



**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 Industrial Estate, Kundli - 131028, District- Sonapat, (Haryana)

Advertisement No. N/S/K/1546/2018

Dated: 24-04-2018

Recruitment Notification

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 and 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.

Applications, as per the prescribed format, are invited from eligible candidates for following Teaching and Non-teaching positions:

Teaching Posts							
S.No	Position	Departments					Total
		AES	BAS	FBMED	FE	FST	
1	Professor	-	-	01 (UR)	01 (UR)	01 (UR)	03
2	Associate Professor	-	-	01 (UR)	03 (UR)	01 (UR)	05
3	Assistant Professor	01 (UR)	01 (SC)	01 (UR)	01 (UR)	01 (UR)	05

Pay scale as per 7th CPC: Professor- Level 14 (Rs.144200 - 218200); **Associate Professor-** Level 13A1 (Rs.131400 - 217100) and **Assistant Professor-** Level 10 (Rs. 57700 - 182400)
Note:- Assitant Professor-AES Department is reserved for PwD-VH

Non-Teaching Posts				
Sr. No.	Position	No. of Posts & category	Pay Scale as per 7th CPC	Maximum Age (years)
4	Controller of Examination (CoE)	01 (UR)	Level 14 (Rs.144200-218200)	55
5	Deputy Librarian (DL)	01 (UR)	Level 12 (Rs.78800-209200)	45
6	Dy. General Manager (DGM)	01 (UR)	Level 12 Rs.78800-209200)	45
7	Assistant Librarian (AL)	01 (UR)	Level 10 (Rs.56100-177500)	40
8	Assistant General Manger (AGM)	01 (UR)	Level 10 (Rs.56100-177500)	40
9	Quality Assurance Manager (QAM) for Food Testing Lab (FTL)	01 (UR)	Level 10 (Rs.56100-177500)	40
10	Manager for Pilot Plant	01 (UR)	Level 10 (Rs.56100-177500)	40
11	Senior Analyst (SA) for FTL	02 (UR)	Level 10 (Rs.56100-177500)	40
12	Junior Analyst (JA) for FTL	01 (UR)	Level 7 (Rs. 44900-142400)	35

13	Private Secretary (PS)	01 (UR)	Level 7 (Rs. 44900-142400)	35
14	Foreman for PP	02 (UR)	Level 7 (Rs. 44900-142400)	35
15	Personal Assistant (PA)	02 (UR)	Level 6 (Rs.35400-112400)	35
16	Assistant *	02 (UR)	Level 6 (Rs.35400-112400)	35
17	Lab In-charge (LI)	02 (UR)	Level 6 (Rs.35400-112400)	35
18	Lab Technician (LT) *	05 (UR: 04 & SC: 01)	Level 5 (Rs.29200-92300)	30
19	Technician (PP)	02 (UR: 02)	Level 5 (Rs.29200-92300)	30
20	Multi Tasking Staff (MTS)	02 (UR: 02)	Level 1 (Rs 18000-56900)	30

*** One post of Assistant is reserved for PwD-VH and one post of Lab Technician is reserved for PwD-HH.**

Interested candidates should submit their applications on prescribed format. Applications that are incomplete and/or not as per the prescribed format shall be summarily rejected. Age and Qualifications will be counted as on last date of submission of application form. Last date for receipt of duly filled application in the Office of the Registrar is **24/05/2018 upto 6:00 PM**. An extra 15 days (i.e. 08.06.2018) will be given to candidates from remote locations in the eight North Eastern States, Ladakh Division of J&K, Lahaul, Spiti & Pungi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.

Age relaxation for reserved category candidates (including PwDs) shall be as per Govt. of India rules. Further, as per NIFTEM Recruitment Rules, departmental candidates/outsourced employees of NIFTEM will also be eligible for relaxation.

Age of superannuation of teaching posts is 65 years.

Note:- Three posts of Associate Professors and one post of Assistant Professor in FST department are kept in abeyance as per court's direction.

Registrar

Prescribed Minimum Qualification / Experience applicable for the posts given in the present Recruitment Notification

01. Professor

1.1: Professor Department of Food Business Management Entrepreneurship Development (FBMED)

Essential-

A Master Degree with minimum of 55% and above (or an equivalent grade in a point scale wherever grading system is followed) in Business Management / Administration / in a relevant management disciplines including industrial engineering / food plant operations management or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC; or A professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary from the concerned statutory body with a First Class graduate degree.

