

2010

NIFTEM



HR DEPARTMENT

## **RECRUITMENT OF NON ACADEMIC POSTS**

# *NIFTEM: Recruitment of Non- Faculty Posts*

Details of the posts and qualifications and other requirements (available on website)

## 1. Registrar

- Pay Scale:PB-4 Rs. 37400-67000 +10000 (Grade Pay)
- No. of Posts: 1
- Minimum Qualification & experience:
  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/Reader of which eight years should be in Reader's grade with experience in Educational Administration.  
OR  
Comparable experience in Research establishments and other Institutions of Higher Education.  
OR  
15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post.
- **Desirable:-**
  1. 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/PSU.
  2. A degree in Law/ Management.
  3. All round ability to coordinate and lead a team of officers with a variety of expertise.
- **Maximum Age** : 50 years
- **Method of Recruitment:**
  1. Contract/ on tenure (5 years) basis through open selection.  
Deputation/ Transfer: Persons holding analogous posts fulfilling eligibility conditions prescribed above.
- **Duties & Responsibilities:** Registrar will be responsible for planning, directing and controlling finance, human resources, facilities management and administrative functions for the Institute by following NIFTEM policies and procedures and ensuring compliance to the governing laws and regulations,

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coordinating course enrollment and registration and managing student information system.

Help Dean/ Head of the Departments in training academic policies, developing and reviewing course curriculum etc.

- Age of Superannuation: 62 years

### **2. Deputy controller (Finance & Accounts)**

- **Pay Scale** : Rs. 15,600 – 39,100 + Grade Pay of Rs. 7600
- **No. of posts:** 1
- **Qualification:** Chartered Accountant
- **Maximum Age:** 50 years
- **Method of recruitment:**
  - Deputation only.

Deputation: Persons holding analogous post or equivalent with 10 years of experience of which 5 years should be in heading finance function of a large enterprise or Officers of Central/ State Governments/Autonomous Bodies/ PSUs having adequate experience/ exposure to finance and accounts matters and holding analogous posts on regular basis or with five year regular service in the next below grade/ scale.

- **Duties & Responsibilities:**

The incumbent will be overall responsible for financial planning and management, internal control systems and processes, management information systems and reporting. The incumbent will adopt best practices in finance and accounting that are capable of meeting the needs of rapid growth and instill sound governance systems ab initio. He will be directly responsible for planning and installing enterprise wide, distributed accounting and information management system that provides online real-time support to senior management positions.
- **Age of Superannuation:** 60 years

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### **3. Deputy Librarian –**

- **Pay Band III-** 15600-39100+7600 (A.G.P.)
- **No. of Posts:** 1
- **Essential Qualifications & Experience:**
  1. Master's degree with degree in Library Science/ Information Science/ Documentation with at least 55% marks.
  2. A minimum of 5 years experience as an Assistant Librarian in a University/ Educational & Research Institute/ State or Central Government Libraries or equivalent.
  3. Evidence of innovative Library service and organization, published work and professional commitment, Computerization of Library.
- **Desirable:**
  1. An M.Phil/ Ph.D degree in Library Science/ Information Science/ Documentation/Archives and manuscript/Computerization of Library.
- **Maximum Age:** 45 years.
- **Method of Recruitment:**

Direct recruitment / Deputation /Transfer.

Deputation/transfer:  
Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above.
- **Duties & Responsibilities:**

A Deputy Librarian will head the Library or more than one Library. He/She will work under the overall control of the Director of the Institute through Dean.

The Deputy Librarian will look after and control all the activities of the Library as well as the Library information system under his control.

Development and Management of computerized in-house library operation and various computerized information services and in establishing proper liaison with members of faculty, students and other users of library.
- **Age of Superannuation** 60 years

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## **4. Assistant Registrar (Information Technology)**

- **Pay Band III** - Rs. 15,600 – 39,100 + Grade Pay of Rs. 5400
- **No. of posts:** 1
- **Essential qualifications & Experience:**
  1. B.Tech (Computer Science/IT) or equivalent qualification or MBA with Masters in Information Sciences /MBA (IT)
  2. Over 10 years experience of which 3 years should be in heading IT functions of a larger Commercial Organization/ State or Central Govt. Organization/ University/ Educational & research Institutions.
- **Maximum Age:** 45 Years
- **Duties & responsibilities:** The position will design and develop diverse and decentralize information technology environment that will connect NIFTEM community internally and externally.

