"> a. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments. i) Holding analogous posts on regular basis

		<p>OR</p> <p>ii) With four years of service in the Post having Pay grade pay of Rs.4200/- as per 6th CPC or pay level 06 as per 7th CPC</p> <p>2. Possessing qualifications mentioned above. <i>However, there is a provision to consider relaxation of total experience upto 02 years in exceptional cases.</i></p>
3	Name of the post	Stenographer
	Method of Recruitment	<i>Direct Recruitment or Deputation</i>
	Age limit	<p>i. Upto 28 years for Direct Recruits</p> <p>ii. 40 years in the case of deputationists</p>
	QUALIFICATIONS & EXPERIENCE:	<p>ESSENTIAL:</p> <ol style="list-style-type: none"> Bachelor Degree from recognized University. Dictation Shorthand/Typing speed of 80/30 in English Knowledge of basic computer application and data entry. <p>DESIRABLE:</p> <ol style="list-style-type: none"> 2 years experience in stenography Knowledge of Secretarial work. <p><u>TRANSFER ON DEPUTATION :</u></p> <ol style="list-style-type: none"> Persons under Central / State governments / Universities / Recognized research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments. <ol style="list-style-type: none"> Holding analogous posts on regular basis. (OR) With six years of service in the post having Grade Pay of Rs. 1900/- as per 6th CPC or Pay Level 2 as per 7th CPC Possessing qualifications mentioned in under Essential qualifications.
4	Name of the post	<i>Lower Division Clerk</i>
	Method of Recruitment	<i>Direct recruitment</i>
	Age limit	<i>Between 18 to 27 years</i>
	QUALIFICATIONS & EXPERIENCE:	<p>ESSENTIAL:</p> <ol style="list-style-type: none"> Bachelor's Degree from recognized university. Must possess at least Lower typing certificate in English from the State Board of Technical Education <p>DESIRABLE:</p> <ol style="list-style-type: none"> Diploma/Certificate in basic computer applications and data entry. Experience of at least one year preferably in Government offices in secretarial section / Accounts / Stores / Establishment / Staff office management branches.

NOTE:

- Rule of reservation is not applicable for candidates applying on deputation basis.**
- Desirable qualification and experience will be invoked in the event of tie at the time of selection.**

C. Age Limit :

- i. 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.
PwD with minimum 40% disability	10 years (15 years for SC/ST, 13 years for OBCs) in case of direct recruitment to Group C posts. 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group A & B posts. Subject to maximum age not exceeding 56 years on the last date for receipt of 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.

- 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 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 identified is 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 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 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.

- v. **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.

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. For applications posted from abroad / notified remote areas, (Andaman and Nicobar Islands, Lakshdweep, Minicoy and Amindivi islands, States/Union Territories in the North-Eastern Region, Ladakh Divisions of J & K State, Sikkim, Pangi, Sub-division of Chamba, Lahul and Spiti Districts of Himachal Pradesh), the closing date will be 45 days from the date of publication of advertisement in Employment Newspaper. Those who are in Government service should forward their application through proper channel within 45 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 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 45 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 and without fail:
 - 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
 - iv. Photocopies of AAR/ACR/APAR gradings for the last 5 years or for the service period, whichever is more

F. Fees:

The candidates submitting application for different positions must pay to NIPHM a non - refundable application fee as follows:

- a. For Group B posts only: Rs.590/- for UR category and Rs.354/- for OBC category
- b. For Group C posts only: Rs.295/- for UR category and Rs.177/- for OBC category

CANDIDATES BELONGING TO SCHEDULED CASTE AND SCHEDULE TRIBE ARE EXEMPTED FROM PAYMENT OF 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 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 in favour of National Institute of Plant Health Management, payable at Hyderabad. In service candidates can send the demand draft with the advance copy of application.

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 recognised 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. While some of the candidates, instead of furnishing information in the space provided for in the application form, resort to furnishing the same in the annexures, some other candidates append with the application form unnecessary and unwanted documents in addition to the prescribed documents, which makes the application bulky and unwieldy. Therefore, the applications in which the information is found to have been furnished in the application form without attachment of the document or the applications found to have been accompanied with the documents other than the ones claimed in the application form shall be summarily rejected without any notice.
- f. Application not accompanied with valid Demand Draft/online fee payment proof as per the prescribed fee.

I. 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 01st 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. 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: "Age and qualifications can be relaxed in exceptional cases by the institute".
5. Candidates 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 and within 45 days from the date of publication in Employment newspaper for the applications posted from abroad / notified remote areas.** Persons working in Govt. service should apply through proper channel only and ensure that the application through proper channel reaches within the last date. 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 will be liable to be rejected and they shall be debarred permanently.