Specialization required:

Entrepreneurship Development/General Management [Organizational Behaviour, Business Ethics, Business Environment, Communication and Negotiation Skills, Agribusiness Management]. Candidates with specialization in above fields will only be considered.

Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.

A minimum of ten years' experience in teaching / research of which three years must be at the level of Associate Professor or equivalent excluding the period spent for obtaining research degree. However, the period of active service spent on pursuing research i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment to the post of Associate Professor

OR

A minimum of ten years of managerial experience in industry / profession of which at least three years should be at the level comparable to that of Associate Professor experience.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India;
- Published work, such as research papers, patents filed / granted, books, and / or technical reports;
- Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.
- Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and

- Experience as project leader/ principal investigator/Co-investigator in executing projects (R&D/sponsored/consultancy) funded by Government (DBT, DST, ICAR, ICMR, MoFPI, MoES etc) or private agencies.
- Fellowship/associateship of national/international academies of repute; honors/awards from national/international Government bodies/associations/societies in recognition of scientific/academic contribution.
- Post-doctoral fellowship/research experience in laboratories/institutions in India or abroad.

1.2 Professor Department of Food Engineering (FE)

Essential-

A good academic record of having Ph.D. Degree with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology in food science/technology or allied subjects and experience of ten years in teaching, research and / or industry, out of which at least three years at the level of Associate Professor or equivalent grade.

*Master of Engineering / Technology in Food Engineering/Food Process Engineering/ Dairy Engineering./Dairy and Food Engineering/ Post Harvest Process and Food Engineering/ Bioprocess Engineering/ Food Process Engineering and Management/ combination of any of these or related specializations will only be considered.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India;
- Published work, such as research papers, patents filed / granted, books, and / or technical reports;
- Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.
- Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- Experience as project leader/ principal investigator/Co-investigator in executing projects (R&D/sponsored/consultancy) funded by Government (DBT, DST, ICAR, ICMR, MoFPI, MoES etc) or private agencies.
- Fellowship/associateship of national/international academies of repute; honors/awards from national/international Government bodies/associations/societies in recognition of scientific/academic contribution.
- Post-doctoral fellowship/research experience in laboratories/institutions in India or abroad.

1.3 Professor Department of Food Science & Technology (FST)

Essential-

A good academic record with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology

in Food Science/Technology or allied subjects and experience of ten years in teaching, research and / or industry, out of which at least three years at the level of Associate Professor / Reader or equivalent grade.

*Master of Science / Technology / Engineering in Food Technology/Food Technology and Management / Chemical Technology with Food Technology / Food and Fermentation Technology/ Food Science & Nutrition/ Food Toxicology/ Food Engg./ Food Process Engg./ Food Process Engg. & Management / Food Science & Technology / Dairy Technology / Veterinary & Animal Sciences including Fisheries / Livestock Product Technology/ Manufacturing and Industrial Engineering / Food and Biochemical Engineering AND allied subjects OR an equivalent degree from a recognized university.

Specialization required:

Candidates with specialization in Food Science and Technology / Food Technology/Food Technology Management/ Food and Fermentation Technology /combination of any of these specialization or related specializations will only be considered.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India;
- Published work, such as research papers, patents filed / granted, books, and / or technical reports;
- Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.
- Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- Experience as project leader/ principal investigator/Co-investigator in executing projects (R&D/sponsored/consultancy) funded by Government (DBT, DST, ICAR, ICMR, MoFPI, MoES etc) or private agencies.
- Fellowship/associateship of national/international academies of repute; honors/awards from national/international Government bodies/associations/societies in recognition of scientific/academic contribution.
- Post-doctoral fellowship/research experience in laboratories/institutions in India or abroad.

02. Associate Professor

2.1: Associate Professor Department of Food Business Management Entrepreneurship Development (FBMED)

Essential-

A Master Degree with a minimum of 55% and above (or an equivalent grade in a point scale wherever grading system is followed) in Business Management / Administration / in a relevant management related discipline including industrial engineering / food plant operations management or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC; or a professionally qualified Chartered Accountant /Cost Accountant/

Cost and Works Accountant / Company Secretary from the concerned statutory body with a first class graduate degree.

