



NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)
(An Autonomous Organization of the Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030, Telangana
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EMPLOYMENT NOTICE

File No. MNG-01/Admn-403/2022

April 22, 2022

1. The National Institute of Agricultural Extension Management (MANAGE) is an autonomous organization under the Department of Agriculture and Farmers Welfare (DA&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India.
2. MANAGE invites applications in prescribed format for filling up the following Group – A and C positions:

| Sl. No. | Name of the post | No. of Posts | Pay scale | Mode of Recruitment | Category |
|---------|--|--------------|--|-----------------------------------|-------------|
| 1 | Director | 02 | Group-A Pay matrix level-14 (Rs.144,200 - 218,200) | Direct Recruitment/ Deputation | Un-reserved |
| 2 | Upper Division Clerk (UDC) | 01 | Group-C Pay matrix level-04 (Rs.25,500 - 81,100) | Direct Recruitment | Un-reserved |
| 3 | Junior Technical Assistant (Network Administration) | 01 | Group-C Pay matrix level-02 (Rs.19,900 -63,200) | Direct Recruitment | Un-reserved |
| 4 | Junior Technical Assistant (Training) | 01 | | | ST |
| 5 | Multi-Tasking Staff (MTS) | 02 | Group-C Pay matrix level-01 (Rs.18,000 - 56,900) | Direct Recruitment | OBC |

Qualifications:

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| 1. Director | <p>Essential: (A)</p> <ol style="list-style-type: none">1. A First or High Second Class Master's Degree in Agribusiness Management/ Agricultural Economics/ Agricultural Marketing.2. Ph.D. in the concerned subject from a recognized university and with a minimum of 10 publication as book/ Research papers / Policy papers.3. A minimum of 10 years of experience in the relevant area with focus on Training, Teaching, Consultancy and Research out of which 5 years should be in the cadre of Deputy Director/ Associate Professor in the Grade Pay of Rs.9000/- or Pay Matrix of 13A (7th Pay Commission). <p style="text-align: center;">OR</p> <p>(B) In the event, the candidate is from industry or profession, the following shall be essential:-</p> |
|-------------|---|



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|--|--|
| | <p>An outstanding professional with established reputation in the relevant field, who has made significant contributions to the knowledge in the subjects mentioned at (A) above, to be substantiated by credentials.</p> <p><u>Desirable</u> International exposure in the relevant field</p> |
| 2. Director | <p><u>Essential:</u> (A)</p> <ol style="list-style-type: none"> 1. A First or High Second Class M.Sc., (Ag.) degree in Agronomy/Soil Science/Agricultural Economics/Agricultural Extension OR Master's Degree in Public Policy/Behavioral Sciences/Public Administration/Mass Communication/Social Work /Economics/ Information Technology/Computer Applications. 2. Ph.D. in the concerned subject from a recognized university and with a minimum of 10 publication as book/ Research/Policy papers. 3. A minimum of 10 years of experience in the field out of which 5 years should be in the cadre of Dy. Director/Associate Professor in the Grade Pay of Rs.9000/- or Pay Matrix of 13A (7th Pay Commission). <p><u>Desirable :</u> (i) International exposure on Public Policy (ii) Experience in Climate Change/Market Intelligence/Business Analytics/ICT</p> <p style="text-align: center;">OR</p> <p>(B) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the subjects mentioned at (A) above, to be substantiated by credentials.</p> |
| Upper Division Clerk (UDC) | <p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Bachelor degree from a recognized University. 2. Speed of 30 wpm in English Typewriting. <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. 3 Yrs. Experience in Govt. Office/ Undertaking or Autonomous body or reputed firms. 2. Knowledge of Govt. Rules and regulations and Office Procedure. 3. Working knowledge of computers. |
| Junior Technical Assistant (Network Administration-1 & Training-1) | <p><u>Essential :</u></p> <ol style="list-style-type: none"> 1. First Class 12th Standard or equivalent with Science and Mathematics subjects from a Government recognized Board with A-Level certificate course Department of Electronics and accreditation <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. First Class three year Diploma in Electronics or Information Technology or Computer Science from Govt. Institute or Govt. recognised University. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 3. First Class Bachelor Degree in Electronics or Information Technology or Computer Science from a recognized University |



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|---------------------------|---|
| | <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Two Years experience in networking. 2. Cisco Certified Network Associate (CCNA) certification. |
| Multi-Tasking Staff (MTS) | <p><u>Essential :</u></p> <p>Matriculation (10th Class Pass) from a recognized Board; with one of the following:</p> <ol style="list-style-type: none"> 1. Proficiency in Typewriting 2. Basic Certificate Course in Computer/ IT <p><u>Desirable :</u></p> <ol style="list-style-type: none"> 1. Fluency in Hindi and Telugu 2. Familiar with office working/ Photocopying/ driving of vehicles/ Binding/ Photography |

Age Limit:

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|---|--|
| Director | <ol style="list-style-type: none"> a) Up to 50 years of age. b) Relaxable for Govt. Servants up to 5 years c) the maximum age limit for appointment on deputation shall not exceeding 56 years as on the closing date of application |
| Upper Division Clerk (UDC) | <ol style="list-style-type: none"> a) Between 18 to 27 years. b) Up to 40 years for departmental candidates who rendered 3 years of service in same line. c) Age relaxation is admissible as per rules for the posts reserved for ST and OBC. |
| Junior Technical Assistant (Network Administration) | |
| Junior Technical Assistant (Training) | |
| Multi-Tasking Staff (MTS) | |

Application Fee:

Candidates shall be required to pay application fee (Non-Refundable) as detailed below in the form of Demand Draft from any nationalized banks in favor of "MANAGE" payable at Hyderabad. ST, PwD and Women candidates are exempted from payment of application fees. Such candidates are required to attach copy of valid certificates issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates may attach copy of Aadhar Card.

| Sl. No. | Positions | Fees |
|---------|-----------|-----------|
| 1. | Group – A | Rs.1000/- |
| 2. | Group – C | Rs.300/- |



General Conditions:

1. Those who are in Govt. Service should forward their application through proper channel. However, an advance copy of the application may be submitted on or before the last date. Applications routed through proper channel should reach at MANAGE, Hyderabad within 10 days after the last date.
2. Age relaxation will be given for ST, OBC and Persons with Disabilities (PwDs) candidates in accordance with orders issued by the Central Government from time to time.
3. Candidates who are applying for more than one post should pay the prescribed fees separately and are required to fill up separate application for each post.
4. Clear quality Photostat **self-attested copies** of Educational & Technical Qualifications, Experience, Caste Certificate and any relevant certificates must be enclosed with the application.
5. OBC candidates should submit self-attested copy of **OBC-NCL latest Caste Certificate issued from the concerned competent authorities as per the proforma of Govt. of India.**
6. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
7. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
8. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for Written Test, Skill Test or interview.
9. 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
10. Experience, age and qualification will be reckoned as on the last date of submission of application.
11. 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.
12. 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.
13. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
14. 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.
15. Application incomplete in any respect and not accompanied by relevant certificates /documents/Demand Draft/ photograph will be summarily rejected.
16. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
17. Last date for receipt of application along with demand draft from any Nationalized bank drawn in favour of "**MANAGE**" payable at Hyderabad is **within 30 days from the date of publishing the advertisement in Employment Newspaper** to the Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad – 500 030. Hyderabad, Telangana.

**Sd/-
Dy. Director (Admn.)**