



Recruitment Advertisement for the Post of Registrar, Deputy General Manager (DGM), Assistant General Manager (AGM), Private Secretary (PS), Personal Assistants (PAs) and Assistants (Administrative, Technical & Non-Teaching Posts)

Advt. No. No. NIFTEM/Society/40/10

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NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT

Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and An Autonomous Institution under Ministry of Food Processing Industries, Govt. of India Plot No. 97, Sector- 56, HSIIDC Estate, Kundli - 131008, Distt.- Sonapat, (Haryana), India.

Advertisement No. NIFTEM/Society/40/10

Dated: 09.11.2014

Vacancy for the Posts of Registrar, Deputy General Manager, Assistant General Manager, Private Secretary, Personal Assistants and Assitants

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) has been set up as an apex world class institute of global standards in Food Science & Technology under the aegis of Ministry of Food Processing Industries (MoFPI). The institute has been notified by the Ministry of Human Resource Development, Govt. of India as Deemed to be University under De-Novo Category.

NIFTEM's MANDATE:

NIFTEM would work as a Sector Promotion Organization or Business Promotion Organization of the food processing sector. Major objectives of NIFTEM are:

- I. Providing One Stop Solution to all the problems of the sector.
- II. Ensuring Skill Development and —Entrepreneurship Development for the sector.
- III. Facilitating business incubation services with ultra modern pilot plant for processing of fruits and vegetables, dairy, meat and grain processing.
- IV. Conducting Frontier Area Research for development of the sector.
- V. Developing world class managerial talent with advanced knowhow in food science and technology.
- VI. Providing intellectual backing for regulations which will govern food safety and quality and at the same time foster innovation.
- VII. Functioning as a knowledge repository on various aspects of food processing such as product information, production and processing technology, market trends, safety and quality standards, management practices among others.
- VIII. Up-gradation of SME food processing clusters.
- IX. Promoting cooperation and networking among existing institutions within India and as well as with international bodies.

NIFTEM offers a unique opportunity to the meritorious professionals to build their career in field of Food Processing Technology Entrepreneurship and Management. Committed, result

oriented serving professionals who intend to share the vision of the institute with passion to match global standards are encouraged to become the part of NIFTEM.

Applications are invited from eligible candidates who are exceptionally bright and motivated, committed, result oriented professionals who will share the vision of the Institute with passion to match global standards are encouraged to apply for the following posts on regular basis. Reservation to SC/ST/OBC/PWD etc. will be applicable as per Government of India norms. Salary and perquisites offered are as per 6th Pay Commissions Pay Scales.

S. No	Post	No. of Post(s)	Pay Scale	Reservation & Age Relaxation
1.	Registrar	01	PB-IV Rs.37400- 67000 + Grade Pay Rs. 10000	Reservation and age relaxation as per Govt. of India rules.
2.	Deputy General Manager	01	PB-III Rs.15600- 39100 + Grade Pay Rs. 7600	
3.	Assistant General Manager	01	PB-III Rs.15600- 39100 + Grade Pay Rs. 5400	
4.	Private Secretary	01	PB-II Rs.9300- 34800 + Grade Pay Rs.4600	
5.	Personal Assistant	02	PB-II Rs.9300- 34800 + Grade Pay Rs.4200	
6.	Assistant	09	PB-II Rs.9300- 34800 + Grade Pay Rs.4200	

Institute may decide (if required), to conduct written examination and skill test of eligible / shortlisted candidates. All direct recruits are expected to work in a computerized environment.

QUALIFICATIONS & EXPERIENCE

1: Registrar

1.	Name of the Post	Registrar
2.	No. of Post(s)	1 (One)
3.	Classification	Administrative (Grade-I)
4.	Scale of Pay (Rupees)	Pay Band – IV of Rs.37,400.00 –Rs.67,000.00 + Grade Pay of Rs. 10000/-
5.	Whether Selection post or non-selection post	Selection Post
6.	Maximum Age Limit for Direct recruitments	Up to 55 years
7.	Educational and other qualification required for direct recruitment.	<u>Essential Qualification & Experience:</u> <ol style="list-style-type: none"> 1. Master's Degree with atleast 55% marks or its equivalent grade of B in the UGC seven point scale. 2. At least 15 years of experience as Lecturer (Assistant Professor)/Reader (Associate Professor) of which

		<p>eight years should be in Reader's (Associate Professor) grade with experience in Educational Administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which eight years as Deputy Registrar or equivalent post.</p> <p><u>Desirable Skills:</u></p> <p>Experience in Personnel Management, Human Relations, and Industrial Relations, campus management and other aspects of administration, in a University/large educational/R&D Institution/ State or Central Govt. Organizations/PSUs.</p> <p>A degree in Law/Management.</p> <p>All round ability to coordinate and lead a team of officers with a variety of expertise.</p>
8.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	On tenure (05 years) basis through open selection, failing which by Deputation / Transfer/Contract.
9.	In case of recruitment by promotion / deputation / transfer grades from which promotion / transfer deputation to be made.	Persons holding analogous posts fulfilling eligibility conditions prescribed above.