Specialization required:

Candidates with specialization in Production and Operations Management/Total Quality Management/Entrepreneurship Development will only be considered.

Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU

Experience:

A minimum of eight years' experience in teaching / research of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. However, the period of active service spent on pursuing research i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment to the post of Associate Professor

OR

A minimum of ten years of managerial experience in industry / profession of which at least five years should be at the level comparable to that of Assistant Professor experience.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India;
- Published work, such as research papers, patents filed / granted, books, and / or technical reports;
- Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.
- Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- Experience as project leader/ principal investigator/Co-investigator in executing projects (R&D/sponsored/consultancy) funded by Government (DBT, DST, ICAR, ICMR, MoFPI, MoES etc) or private agencies.
- Fellowship/associateship of national/international academies of repute; honors/awards from national/international Government bodies/associations/societies in recognition of scientific/academic contribution.
- Post-doctoral fellowship/research experience in laboratories/institutions in India or abroad.

**2.2 : Associate Professor Department of Food Engineering (FE)
Essential-**

A good academic record with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology in food science/technology or allied subjects and experience of eight years in

teaching, research and / or industry at the level of Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree. However, the period of active service spent on pursuing research i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment to the post of Associate Professor and above.

*Master of Engineering / Technology in Food Engineering/Food Process Engineering/ Dairy Engineering/Dairy and Food Engineering/ Post Harvest Process and Food Engineering/ Chemical Engineering/Biochemical Engineering/Bioprocess Engineering/ Food Process Engineering and Management/ Mechanical Engineering or a combination of any of these or related specializations will only be considered.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India;
- Published work, such as research papers, patents filed / granted, books, and / or technical reports;
- Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.
- Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- Experience as project leader/ principal investigator/Co-investigator in executing projects (R&D/sponsored/consultancy) funded by Government (DBT, DST, ICAR, ICMR, MoFPI, MoES etc) or private agencies.
- Fellowship/associateship of national/international academies of repute; honors/awards from national/international Government bodies/associations/societies in recognition of scientific/academic contribution.
- Post-doctoral fellowship/research experience in laboratories/institutions in India or abroad.

2.3 : Associate Professor Department of Food Science & Technology (FST) **Essential-**

A good academic record of having Ph.D. Degree with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology in Food Science/Technology or allied subjects and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

However, the period of active service spent on pursuing research i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment to the post of Associate Professor and above.

*Master of Science / Technology / Engineering in Food Technology/Food Technology and Management / Chemical Technology with Food Technology / Food and Fermentation Technology/ Food Science & Nutrition/ Food

Toxicology/ Food Engg./ Food Process Engg./ Food Process Engg. & Management / Food Science & Technology / Dairy Technology / Veterinary & Animal Sciences including Fisheries / Livestock Product Technology/ Manufacturing and Industrial Engineering / Food and Biochemical Engineering AND allied subjects OR an equivalent degree from a recognized university.

Specialization required:

Candidates with specialization in Food Technology/ Engineering in Food Technology/ Food Fermentation Technology / Food Science or Nutrition/Food Science and Technology/Fish Processing Technology or a combination of any of these or related specializations will only be considered.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India;
- Published work, such as research papers, patents filed / granted, books, and / or technical reports;
- Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.
- Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- Experience as project leader/ principal investigator/Co-investigator in executing projects (R&D/sponsored/consultancy) funded by Government (DBT, DST, ICAR, ICMR, MoFPI, MoES etc) or private agencies.
- Fellowship/associateship of national/international academies of repute; honors/awards from national/international Government bodies/associations/societies in recognition of scientific/academic contribution.
- Post-doctoral fellowship/research experience in laboratories/institutions in India or abroad.

03. Assistant Professor

3.1 : Assistant Professor Department of Agriculture & Environmental Sciences (AES)

Essential-

A good academic record with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology in food science/technology or allied subjects.

*Master of Science /Technology in Agriculture / Horticulture and allied subjects / Food Supply Chain Management / Post Harvest Technology / Post Harvest Management/Agriculture & allied Sciences OR an equivalent degree from a recognized university.

Specialization required:

Candidates having specialization in Horticulture will only be considered.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR/ ICAR in relevant subject.

Notwithstanding anything above, the candidates, who have been awarded a Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, as amended from time to time, shall be exempted from the requisite of NET qualification.

NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted

Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India
- b) Papers presented/published at Conferences and / or published in refereed journals.