The key focus of the incumbent will be planning growth driven need assessment, scaling up infrastructure commensurate to growth and creating a information technology savvy campus. The position will also provide support to functional management in choosing and implementing tools such as enterprise wide resource planning solutions, e-learning solution and teaching tools. Security concerns and ethical practices will be upheld by the position in order to create a premium centre that is driven by access to latest technologies.
- **Method of recruitment:**

Direct Recruitment/ Deputation/transfer:  
Deputation:  
Persons holding analogous posts and fulfilling eligibility conditions mentioned above.
- **Age of superannuation:** 60 years

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## **5. Accounts Officer**

- **Pay Band-II** - Rs. 9300 – 34,800 + Grade Pay of Rs. 4800
- **No. of posts:**1
- **Essential Qualifications & Experience:**
  1. Chartered / Cost Accountant OR B Com with MBA (Finance) from a reputed institute
  2. 5 years experience in a similar position in a large enterprise; or Officers of Central/ State Governments/Autonomous Bodies/ PSUs having adequate experience/ exposure to finance and accounts matters.
- **Maximum Age:** 35years
- **Duties & Responsibilities:**

The incumbent will be responsible to maintain the accounts of the institution in accordance with standard accounting procedures, will prepare annual accounts, facilitate audit and also present the financial picture of the Institute from time to time through Controller (Finance & Accounts) to Registrar and the Director.

The incumbent will adopt standard accounting practices tuned to prescribed accounting standards and ensure timely compilation of accounts and Management information system. The incumbent will also install a sound internal control procedure and audit checks that would provide a secure accounting system commensurate to the size of the operations.

- **Method of Recruitment:**  
Direct Recruitment / Deputation/ Transfer.

Deputation/Transfer: Persons holding analogous posts and fulfilling eligibility conditions mentioned above.

## **6. Assistant Registrar (Admin)**

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- **Pay Band III** - Rs. 15,600 – 39,100 + Grade Pay of Rs. 5400.
- **No. of posts:** 1
- **Essential Qualifications & Experience:**
  1. MBA in Human Resource/ Personnel Management or equivalent from a recognized Institute of repute
  2. 10 years of experience of which 5 years should be in handling Personnel & IR /HR functions of a large Government organization/ PSU/ University/ Education & Research Institute.
- **Maximum Age:** 45 years
- **Method of Recruitment:** Direct Recruitment/ Deputation/Transfer.

Deputation: Persons holding analogous posts and fulfilling the eligibility conditions above.
- **Duties & Responsibilities:** A strong administrative function is serviced by the Assistant Registrar (administration). Besides HR initiatives personnel functions the position will introduce and nurture appropriate performance assessment and appraisal mechanism that will help to motivate teaching and non-teaching professionals and support staff in contributing their best to the Institution. The incumbent will develop and sustain a diverse community of talent through sound recruitment and retention policy, enduring working atmosphere through progressive work/ live programmes, a progressive and teaching environment and professional development opportunities. Work place conflict resolution and work place ethics enforcement will be key responsibilities as well.
- **Age of Superannuation:** 60 years

### **7. Assistant Registrar (Exam)**

- **Pay Band III** of Rs. 15,600 – 39,100 + Grade Pay of Rs. 5400
- **No. of posts:** 1
- **Essential Qualifications & Experience:**
  1. Masters Degree or its equivalent with at least 55% marks or its equivalent grade.
  2. At least 15 years experience in a responsible supervisory position of general administration which may include activities related to conducting

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examinations, / annual student entrance exams, academics, R&D, students' affairs etc. in an educational institute / University/College.

- **Maximum Age:** 45 years
- **Method of Recruitment:** Direct Recruitment/ Deputation/transfer

Deputation/transfer: Persons holding analogous posts and fulfilling above mentioned essential qualifications & experience.

