

No. 49/92/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 18th November, 2013.

To


All concerned IAS Officers.

Subject: Advertisement for the post of Registrar at NIPHM, Hyderabad
– Circulation requested – reg.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No. 03/NIPHM/Rectt/2013-14, dated 04.11.2013 received from National Institute of Plant Health Management, Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India, Hyderabad is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.


INTERNAL DISTRIBUTION

e-champion



Dr. K. Satyagopal, IAS
Director General

National Institute of Plant Health Management

Department of Agriculture & Cooperation
Ministry of Agriculture
Government of India



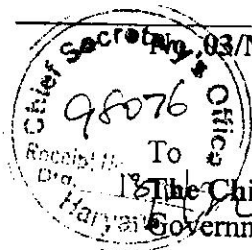
राजस्वाप्रस
NIPHM

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<http://niphm.gov.in>

03/NIPHM/Rectt/2013-14

04.11.2013



To
The Chief Secretary
Government of Haryana
Haryana Civil Secretariat
Sector -1
Chandigarh

Sub: Advertisement for the post of Registrar at NIPHM, Hyderabad – Circulation requested – reg.

Sir,

National Institute of Plant Health Management (NIPHM) is an autonomous Institution under the Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India and is involved in promoting environmentally sustainable Plant Health Management (PHM) practices in diverse and changing agro-climatic conditions besides extending policy support to Central and State Governments on Plant Health Management, Sanitary and Phyto-Sanitary issues and emerging biosecurity challenges etc.

The Institute has invited applications from All India Service Officers, Group 'A' in Junior Administrative Grade for the post of **Registrar** in Pay Band – 3 of Rs. 15,600-39,100/- with a Grade pay of Rs. 7,600/-. The post will be filled on deputation basis under non-Central Staffing Scheme. A copy of the advertisement and proforma application is enclosed.

It is requested to kindly circulate this letter among eligible officer of your State, who may be interested in applying for the post. Further details are available in the Institute's website <http://niphm.gov.in> and interested candidates can download the Application Form.

Encl: As stated

Yours faithfully,

Director General



National Institute of Plant Health Management, Hyderabad

ADVERTISEMENT FOR THE POST OF REGISTRAR, NIPHM

Applications are invited from eligible and suitable officers of All India Services Group 'A' in JAG grade for filling up one post of Registrar, National Institute of Plant Health Management (NIPHM), Hyderabad, an autonomous body registered under the Andhra Pradesh Societies Registration Act, 2001 under the jurisdiction of Ministry of Agriculture (Department of Agriculture and Cooperation) required to be filled on deputation basis. The post is in the pay band-3 of Rs. 15,600-39,100 /-plus Rs.7600/- (Grade Pay)

2. This institute imparts training in human resource development in plant protection technology. Besides, meeting the emerging training needs this institute will function as a centre of excellence and policy support centre in the matters of bilateral/multilateral negotiations on Sanitary and Phytosanitary (SPS) matters, plant protection activities, and providing training capability to private sector and farmers.

ELIGIBILITY:

3. The eligibility conditions for the post are as under:-

(i) Officers of All India Services Group 'A' in Junior Administrative Grade with grade pay of Rs 7600/-. In the Pay Band of Rs. 15,600 -39,100/- (PB-III)

OR

(ii) With three years regular service in the Senior Scale in the pay band of Rs. 15,600-39100/- plus Rs. 6600/- (Grade pay)

4. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Government shall not ordinarily exceed five years.

5. The officer selected on 'deputation' basis will have the option to draw his grade pay plus Deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with DOPT's O.M. No.2/8/97-Estt.(Pay.II) dated 11.03.1998, as amended from time to time.

6. Applications (in triplicate) in the enclosed proforma, along with the complete and up-to-date Confidential Reports (photocopies of the C.Rs are to be got attested by an officer not below the rank of Under Secretary to the Government of India) and Integrity Certificate of eligible officers who could be spared in the event of their selection, may be forwarded to Director General, National Institute of Plant Health Management, Department of Agriculture and Cooperation, Ministry of Agriculture, Govt. of India, Hyderabad within **on or before 15 December 2013**. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated

against them and no major/minor penalty has been imposed on them during the last 10 years. **case of any delay in obtaining clearance from Head of Department, an advance copy may be submitted on or before the closing date.**

7. Applications forwarded without the A.C.Rs/APARs Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete, shall be rejected.

8. Applications received after expiry of last date shall be rejected.

Broad duties and responsibilities attached to the post of Registrar, NIPHM are as below:

- 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.
- b) He shall assist the Director General in matters pertaining to the Executive Council, the General Council, and other standing committees.
- c) He shall be responsible for the maintenance and deployment of the Institute's vehicles, procurement of stores, etc.
- d) He will be the Controlling Officer and Disciplining Authority for certain categories of staff.
- e) He will be the Welfare Officer.
- g) He is declared a Faculty Member in terms of DOPT OM No. 12017/2/86-Trg dated 31.3.87. He is required to take part in the academic activities of the Institute. He will be entitled to 30 % of basic pay as training allowance.

GENERAL TERMS AND CONDITIONS FOR RECRUITMENT FOR REGISTRAR ON TRANSFER ON DEPUTATION POSTS:-

- i. Age limit will be reckoned with reference to the closing date for receipt of the applications.
- ii. 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.
- iii. The Medical facilities applicable to government employees will be extended to the deputationists.
- iv. The applications in prescribed proforma should reach the Registrar i/C, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, A.P. on or before **15.12.2013** **for the Registrar post.** In case it takes time to obtain clearance from the Head of Department, an advance copy of the application can be sent on or before the closing date.

DIRECTOR GENERAL

PROFORMA APPLICATION FOR POST OF REGISTRAR

1. Name and address
(in Block letters)

ADDRESS -

A. OFFICE:

B. RESIDENCE:

2. Date of Birth
(in Christian era)

3. Date of retirement under Central/
State Government rules

4. Educational Qualifications

5. Details of employment in the chronological order. (SEPARATE SHEET MAY BE ENCLOSED)

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

6. Nature of present employment i.e. ad-hoc or
temporary or quasi-permanent or permanent.

7. 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 you belong

8. 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

9. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

10. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

11. Total emoluments per month now drawn

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 prescribed in the vacancy circular
(enclose a separate sheet if the space is insufficient)

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)

Date: _____

Signature of candidate _____

Place: _____

Recommendation of the Competent Authority

- i) Service particulars given by the applicant are verified w.r.t service records and found to be correct. Photocopies of the ACTs/APARs for preceding 5 years are enclosed.
- ii) The Officer is clear from vigilance angle.
- iii) If the Officer is selected for appointment on deputation in the office NIPHM, Hyderabad, he/she will be relieved within 15 days of receiving the intimation in this Ministry/Department/Organization.

Signature of the Competent Authority
(with Office Stamp)