3.2 : Assistant Professor Department of Basic & Applied Sciences (BAS)

Essential-

A good academic record with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology in food science/technology or allied subjects.

*Master of Science /Technology / Food Science & Technology / Dairy Technology / Veterinary & animal sciences including fisheries / agricultural & allied sciences / microbiology /industrial microbiology / food safety and quality management AND allied subjects OR an equivalent degree from a recognized university.

Specialization required:

Candidates with Microbiology background and worked in any of the food sectors will only be considered.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR/ ICAR in relevant subject.

Notwithstanding anything above, the candidates, who have been awarded a Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, as amended from time to time, shall be exempted from the requisite of NET qualification.

NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India
- b) Papers presented/published at Conferences and / or published in refereed journals.

**3.3 : Assistant Professor Department of Food Business Management Entrepreneurship Development (FBMED)
Essential-**

A Master Degree with minimum of 55% and above (or an equivalent grade in a point scale wherever grading system is followed) in Business Management / Administration / in a relevant management related discipline including industrial engineering / food plant operations management or first class in two year full time PGDM declared equivalent by AIU and/or recognized by the AICTE / UGC.

OR

A professionally qualified Chartered Accountant / Cost Accountant/ Cost and Works Accountant / Company Secretary of the concerned statutory bodies with first class graduate degree.

Specialization required:

Candidates with specialization in General Management [Organizational Behaviour, Business Ethics, Business Environment, Communication and Negotiation Skills] Production and Operations Management. People with specialization in above or a combination of any of these or related specializations will only be considered.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR/ ICAR in relevant subject.

Notwithstanding anything contained in sub-clauses (1) and (2) to above, candidates, who are, or have been awarded a Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, as amended from time to time, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or equivalent positions in the Institute. NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India
- b) Papers presented/published at Conferences and / or published in refereed journals.

3.4 : Assistant Professor Department of Food Engineering (FE)

Essential-

A good academic record with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology in food science/technology or allied subjects.

*Master of Engineering / Technology in Food Engineering/Food Process Engineering/ Dairy Engineering/Dairy and Food Engineering/ Post Harvest Process and Food Engineering/ Chemical Engineering/Biochemical Engineering/Bioprocess Engineering/ Food Process Engineering and Management/ Mechanical Engineering or a combination of any of these or related specializations will only be considered.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR/ ICAR in relevant subject.

Notwithstanding anything above, the candidates, who have been awarded a Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, as amended from time to time, shall be exempted from the requisite of NET qualification.

NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India
- b) Papers presented/published at Conferences and / or published in refereed journals.

3.5 : Assistant Professor Department of Food Science & Technology (FST)

Essential-

A good academic record with Master's Degree (minimum 55% in case of science fields / minimum 60% in case of Engineering disciplines – as per UGC or AICTE as applicable) in the appropriate branch* of Science / Engineering / Technology in food science/technology or allied subjects.

*Master of Science / Technology / Engineering in Food Technology/Food Technology and Management / Chemical Technology with Food Technology / Food and Fermentation Technology/ Food Science & Nutrition/ Food Toxicology/ Food Engg./ Food Process Engg./ Food Process Engg. & Management / Food Science & Technology / Dairy Technology / Veterinary & Animal Sciences including Fisheries / Livestock Product Technology/ Manufacturing and Industrial Engineering / Food and Biochemical Engineering AND allied subjects OR an equivalent degree from a recognized university.

Specialization required:

Candidates having specialization in Master of Science / Technology / Engineering in Food Technology/Food Technology and Management / Chemical Technology with Food Technology / Food and Fermentation Technology AND allied subjects OR an equivalent degree from a recognized university will only be considered.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR/ ICAR.

Notwithstanding anything above, the candidates, who have been awarded a Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, as amended from time to time, shall be exempted from the requisite of NET qualification.

NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted

Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research and / or industrial experience in a reputed organization enlisted by the Government of India
- b) Papers presented/published at Conferences and / or published in refereed journals.

04. Controller of Examination (CoE)**Essential educational qualification and experience for direct recruitment -**

- A Post Graduate degree with at least 55% marks or its Equivalent grade.
- At least 15 years of experience as Lecturer/Asst. Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including Associate Professor along 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 should be at the level of Deputy Registrar/ Deputy Controller of Examination or equivalent in the Grade Pay of Rs.7600 or above.