- **Duties & Responsibilities:** The incumbent will have to conduct and manage all the examinations with the guidance of Registrar and Heads of the Departments, keeping in view the standards and rules & regulations and guidelines of the UGC and AICTE.  
Asst. Registrar (Exam) will also develop and sustain exam schedules with the help of Department heads, Professors and Registrar.  
He / She is responsible to conduct all academic exams, maintenance of records, reports, results, degrees and certificates.  
The incumbent will also conduct and coordinate activities related to the entrance examination held for student selection to various programs.
- **Age of superannuation: 60 years**

### **8. Assistant Librarian:**

- **Pay Band III :** Rs. 15,600 – 39,100 + Grade Pay of Rs. 5400
- **No. of posts:** 2
- **Essential Qualifications & Experience:**
  1. Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalence in a grade of 55% where grading system is practiced and a Consistently good academic record with knowledge on computerization of Library.
  2. Qualified in the National Eligibility Test (NET) in the relevant subject conducted by UGC or any other agency approved by the UGC.
  3. A minimum of Five years as an Assistant Librarian in a University / Education & Research Institute Library/ State or Central Govt. Library.
- **Maximum Age:** 45
- **Method of Recruitment:** Direct Recruitment/ Deputation.

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Deputation: Persons holding analogous posts or Persons working in the pay band II of 9,300-34800 + Grade Pay of Rs.4,800 in a university/ educational & Research Institutions and having qualifications & experience mentioned above.

- **Duties & Responsibilities:**

His/her specific duties include checking Library materials in and out, Empty book drop, Shelves books, Help students and professors, keep circular records, register new library pattern, Collect records and record fines, put reserves on books that have been requested, assist in processing new book, maintain library also assist Deputy Librarian; The incumbent will facilitate students, researchers in accessing library resources.

- Age of Superannuation: 60 years

### 9. Jr. Engineer (Civil/ Electrical)

- **Pay Band -2** : Rs. 9,300 – 34,800 + Grade Pay of Rs. 4200 .

- **No. of posts:** 2.

- **Essential Qualifications & Experience:**

1. Should possess an Engineering Degree in Civil/ Electrical from a recognized Institute/ University.
2. At least 1 year of work experience in similar role in a large commercial enterprise /State/Central Government Organization/ PSU/ University/ Educational Institute.

- **Maximum Age:** 32 years

- **Method of Recruitment:** Direct Recruitment/ Deputation.

Deputation/transfer: Persons holding analogous post and fulfilling the essential qualifications & experience

- **Duties & Responsibilities:** The incumbent will plan, design, implement and review facility plan; work to maintain the mechanical Electronic & Electrical Equipment of the institute, ensure the civil constructions, maintenance of capacity of the building and all other infrastructure of the Institute.

- **Age of superannuation:** 60 years

### 10. Accountant

- **Pay Band II** - Rs. 9,300 – 34,800 + Grade Pay of Rs. 4200

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- **No. of posts:** 2
- **Essential qualifications & experience:**
  1. The incumbent should be B.Com and full knowledge of Accounting Software like Tally, etc.
  2. 3 years of experience in managing accounts across various departments in a large commercial organization/ State or Central Govt. organization/ PSU/ University/ Educational & research Institute.
- **Maximum Age:** 35 years
- **Method of recruitment:** Direct Recruitment/ Deputation/transfer  
  
Deputation: Persons holding analogous posts and fulfilling the essential qualifications & experience.
- **Duties & Responsibilities:**  
  
The incumbent will assist Accounts Officer in managing the internal and external accounts in the Institute across Departments, residential and hostel and external agencies as per the laid down accounting norms/ standards.
- **Age of superannuation:** 60 years

### **11. Executive Assistants:**

- **Pay Band -2 :** Rs. 9300 – 34,800 + Grade Pay of Rs. 4200.
- **No. of posts:** 6
- **Essential qualifications:**
  1. Graduate in any discipline from a recognized University with **MBA**. Proficiency in Word processing like MS Word, Spreadsheet like EXCEL, Power Point presentations.
- **Maximum Age:** 30 years.
- **Method of Recruitment:** Direct Recruitment through open selection.
- **Duties & Responsibilities:**

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To provide all round assistance to senior functionaries and in ensuring smooth functioning of their respective departments.

