



राष्ट्रीय कृषि वस्तु प्रबंध संस्थान (मैनेज)

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन)

राजेन्द्रनगर, हैदराबाद – 500 030 तेलंगाना, भारत.

National Institute of Agricultural Extension Management (MANAGE)

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

Rajendranagar, Hyderabad - 500 030, Telangana, India

File No. MNG-01/Admn-520/2024-25

Date: 01st November, 2024

Employment Notice – Advt. No. 01/2024

Sub: Filling up the post of Deputy Director (Administration) in the National Institute of Agricultural Extension Management (MANAGE), Hyderabad on Deputation basis – Reg.

One vacancy of Deputy Director (Administration) in the Pay Matrix Level-12 of 7th CPC Rs.78,800/- to Rs.2,09,200/-, Group-A, in the National Institute of Agricultural Extension Management (MANAGE), Hyderabad is proposed to be filled up on deputation basis from amongst the officers under the Central Government / State Government / Union Territories Administration / Universities / Recognized Research Institutes / Public Sector Undertakings / Semi-Government / Statutory / Autonomous Organizations:

- i. Officers in a responsible supervisory position in Administration holding analogous posts on regular basis in the parent cadre or department; **(or)**
- ii. With five years' of service in the Administrative posts in the Pay Matrix Level – 11 in the scale of Rs. 67,700/- to Rs. 2,08,700/- **or** eight years' in the Pay Matrix Level – 10 in the scale of Rs. 56,100 to Rs. 1,77,500/-.

Essential Educational and other Qualifications:

- (i) A Minimum second class Masters' Degree from a Recognized University.
- (ii) 10 years experience in a **responsible supervisory position in Administration** in Government / Semi-Government / Autonomous organization out of which Five years in the rank of Administrative Officer or equivalent in the Pay Matrix Level – 11 in the scale of Rs. 67,700/- to Rs. 2,08,700/- **or** eight years' as Assistant Director in the Pay Matrix Level – 10 in the scale of Rs. 56,100 to Rs. 1,77,500/-.
- (iii) Must be fully conversant with the matters pertaining to Administration, Accounts, Stores & Purchase and Maintenance.

Desirable Qualifications:

- (i) Bachelors' Degree in law
- (ii) Experience in Administration in Training / Academic Institute.

Age limit:

The maximum age limit for appointment by deputation shall not exceed fifty-six years (56 years) as on closing date of receipt of applications.

2. Period of deputation initially shall be for 3 years, which may be extended for a further period of 2 years on mutual consent with the lending organization, subject to the condition that the services shall not be extended beyond the date of superannuation.
3. Officers selected for appointment on deputation basis shall be entitled to draw Pay / deputation (duty) allowance in accordance with the existing instructions on the subject issued by the Government of India from time to time.

4. Duties attached to the post of Deputy Director (Administration) are as under:

- (i) To assist the Director General, MANAGE in dealing with all establishment / administrative matters relating to the Faculty, Officers, Staff and contractual staff of MANAGE.
 - (ii) Establishment and Service matters
 - (iii) Controlling Officer for services such as House Keeping, Horticulture, Security, Catering and Manpower etc.
 - (iv) Stores & purchase
 - (v) Finalization of Tender documents with support of concerned divisions.
 - (vi) Conduct the Meeting of Executive Council & General Council of MANAGE
 - (vii) To deal with all administrative and financial aspects relating to the various activities of MANAGE.
 - (viii) Recruitment of all positions in MANAGE
 - (ix) Administrative and financial matters of all Technical Units through AAO/ Centre Heads.
 - (x) Overall administrative matters of the campus including maintenance and upkeep of the premises.
 - (xi) Controlling officer for all vehicles of MANAGE.
 - (xii) To function as Welfare Officer.
5. Applications of interested and eligible officers, who could be spared in the event of their selection; may be sent, through proper channel, in the enclosed pro-forma along with the documents mentioned below so as to reach The Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad, Telangana – 500030 on or before **01st January, 2025**. While forwarding the applications, the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be done by the Employer/ Cadre Controlling Officer.

The applications should be sent along with the following documents:

- i) No Objection Certificate, to the effect that the Officer will be spared for joining at MANAGE in the event of selection.
 - ii) Vigilance Clearance Certificate
 - iii) Integrity Certificate
 - iv) Major / Minor Penalty Statement during the last ten years'.
 - v) Certified Photocopies of ACRs / APARs of last five years i.e, from 2019-20 to 2023-24 duly attested on each page of APAR.
6. Applications received after the last date or without required documents or otherwise found incomplete, will not be considered.

Sd/-
Director (Administration)

General Conditions:

Applicants should forward their application through proper channel. However, an advance copy of the application may be submitted on or before **01st January, 2025**. Director General, MANAGE, reserves the right to cancel this Employment Notice without any notice.

1. Applications received through proper channel only will be considered.
2. Bio-data of the eligible and willing officers may be forwarded through proper channel as per the application format available on MANAGE website.
3. Clear quality Photostat **self-attested copies** of Educational & Technical Qualifications, Experience and any relevant certificates must be enclosed with the application.
4. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for selection process.
5. MANAGE 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.
6. Experience, age and qualification will be reckoned as on the last date of submission of application.
7. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

8. The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The decision of Director General, MANAGE in all matters will be final and no appeal will be entertained.
9. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
10. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City courts have jurisdiction to decide or adjudicate.
11. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
12. Through proper channel application should be sent in an envelope superscribed "APPLICATION FOR THE POST OF DEPUTY DIRECTOR (ADMINISTRATION)" through post on or before **01st January, 2025**. After last date the application will not be accepted.
13. Applications in the enclosed pro-forma along with the requisite documents should reach The Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad, Telangana – 500030.
14. While forwarding the applications, the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be done by the Employer/ Cadre Controlling Officer.

Sd/-
Director (Administration)