In case of Deputation:

- Person holding analogous post or equivalent or at least 15 years of experience as Lecturer/Asst. Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including Associate Professor along 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 should be at the level of Deputy Registrar/ Deputy Controller of Examination or equivalent in the

Grade Pay of Rs.7600 and above in Central/State universities/Autonomous Bodies/Technical Research institutions

Desirable-

- Ph.D. and/or experience of University administration and Familiarity with the working of University bodies and Institutions

05 Deputy Librarian (DL)

Essential educational qualification and experience for direct recruitment-

- A Master Degree in Library science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in UGC seven point scale and consistently good academic record.
- A minimum of 5 years experience as an Assistant Librarian in a University/ Educational & Research Institute/ State or Central Government Libraries or equivalent.
- Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

Desirable-

- M.Phil./Ph.D. Degree in Library Science/ Information science/Documentation/Archives and Manuscript/Computerization of library

06. Dy. General Manager (DGM)

Educational qualification and experience for direct recruitment -

- Masters Degree in Business Administration / PG Degree in Labour and Social Welfare or equivalent with specialization in Human Resource Management / Personnel Management /Industrial Relations with 55 % marks.
OR
- Graduate Degree in Food Engineering, Food Science &Technology/ Agriculture Science/ Post Harvest Technology with 55% marks.
Experience: At least 08 years experience in Pay Band -III of GP Rs. 5400 and above grade or Minimum 03 years of experience in the Grade Pay of Rs.6600, in a State/ Central Government Organizations/PSUs/ Universities/ Educational Institutes.
OR
- At least 08 years experience as AGM/Senior Manager or equivalent post in a large scale establishment in Private Sector.
The experience of the candidates belonging to any of the above categories should be in one or more of the following areas:

Consultancy Services / Planning and execution of training programmes / Developing of Training Modules for skill development / Implementation of skill developing programmes / Placements / Industry connect.

07. Assistant Librarian (AL)

Educational qualification and experience for direct recruitment

- A Master's Degree in Library Science/ Information Science/Documentation Science or an equivalent professional degree with at least 55% of the marks (or its equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of Library.

- Qualifying in National Eligibility Test (NET) conducted for the purpose by the UGC or any other agency approved by the UGC.
1. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the “University Grants Commission (Minimum Stands and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.
 2. Provided further, the award of degree to candidates registered for the M.Phil/Ph.D Programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinance / Bylaws /Regulations of the Institutions awarding and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in the institute subject to the fulfillment of the following conditions:
 - a) Ph.D. degree of the candidate was awarded in the regular mode only;
 - b) Evaluation of the Ph.D. thesis was done by at least two external examiners;
 - c) Open Ph.D. viva-voce of the candidate had been conducted;
 - d) A candidate has published a minimum of two research papers from his / her Ph.D. work out of which at least one must be in a refereed journal;
 - e) Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.
 - f) That (a) to (e) indicated above are certified by the Vice-Chancellor / Pro-Vice Chancellor / Dean (Academic Affairs) / Dean (University instructions).
- A minimum of five years relevant experience in library

08. Assistant General Manger (AGM)

Educational qualification and experience for direct recruitment-

- Masters Degree in Business Administration/Food Science and Technology/PG Degree in Labour and Social Welfare or equivalent with specialization in Human Resource Management / Personnel Management /Industrial Relations with 55 % marks

OR

- Graduate Degree in Agriculture Engineering / Food Engineering / Food Science & Technology/ Food Processing / Food Technology and Management with 55% marks and should be able to do his work independently on computer
Experience: At least 05 years relevant experience in Pay Band - II of GP Rs 4200 OR 03 years experience in GP of Rs 4600/Rs.4800 in a State / Central Government / Organization / PSUs / University / Educational Institute.

OR

- At least 04 years experience as Senior Manager/ Manager / equivalent post in Private Sector.
The experience of the candidates belonging to any of the above categories should be in one or more of the following areas:

Consultancy Service / Industry connect / Placement of students / Planning and execution of training programmes / Developing of Training Modules for skill development / Implementation of skill developing programmes.

09. Quality Assurance Manager (QAM) for FTL

Educational qualification and experience for direct recruitment

- Post graduate Degree in Chemistry / Analytical Chemistry/ Microbiology /Food Technology with 55% marks.
- A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab.