10. 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.
11. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. The consideration of qualifications as 'equivalent' to the essential and desirable qualifications stated above shall be the discretion of the relevant committee constituted for scrutinizing the applications. Where the selection process involves only interview &/or PPT, if the number of applications received is large, the Institute reserves the right to restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criterion, which 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. A reserve panel of candidates in order of merit will be prepared from the candidates called for further selection process which will remain valid for a period of one year from the date of selection process. The panel can be utilized to fill up vacancies arising as advertised as well as vacancies that might arise/ may have arisen subsequent to the date of publication of this advertisement due to any reason like retirement /resignation/ death etc. Since the criteria for shortlisting the candidates to be called for interview 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.
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 government employees will be extended to the deputationists.
17. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
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 / Standing Medical Board.
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/suits 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 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.

J. PROCEDURE FOR SELECTION

S. No.	Name of the Post	Selection Procedure and Weightage
1	Scientific Officer (Pest Risk Analysis)	Written Test (50 Marks), Powerpoint Presentation (25 Marks) and Interview (25 Marks)
2	Administrative Officer	The Selection will be based on Written Test (75 Marks) & Interview (25 Marks)
3	Stenographer	Written Test (100 Marks) and Skill Test (Qualifying in nature)
4	Lower Division Clerk	Written Test (100 Marks) and Skill Test (Qualifying in nature)

Note: 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.

K. DUTIES OF THE POSTS

1.	Scientific Officer (Pest Risk Analysis)	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 superior officers time to time.
2.	Administrative Officer	<ol style="list-style-type: none"> a. In-charge of Establishment and Stores Sections. b. Attesting all entries in the service books of the employees. c. Scrutinize the files relating to HRD, Promotions, Recruitments etc., before submission to Director General. d. Assist in managing NIPHM estates, Buildings and Quarters; with CPWD etc. e. Scrutinize the Registers of Attendance, Causal leave and Compensatory Leaves of Establishment and Stores section. f. Maintenance and attesting entries of CL Register of the Institute. g. Scrutiny and release of Office Orders after the due approval of the Competent Authority. h. Any other items of work assigned by the Competent Authority from time to time.

3.	Stenographer	Taking dictation and transcription of the same, Computer processing / Typing of essential or confidential documents, Fixing up appointments and screening the calls, Opening of files, maintenance of current files, keeping a note of the movement of files, sending of routine reminders, etc., screening of telephone calls and visitors. Any other work assigned by the officer.
4.	Lower Division Clerk	Correspondence, Data entry, various returns, maintenance of service books, preparation of duty rosters, casual leave cases, maintenance of Section Dairy, File Register, File movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, submission of routine and simple drafts etc., maintenance of building registers, indent procurement and supply of stationery forms and binding materials, maintenance of stock account of forms, stationery, furniture cataloguing and other stores, scrutiny of various bills, preparation of vouchers, maintenance of incoming and outgoing diary, receipt and dispatch of letters, typing and maintenance of records.

L. INDICATIVE SYLLABUS (as per applicability):

S.No.	Name of the post	Syllabus
1.	Scientific Officer (Pest Risk Analysis)	<ol style="list-style-type: none"> 1. WTO- SPS regulations 2. National and International organizations, Standards, Regulations and Guidelines for Plant Biosecurity 3. History of Plant Quarantine Regulations and Plant Protection Organization in India 4. Definition of Pest and categorization of Pests 5. Pests of Crops of Quarantine Importance (International and Domestic) – History and their Management 6. ISPMs and International regulatory framework for PRA 7. Plant biosecurity vis-à-vis PRA 8. The PQ Order 9. Food Trade vis-à-vis PRA 10. Concepts and methods of PRA 11. PRA for Quarantine and Non-Quarantine Pests 12. Case studies 13. Pest Risk Management and Quarantine regulations 14. Pest detection and identification 15. Plant Quarantine vis-à-vis IPM 16. Success stories and Case studies of exotic pests 17. Other related knowledge
2	Administrative Officer	<ol style="list-style-type: none"> 1 Establishment and administration manual. 2 Office procedure manual – Central Secretariat 3 7th CPC Guidelines 4 CCS Conduct Rules, CCS CCA rules, CCS Leave rules etc. 5 Fundamental Rules & Supplementary Rules 6 CCS (Pension) Rules and New Pension scheme