- Age of superannuation: 60 years

### **12. Cashier**

- **Pay Band II** - Rs. 9300 – 34,800 + Grade Pay of Rs. 4200
- **No. of posts:** 1
- **Essential qualifications & experience:**
  1. B.Com degree with at least 2<sup>nd</sup> Division or M.Com.
  2. Knowledge of operation of computers and financial packages.
  3. At least 3 years experience in handling cash in a government body/ State or Central/ University/ Educational & Research Institution/ PSU or reputed commercial establishment.

#### **Desirable:**

1. Diploma in Financial Management/Accounting.
  2. Passing of CA(Inter) or ICWA(Inter).
  3. Completion of 2 months course on Cash and Accounts from ISTM
- **Maximum Age:** 35 years
  - **Method of recruitment:** Direct Recruitment/ Deputation/transfer
    - Deputation persons holding analogous post and fulfilling the essential qualifications & experience.
  - **Duties & Responsibilities:**

Cashier is responsible for all the transactions involving cash and cheque issues for the entire Institute. The incumbent would handle Cash Counter; handle Petty Cash; Maintain Daily Cash Report and Daily Bank Transactions; Maintain Store Expenses in Tally SW.
  - Age of superannuation: 60 years

### **13. Lab In-charge**

- **Pay Band II** : Rs. 9300 – 34,100 + Grade Pay of Rs. 4200
- **No. of posts:** 2

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- **Essential Qualifications & experience:**
  1. Degree in Food Science & Technology/ equivalent with subjects Biochemistry/ Microbiology/ Physics/Chemistry/ Biology.
  2. 3 years experience in coordinating laboratory activities as Lab Technician in an educational & research Institution/ University
- **Maximum Age:** 35 years
- **Method of recruitment:** Direct recruitment/ Deputation.

Deputation: Persons holding analogous posts and fulfilling the essential qualifications & experience mentioned above.
- **Duties & Responsibilities:** Lab In-Charge will be responsible for the procurement, upkeep and maintenance of Lab Infrastructure and materials. The incumbent will coordinate with the academia of the Institute in updating the infrastructure. He/ She is responsible for all activities related to Lab Lab Infrastructure, Safety and related issues.
- **Age of Superannuation:** 60 years

### **14. Lab Technician**

- **Pay Band -1 :** Rs. 5200 – 20,200 + Grade Pay of Rs. 2800
- **No. of posts:** 3
- **Essential qualifications & experience:**
  1. Bachelor's degree or Diploma in Food Science and Technology and other related subjects- Bio-chemistry, Micro-biology/ Physics/Chemistry/biology.
  2. 2 years of experience of working in a Food Science/Bio related Lab as an assistant
- **Maximum Age:** 30 years.
- **Method of Recruitment:** Direct Recruitment/ Deputation/transfer

Deputation/transfer: Persons holding analogous posts and fulfilling essential qualifications mentioned above.
- **Duties & Responsibilities:**

Lab Technician will be responsible for making arrangements and necessary preparations conducive for experimental learning and research activities. The incumbent will ensure that lab preparations are made well in advance to enable the lab activities to be carried out smoothly.

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He / She is responsible for the upkeep and maintenance of labs; all activities related to Lab infrastructure, safety and related issues.

- **Age of superannuation:** 60 years

### **General Information:-**

1. The candidate should be a citizen of India.
2. Application form downloadable from the website should be filled and submitted along with a recent passport-size photograph, names of at least three referees and duly attested documents including photocopies of essential qualifications, proof of prior Experience etc to the Director/OSD, NIFTEM, 3<sup>rd</sup> Floor, AMDA Building., 7/6 Siri Institutional Area, August Kranti Marg, New Delhi-110049.
3. Applications should be sent to the following address super scribing the envelope with the name of the post applied for clearly on or before the last date i.e 27th September 2010.
4. Relaxation of age limit for SC/ST/OBC persons will be as per Govt. of India Rules.
5. Reservation for ST/SC/OBC/PD/Ex-Servicemen as per Central Govt. Rules.
6. Persons employed in Govt./Semi Govt. Organizations/Autonomous Bodies should submit their applications through proper channel.
7. Degrees as referred above are those which have been awarded by a recognized University/Institution.
8. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for written test/interview.
9. The Institute reserves the right to shortlist the candidates for written test/skill test/ interview based on qualification and experience and the number of applications received.
10. Applicants desiring to apply for more than one post should send separate applications for each post.
11. The number of vacancies specified is subject to change.