Or

- B.Tech in Food Science and Technology with five years of relevant experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab.
- A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab..
 - Should have adequate knowledge of relevant National and International Food Standards, Requirements and conditions for Accreditation to ISO/IEC 17025 and conducting quality audits

Desirable-

- PhD in any relevant area
- Internal auditor course as per ISO/IEC17025

10. Manager for Pilot Plant

Educational qualification and experience for direct recruitment

- B.Tech. Degree in Food Technology/Food Engineering/ Food Science & Technology/Agricultural Engineering/Post Harvest Technology /Food Technology and Management with at least 60% marks or above

Desirable-

- Post Graduate Degree in Food Technology/Food Science & Technology/Agricultural Engineering/Post Harvest Technology with at least 55% marks or above.

Experience:

A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab.

At least 5 years experience including lab. experience in NIFTEM of which three years essential in a food processing industry of repute with area of specialization in:

- i. Dairy Technology
- ii. Food Technology
- iii. Processing of meat and poultry
- iv. Fruits and Vegetable Processing
- v. Grain and Cereal Technology
- vi. Ready-to-eat foods
- vii. Pilot Plant erection, commissioning & running of pilot plant.
- viii. Technology innovation.
- ix. Dissemination of technology to the industries.
- x. Process re-engineering.
- xi. Commercialization of technologies.

11. Senior Analyst (SA) for FTL

Educational qualification and experience for direct recruitment -

- M.Sc. in Chemistry / Analytical Chemistry / Food Sciences and Food Science and Technology / Microbiology with minimum 55 % marks
OR
- B.Tech. Degree in Food Technology/Food Engineering/ Food Science & Technology/Agricultural Engineering/Post Harvest Technology /Food Technology and Management with at least 60% marks or above

Desirable-

- PhD in Analytical Chemistry/ Chemistry/ Food Technology, Food Science & Technology/ Microbiology Internal Auditor course as per ISO/IEC17025.

Experience :

A minimum of 5 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab. with areas of expertise in:

- i. Operation of sophisticated Analytical Instruments: GC, HPLC, GC-MS, LC-MS/MS, AAS for their application for characterization of food components and safety and quality evaluation of food products, undertaking studies for shelf life and packaging studies.
- ii. Chemical /Physical/ Microbiological analysis of food products
- iii. Preparation of SOPs and other quality documents for NABL Accreditation
- iv. New analytical method development and validation
- v. Analytical method Validation as per EU norms for food products for exports
- vi. Calculations of uncertainties, participation in proficiency testing etc.

12. Junior Analyst (JA) for FTL

Educational qualification and experience for direct recruitment -

- M.Sc. in Chemistry / Analytical Chemistry / Food sciences and Food Science and Technology/ Microbiology with minimum 55% marks

Experience :

A minimum of 3 years experience in the capacity of quality assurance / quality control executive in NABL accredited quality control laboratory/Government recognized quality control lab/inspection/ food tech. lab. with areas of expertise in:

- i. Operation of sophisticated Analytical Instruments: GC, HPLC, AAS, UV-Vis, FT-IR for their application for characterization of food components and safety and quality evaluation of food products, undertaking studies for shelf life and packaging studies
- ii. Chemical/ Microbiological analysis of food products.
- iii. Preparation of SOPs and other quality documents for NABL Accreditations
- iv. New analytical method development and validation
- v. Analytical method Validation as per EU norms for food products for exports
- vi. Calculations of uncertainties, participation in proficiency testing.

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Subject area (Food processing/testing and related subjects)	50	60 minutes
General intelligence & reasoning	15	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	15	

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit; failing which
- b. Alphabetical order of first letter of the name of the candidates placed higher in merit.

13. Private Secretary (PS)

Educational qualification and experience for direct recruitment -

- Bachelor's Degree in any discipline with 50% marks from a recognized University with proficiency in English.
- Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English on Computer (Qualifying requirement).

Experience:

- Minimum three years of experience as Personal Assistant in the Pay Band – II of Rs. 9300-34800 with GP of Rs. 4200/ or equivalent in Central or State Universities/Institutions/ Government Departments/ PSUs/ Autonomous bodies.