2: Deputy General Manager

1.	Name of the Post	Deputy General Manager
2.	No. of Posts	1 (One)
3.	Classification	Technical Post
4.	Scale of Pay	Pay Band – III, Rs. 15,600-39,100+Grade Pay of Rs. 7600/-
5.	Whether Selection post or non-selection post	Selection Post
6.	Maximum Age Limit for Direct recruitments	45 years.

7.	Maximum Age Limit for Deputation.	50 years.
8.	Maximum Age Limit for Retired Persons (On Contract)	62 years.
9.	Educational and other qualification required for Direct Recruitment/Deputation.	<p>Graduate Degree in Food Engineering, Food Science & Technology / Agriculture Science / Post Harvest Technology with 55% marks and MBA with 60% marks.</p> <p>Experience: At least 08 years experience in Pay Band –III of GP Rs. 5400 and above grade and having experience in a large commercial enterprise of repute/ State/ Central Government Organization / PSUs / University / Educational Institute.</p> <p style="text-align: center;">OR</p> <p>At least 08 years experience in equivalent post in Private Sector.</p> <p style="text-align: center;">OR</p> <p>Minimum 03 years of experience in the Grade Pay of Rs.6600, and having experience in a large commercial enterprise of repute/ State/ Central Government Organization / PSUs / University / Educational Institute.</p> <p>The experience of the candidates belonging to any of the above categories should be in one or more of the following areas:</p> <p>Consultancy Service / Planning and execution of training programmes / Developing of Training Modules for skill development / Implementation of skill developing programmes.</p> <p>* Person holding analogous post with above qualifications and relevant experiences are also eligible to apply.</p>
10.	Method of recruitment	Direct recruitment through open selection, failing which by Deputation / Contract.
11.	Period of probation, if any	Two Years
12.	Age of Superannuation	60 years

		65 years for person appointed on contract.
13.	For Retired Persons: (On Contract)	<ol style="list-style-type: none"> 1. Persons having above academic qualifications and retired from the analogous post with relevant experience in the Pay Band -III GP Rs.5400/- or above for 8 years or 03 years experience in Grade Pay of Rs 6600. 2. Age and qualification may be relaxed for retired persons as per discretion of the competent authority. Maximum age for retired person is 62 years.

3: Assistant General Manager

1.	Name of the Post	Assistant General Manager
2.	No. of Posts	1 (One)
3.	Classification	Technical Post
4.	Scale of Pay	Pay Band – III, Rs. 15,600-39,100+Grade Pay of Rs. 5400/-
5.	Whether Selection post or non-selection post	Selection Post
6.	Maximum Age Limit for Direct	35 years.
7.	Maximum Age Limit for Deputation	40 years.
8.	Educational and other qualification required for Direct Recruitment	<p>Degree in Agriculture Engineering / Food Engineering / Food Science & Technology/ Food Processing / Food Technology and Management with 60% and above marks and MBA and should be able to do his work independently on computer.</p> <p>Experience: At least 04 years relevant experience in Pay Band - II of GP Rs 4200 OR 03 years experience in GP of Rs 4600/Rs.4800 in a large commercial enterprise of repute / State / Central Government / Organization / PSUs / University / Educational Institute OR at least 04 years experience in equivalent post in Private Sector.</p> <p>The experience of the candidates belonging to any of the above categories should be in one or more of the following areas:</p> <p>Consultancy Service / Planning and execution of training programmes / Developing of Training Modules for skill development / Implementation of skill developing programmes.</p>

		* Person holding analogous post with above qualifications and relevant experiences are also eligible to apply.
9.	Method of recruitment	Direct recruitment through open selection / Deputation.
10.	Period of probation, if any	Two Years
11.	Age of Superannuation	60 years