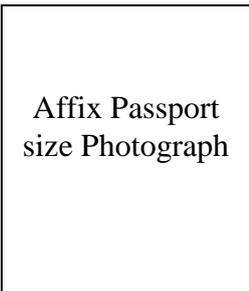
		<ul style="list-style-type: none"> 7 TA and LTC Rules 8 Medical Attendance Rules 9 Provident fund Rules 10 Gratuity Rules 11 Delegation of Financial Power Rules 12 CCS (Joining Time) Rules 13 Right to Information Act, 2005 and Right to Information (Regulation of fee and cost) Rules Record retention rules 14 General Financial Rules, 2017 15 Matters concerning Land and Building, Government Residential Quarters, Staff cars 16 Procurement of products / goods and services 17 CVC Guidelines, 18 GST 19 Stores Management
3	Stenographer	<ul style="list-style-type: none"> 1. General Knowledge 2. Knowledge of Computer usage 3. Knowledge in Government rules and regulations 4. Secretarial abilities 5. General English 6. General Dictation in English (80 wpm) 7. Dictation in Agriculture related topics (80wpm) 8. Typing Test (30 wpm)
4	Lower Division Clerk	<ul style="list-style-type: none"> 1 Essay writing (General topics) 2 Precis writing and Letter writing 3 Comprehension 4 Administrative Knowledge (Office Procedure and management) 5 7th CPC Recommendations 6 Office Procedure Manual – Central Secretariat 7 Delegation of Financial Power rules 8 GFR 2017 – Procurement of Goods & Services 9 CCS (CCA) Rules 10 Leave Rules 11 RTI 12 Noting and Drafting

**Sd/-
REGISTRAR**

PROFORMA

APPLICATION FOR THE POST OF.....on Regular Basis (Direct Recruitment)

1. Name :
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age (as on date) : Years.....Months.....Days.....
5. ADDRESS FOR CORRESPONDENCE :
- a. Present :
- b. Permanent :
- c. Email ID : 1.
2.
- d. Mobile :
- e. Phone No. (STD/ISD code) :



6. EDUCATIONAL QUALIFICATIONS:-

(Enclose self-attested copies without which applications will not be considered for scrutiny).

QUALIFICATION	YEAR	UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

7. TECHNICAL QUALIFICATIONS:-

(Enclose attested copies)

QUALIFICATION	YEAR	BOARD/ UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

8. 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. (Enclose attested copies)

Office/Instt./ Organisation	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

9. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent. :
10. Additional details about present employment. :
Please state whether working under:-
(indicate the name of your employer against the relevant column)
- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organization :
- (d) Public Undertakings :
- (e) Universities :
- (f) Others :
11. Present Pay & Grade Pay / Pay Band :
12. 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
- (i) Additional academic qualifications :
- (ii) Professional training :
- (iii) Work experience (over and above the prescribed) :
(enclose a separate sheet if the space is insufficient)
13. Whether belongs to SC/ST/OBC/OC/PH/Ex-Serviceman (Proof to be enclosed)
(OBC Candidates have to enclose latest caste certificate as per GOI norms for claiming age relaxation and for considering to the reserved OBC post)
14. Remarks
(The candidates may indicate information with regard to
- (i) research publications and reports and special projects :
- (ii) Awards/scholarship/official appreciation :
- (iii) affiliation with professional bodies/institutions/societies and :
- (iv) any other information. :
(enclose a separate sheet if the space is insufficient):
15. Details of payment of application fee (Proof to be enclosed): DD in original or online transaction payment copy
16. I certify that particulars furnished above are true.
17. I am willing to stay in the quarters if allotted or within 3km radius of NIPHM for entire length of service.
- Date :
- Place :

SIGNATURE OF CANDIDATE

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Date:

Signature of the Head of Department with seal

PROFORMA**APPLICATION FOR THE POST OF.....on Deputation Basis**

1.	Name and Address (in Block Letters)				Affix Passport size Photograph	
	Mobile No.					
	E-mail Address					
2.	Date of Birth (in Christian era)					
3.	i) Date of entry into service					
	ii) Date of retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/Experience possessed by the officer			
	Essential		Essential			
	A) Qualification		A) Qualification			
	B) Experience		B) Experience			
	Desirable		Desirable			
	A) Qualification		A) Qualification			
	B) Experience		B) Experience			
	5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the Employment news 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects an subsidiary subjects may be indicated by the Candidate					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
	6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied					
7.	Details of Employment, Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held on regular basis	From	To	*Pay band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the office and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:						

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent		
9.	In case the present employment is held on deputation/contract basis, please state		
a) The date of initial appointment	b) Period of Appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
	9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate		
	9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization		
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13.	Are you in Revised Scale of Pay? If yes, give to date from which the revision took place and also indicate the pre-revised scale		

14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the application belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclose		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16.	<p>A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and, (iii) work experience and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is not sufficient)</p>		
	<p>B) Achievements The candidates are requested to indicate information with regard to: (i) Research Publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)</p>		
17.	Please state whether you are applying for deputation (STC)/Absorption/Re-Employment basis. #(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)		
	#(The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".		
18.	Whether belongs to SC/ST		
19.	Details of payment of application fee (Proof to be enclosed): DD in original or online transaction payment copy		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

(Signature of the Candidate)

Address: _____

Date: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses education qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii. His / Her integrity is certified
- iii. His / Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)