OR

- Seven years of experience in handling duties of Private Secretary/Personal Assistant/Stenographer which includes taking dictation in shorthand and its transcription; fixing up appointments, attending telephone calls and talking to the visitors in a graceful manner; keeping an accurate list of engagements, meetings, etc; keeping a note of movements of files; carrying out the corrections in the officer's reference books and making fair copies of drafts, D.O. letters etc in a Private Organization of repute.

Desirable-

- Diploma/ Certificate in Office Management & Secretariat Practices/Modern Office Practices or equivalent from recognized/reputed institution.
Knowledge of computer application viz. MS Word/Power Point/Excel etc

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions of one mark each:

Test	Number of Multiple choice questions	Duration of test
Govt. Rules & Regulations	20	Two hours
General intelligence & reasoning	20	
General awareness	20	
Quantitative aptitude	20	
English comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

Skill tests typing and stenography will be qualifying and no mark will be given for the same. Typing speed 30 w.p.m. will be essential. Stenography test including dictation in English @ 80 words per minute for 05 minutes and transcription of shorthand in English on computer 20 minutes.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit failing which;
- b. Alphabetical order of first letter of the name of the candidates placed higher in merit.

14. Foreman for PP

Educational qualification and experience for direct recruitment -

- B.Tech. in Food/Agricultural/Mechanical Engineering

Experience:

Minimum two years in food processing industry on shop floor operations and managing the operation lines.

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions of one mark each:

Test	Number of Multiple choice questions	Duration of test

Subject area (Food processing/Pilot Plant and related subjects)	50	60 minutes
General intelligence & reasoning	15	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	15	

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- On the basis of date of birth with older candidate placed higher in merit failing which;
- Alphabetical order of first letter of name of the candidates placed higher in merit.

15. Personal Assistant (PA)

Educational qualification and experience for direct recruitment -

- Graduation in any discipline with 50 % marks from a recognized University and proficiency in English.
- Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English on computer (Qualifying requirement).

Desirable-

- Diploma/Certificate in Office Management & Secretariat Practices/Modern Office Practices or equivalent from recognized/reputed institution.
- Knowledge of computer application viz MS Word/ Power Point/ Excel etc.

Experience:

Minimum three years as Stenographer in Central or State Universities/Institutions/Government Departments/PSUs/Autonomous bodies, well established Private Organizations.

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Govt. Rules & Regulations	20	Two hours
General intelligence & reasoning	20	
General awareness	20	
Quantitative aptitude	20	
English comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

Skill tests typing and stenography will be qualifying and no mark will be given for the same. Typing speed 30 w.p.m. will be essential. Stenography test including dictation in English @ 80 words per minute for 05 minutes and transcription of shorthand in English on computer 20 minutes.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit failing which;
- b. Alphabetical order of first letter of name of the candidates placed higher in merit.

16. Assistant

Educational qualification and experience for direct recruitment -

- 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.
- 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.
OR
- 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.
OR
- Minimum 4 years relevant experience in well established Private Organizations.

Note:

Candidates should possess an aptitude for drafting/noting in English and office procedure in a Computerized environment. Candidates expected to handle one or more functions related to Registry office of University/Admission/Educational Administration/Examinations/General Administration/HouseKeeping/Establishment/HR/Legal/Purchase/Accounts & Finance/Project management/Public Relations

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Govt. Rules & Regulations	20	Two Hours

General intelligence & reasoning	20	
General awareness	20	
Quantitative aptitude	20	
English comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

Typing test will be qualifying and no mark will be given for the same. Typing speed 30 w.p.m. will be essential.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit, failing which;
- b. Alphabetical order of first letter of the name of the candidates placed higher in merit.

17. Lab In-charge (LI)

Educational qualification and experience for direct recruitment -

- Bachelor of Technology (B.Tech)/Bachelor in Engineering (B.E.) with 50% or more marks in Electrical Engineering/Electrical & Electronic Engineering/Mechanical Engineering/ Food Technology /Food Engineering /Food Technology and Management/Dairy & Food Engineering /Food Processing Technology/Food Engineering/Agricultural Engineering/Post Harvest Technology/Agricultural Process Engineering / Chemical Engineering/Bio Chemical Engineering with atleast one year relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations.

OR

- M.Sc in Food Science /Food Technology/ Food Science & Technology with 50% or more marks and at least two years relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations, with experience of working in a Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.