4. Private Secretary:

1.	Name of the Post	Private Secretary
2.	No. of Post(s)	01 (One)
3.	Classification	Non-Teaching
4.	Scale of Pay	Pay Band – II, Rs. 9,300-34,800+Grade Pay of Rs. 4,600/-
5.	Maximum Age Limit for Direct recruitments	35 years (as on closing date of application).
6.	Educational and other qualifications required	<p>Essential:</p> <p>1. Bachelor's Degree in any discipline with 50% or more marks from a recognized University and proficiency in English.</p> <p>2. Shorthand (English) speed of 100 w.p.m. and typing speed of 40 w.p.m. in English on computer.</p> <p>Experience: Minimum two years of experience as Personal Assistant in the Pay Band – II of Rs.9300-34800 with GP of Rs.4200/- in Central or State Universities / Institutions /Government Departments/ PSUs/ Autonomous bodies.</p> <p>OR</p> <p>Minimum five years of experience as Stenographer in the Pay Band – I of Rs.5200-20200 with GP of Rs.2400/- in Central or State Universities / Institutions /Government Departments/ PSUs/ Autonomous bodies.</p>
7.	Period of probation, if any	Two Years
8.	Age of Superannuation	60 years

5. Personal Assistant:

1.	Name of the Post	Personal Assistant
2.	No. of Post(s)	02 (Two)
3.	Classification	Non-Teaching
4.	Scale of Pay	Pay Band – II, Rs. 9,300-34,800+Grade Pay of Rs. 4,200/-
5.	Maximum Age Limit for Direct recruitments	30 years (as on closing date of application).
6.	Educational and other	Essential:

	qualifications required	1. Graduate in any discipline with 50% or more marks from a recognized University and proficiency in English. 2. Shorthand (English) speed of 100 w.p.m. and typing speed of 40 w.p.m. in English on computer. 3. Experience minimum two years as Stenographer in the Pay Band – I of Rs.5200-20200 with GP of Rs.2400/- in Central or State Universities / Institutions /Government Departments/ PSUs/ Autonomous bodies.
7.	Period of probation, if any	Two Years
8.	Age of Superannuation	60 years

5. Assistant:

1.	Name of the Post	Assistant
2.	No. of Post(s)	09 (Nine)
3.	Classification	Non-Teaching
4.	Scale of Pay	Pay Band – II, Rs.9,300-34,800+Grade Pay of Rs. 4,200/-
5.	Maximum Age Limit for Direct recruitments	35 years (as on closing date of application).
6.	Educational and other qualifications required	<p>Essential:</p> <p>1. Graduate with minimum 50% or more marks or Post Graduate with minimum 50% or more marks from a recognized university in any discipline with working knowledge of computers.</p> <p>2. Minimum 2 years of experience in the Pay Band-I of Rs. 5200-20200 with GP of Rs. 2,800/- in Central or State Universities / Institutions /Government Departments/ PSUs/ Autonomous bodies/Reputed Private organizations on equivalent gross salary to above prescribed Pay Scale [which includes Basic salary (Rs.11360.00) + Dearness Allowance + Travelling Allowance + House Rent Allowance) as per Government Rules].</p> <p style="text-align: center;">OR</p> <p>Minimum 4 years of experience in the Pay Band-I of Rs. 5200-20200 with GP of Rs. 2,400/- in Central or State Universities / similar other institutions / Government Department/ PSU/Autonomous bodies/ Reputed Private organization on equivalent gross salary to above prescribed Pay Scale [which includes Basic salary (Rs.9910.00) + Dearness Allowance + Travelling Allowance + House Rent Allowance) as per Government Rules].</p> <p>Note:</p> <p>1. Candidates should possess an aptitude for drafting/noting in English and office procedure in a computerized environment. Candidates are expected to handle one or more functions related to Registry office of University/ Admission / Educational Administration / Examinations / General Administration / House Keeping / Establishment / HR / Legal / Purchase / Accounts & Finance/ Project management/Public Relations.</p>

7.	Period of probation, if any	Two Years
8.	Age of Superannuation	60 years

Interested candidates should submit their applications on prescribed format. **Last date for receipt of duly filled applications in the office of the Controller of Examination is 08.12.2014 till 5:30 PM at NIFTEM Campus, Kundli, Sonapat.**

Age and experience will be counted as on closing date of receipt of application i.e. 08.12.2014.

(A) Selection Process for Private Secretary and Personal Assistant:

All eligible candidates for the posts of Private Secretary and Personal Assistant may be called for Skill and Written test. The Skill Test comprises of shorthand, typing, making of Power Point Presentation (PPT) and working knowledge of Excel. Written test comprises of drafting of two official letters/ documents of 10 marks each. The details of maximum marks and duration are as follows:

	Skill Test				Written Test	Interview
	Shorthand	Typing Test	Making of PPT	Working on Excel	Drafting of official letters / documents	
Maximum Marks	15	15	05	05	20	40
Duration	10 minutes	10 minutes	10 minutes	10 minutes	30 minutes	

Shorthand speed 100 w.p.m.in English and typing speed of 40 w.p.m. in English on computer is mandatory. Only those candidates will be allowed to appear in the interview who have achieved speed of 100 w.p.m in shorthand (English), typing speed of 40 w.p.m. in English on computer and obtained minimum 40% in making Power Point Presentation, Excel and drafting of official letters / documents (i.e. 12 marks out of 30 marks).