## Application for NON-FACULTY POST



Registration No. \_\_\_\_\_  
(For office Use only)

Original  
Copy

**National Institute of Food  
Technology Entrepreneurship  
and Management**

Full name of post of applied  
for \_\_\_\_\_  
& Post No. \_\_\_\_\_

Advance  
Copy

Advertisement No. \_\_\_\_\_

Advertisement date: \_\_\_\_\_

1.	Candidate's full name (including First Name; Middle name & Last name; in Capital Letters)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">First</td> <td style="border: 1px dashed black; height: 25px;"></td> </tr> <tr> <td style="padding: 5px;">Middle</td> <td style="border: 1px dashed black; height: 25px;"></td> </tr> <tr> <td style="padding: 5px;">Last</td> <td style="border: 1px dashed black; height: 25px;"></td> </tr> </table>	First		Middle		Last		(Please affix your recent photograph)
First									
Middle									
Last									

2.	Date of Birth	Date	Month	Year	Age as on the date

3.	Nationality	
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4.	Gender (Male/Female)	
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5.	<b>Community:</b> (SC/ST/OBC/Minority/General) Please also mentioned 'PH' if you have Physical Disability. For example, if you belong to general category and also Physical Disability, please write 'General-PH'. In case of SC/ST/OBC and Physical Disability please write SC-PH, ST-PH & OBC-PH.	
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6.	Physical Disability (if applicable, the relevant particulars may please be furnished)
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		If applicable write 'yes'	Percentage of disability	S.No. of proof enclosed
a.	Blindness or low vision:			
b.	Hearing impairment			
c.	Locomotor disability or cerebral palsy (includes all cases of orthopedically handicapped)			

7.	Father's Name	
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8.	Mother's Name	
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9.	Name of Spouse, if married	
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10.	Complete correspondence addresses (present & permanent)
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Present address (with PIN code):	
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Phone (with STD code)	+91				
Mobile No.:	+91				
Fax:	+91				
Permanent address (with PIN code)					
Email:					
Phone (with STD code)	+91				
Mobile No.:	+91				
Fax:	+91				
<b>11. Names &amp; complete postal addresses of referees:</b>					
Referee 1	Referee 2	Referee 3			
Phone:					
Mobile:					
Email:					
<b>12. Academic Qualification-from 10<sup>th</sup> onward (Information must be provided in this table only. Result awaited cases should not be mentioned. Proof must be enclosed for all qualifications obtained)</b>					
Examination/ Degree/ Diploma	Subject	Name of the Board/University	Year of passing	Percentage of marks obtained (do not round off)	S. No. of Proof enclosed
Indicate whether Ph.D. degree has been awarded (write 'Yes' or 'No')					



15.	Seminars/Conferences/Workshops/Training Programs/other curricular activities etc.(Please enclose separate list giving details).	National level No.	International level No.	Total No.	S. No. Of proofs enclosed		
Attended							

16. Declaration

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date: \_\_\_\_\_

Signature of applicant

17. Endorsement by the Employer(for in service candidates only)

(The endorsement below is to be signed and forwarded by thr Head of the Department/Employer of the organisation/institute in the case of the in-service candidate whether in permanent or temporary capacity)

**Forwarded to the NIFTEM, 3<sup>rd</sup> floor, AMDA Building, 7/6, Siri Intuitional Area, August Kranti Marg, New Delhi – 110 049, India:**

The applicant Dr. /Mr./Mrs./Ms. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ in the

NIFTEM has been working in this organisation namely \_\_\_\_\_

\_\_\_\_\_ in the post of \_\_\_\_\_ in temporary / permanent capacity with effect from \_\_\_\_\_ in the scale of pay/pay band of

Rs. \_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_. His/Her next increment is due on \_\_\_\_\_.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the NIFTEM.

(Signature of the following officer) \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_