(B) Selection Process for Assistant:

All eligible candidates for the post of Assistant may be called for Written and Skill test. The written test comprises of – 20 objective questions of 1 mark each (covering Govt. Service Rules) and four descriptive questions of 20 marks each (which may cover letter writing, drafting of note, making of proposal and essay writing, pay fixation, Govt. Rules, office procedures etc.). The Skill Test will comprise typing, making of Power Point Presentation, preparing Excel sheet. The details of maximum marks and duration are as follows:

	Skill Test			Written Test		Interview
	Typing Test	Making of PPT	Working on Excel	Objective	Subjective	
Maximum Marks	30	05	05	30=(30x1)	80=(4x20)	50
Duration	10 minutes	10 minutes	10 minutes	100 minutes		

Typing speed of 30 w.p.m. in English on computer is mandatory and answer sheets of only such candidates will be evaluated who attain above typing speed. The passing marks for written and skill test will be 40% (i.e. 60 marks out of 150 marks). In case large numbers of candidates score 40% or more marks, NIFTEM reserves rights for deciding cut off marks for short listing of candidates and only those candidates who obtained cutoff marks or more will be allowed to appear in the interview.

Benefits & Facilities Include:

1. Accommodation: NIFTEM is a residential institute, staying in the campus is mandatory subject to allotment of accommodation. The Institute will provide residential accommodation as per entitlement, subject to availability. Alternatively HRA as per rules shall be paid. In case of non availability residences, single room accommodation in hostel will be provided.
2. Campus has neighborhood facilities- Bank, Post Office, Shopping Center, Food Courts etc.
3. Medical Coverage as per rules.
4. New Pension benefits as per rules.
5. Leave Travel Concession facility.
6. Earned/ HPL/ Commuted leave and other leave as per rules, Pay Protection etc.
7. Recreation facilities- Gymnasium, Health Club, Sports facilities etc.

Application Form and Instructions for the above Posts:-

- The application form can be downloaded from the website **www.niftem.ac.in**.
- Please make sure to complete all fields without leaving any fields blank.
- **Make sure to clearly mention the name of the post applied for.**
- Please attach Photostat self attested copies of (a) Matriculation Certificate as proof of date of birth. (b) Degree certificates as the case may be. (c) SC/ST/OBC/PH Certificates for person with disabilities (wherever required) along with the application.
- Application not sent in prescribed format will not be considered.
- Applications received on e-mail will not be considered.
- Please send the application in the prescribed format for the above said posts along with the relevant enclosures to :-

Controller of Examination, NIFTEM Plot No.97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District Sonapat, Haryana.

Additional Information:

- Relaxation in age to SC/ST/OBC/PH/Ex-Serviceman etc. shall be as per Government of India norms. Necessary certificates must be enclosed with the application form.

- Candidates employed in Government and Semi-Government Organizations, Public Undertakings, University and Educational Institutions should apply through proper channel or produce NOC at the time of interview. In case he/she unable to produce NOC at the time of interview he/she will be allowed to appear in the interview provisionally. In case of his/her selection, he/she will be allowed to join on submission of relieving from their present employer. If candidate anticipates unavoidable delay in his/her applications being forwarded through proper channel, he/she may submit advance copy of application directly to the **Controller of Examination, NIFTEM Plot No.97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District Sonapat, Haryana.**
- Invitation to candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- The institute reserves right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The institute reserves the right not to fill up the post(s), cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
- **The Institute reserves the right to screen and shortlist the applications on the basis of marks or experience or both or specialization and call only such candidates as are found *Prima facie* suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for interview.**
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview / outcome of interview. **The result will also be displayed on Institute website.**
- The Institute may consider candidates whose area of specialization lie outside those stated herein, provided those persons have an outstanding record.
- The candidate is responsible for the correctness of the information provided in the application.
- If it is found at a later date that any information given in the application is incorrect / false the candidature / appointment is liable to be cancelled / terminated.
- Please do not send application on email. Application send on e-mail will not be considered.
- Application after the due date due to any reason will not be considered.
- In case the candidate having experience in the private sector, he/she will be required to provide the details of his salary including other allowance to verify its equivalency with the required Grade Pay. He/she will also submit Income Tax Returns if filed, along with Office Order indicating his total salary, pay slip etc.

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