OR

- Three years diploma with 50% or more marks in Food Science & Technology/ Electrical Engineering/Electrical & Electronic Engineering/Food Technology /Dairy & Food Engineering /Food Processing Technology/Food Engineering/Agricultural Engineering/Post Harvest Technology/Agricultural Process Engineering / Chemical Engineering/Bio Chemical Engineering with 4 years relevant experience in Government Organizations / Institutes/ Universities/Labs or Industry/well established private organizations, with working experience in a Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation/ Engineering and knowledge about laboratory operations.

OR

- B.Sc in Food Engineering /Food Science with 50 % or more marks and 2 years relevant experience in Government Organizations /Institutes/ Universities/Labs or in Industry/well established private organizations with working experience in a Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.

OR

- M.Sc. in Chemistry/Analytical Chemistry/Biochemistry with 50% or more marks and at two years relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations with working experience with State of art equipments for food processing/Analytical equipments (GC, HPLC, GC-MS, LC-MS/MS, AAS, ICP etc.) for various applications in food sector and experience in method validation as per the EU/ICH norms and should have the expertise in preparation of SOPs and other required documents for NABL Accreditations.

OR

- M.Sc. in Physics with 50% or more marks and at least two years relevant experience in Government Organizations / Institutes/ Universities/Labs or in Industry/well established private organizations, working experience in a Food Science/Bio related Lab/Physics Lab/ Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.

General condition: Experience working in an academic lab of a renowned University or a Research Institute or a Testing Lab, preferably an NABL Accredited Lab with hands on training in handling of all analytical instrumentation including GC, HPLC, AAS, GC-MS, LC-MS/MS, ICP etc. and data interpretation, will be preferred.

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit, failing which;
- b. Alphabetical order of first names of the candidates placed higher in merit.

18. Lab Technician (LT)

Educational qualification and experience for direct recruitment -

- Three years diploma with 50% or more marks in Electrical Engineering/Electronic Engineering/ Mechanical Engineering/Electrical & Electronics Engineering /Workshop Technology/ Food process Engineering/ Food Engineering/Food Technology/ Food Science & Technology with three years relevant experience in Government Organizations / Institutes/ Universities/Labs / well established private organizations with relevant working experience in Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation.

OR

- B.Sc. in Chemistry (Honours)/B.Sc general with Chemistry/B.Sc. in Microbiology/ B.Sc. in Physics (Honors)/ B.Sc. general with Physics as one of the subjects/ B.Sc. Biochemistry with 50% or above marks in Government Organizations / Institutes/ Universities/Labs / well established private organizations with experience of working in Food Science/Bio related Lab/Lab of any discipline of Science/Instrumentation and knowledge about laboratory operations.

General condition: Experience working in an academic lab of a renowned University or a Research Institute or a Testing Lab, preferably an NABL Accredited Lab, will be preferred.

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit, failing which;
- b. Alphabetical order of first Letter of the name of the candidates placed higher in merit.

19. Technician (Pilot Plants)

Educational qualification and experience for direct recruitment -

- Diploma in Mechanical/Electrical Engg/Agricultural Engg.

Experience:

04 years experience of maintenance of food manufacturing lines, packaging lines etc. in food manufacturing companies.

Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.

Desirable-

- B.Tech/B.E. Mechanical, Production/Industrial/Agricultural/Food Engg.

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit, failing which;
- b. Alphabetical order of first Letter of the name of the candidates placed higher in merit.

20. **Multi Tasking Staff (MTS)**

Educational qualification and experience -

- Matriculation/10th Pass

Desirable-

- Experience of working in University/College.
- Knowledge of photocopier machine operations/telephone attending etc.
- A minimum of three years of experience in driving in recognized organization/Institute with valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicles (Goods & Passenger).

Selection Process:

The Scheme Of Examination For: Multi Tasking Staff (MTS)

Evaluation Criteria, Pattern and syllabus of examination for the post of MTS is as under:-

S. No.	Particulars	Max. Marks
1.	(i) General Intelligence & Reasoning (objective/ multiple choice)	25 marks
	(ii) Numeric aptitude (objective/ multiple choices)	25 marks
	(iii) General English (objective/ multiple choices)	25 marks
	(iv) General Awareness (objective/ multiple choices)	25marks
2.	Duration of written test	2hours
3.	Practical test including operating telephone, Photocopier machine, Driving	Qualifying

Other Important Instructions:-

a)	Practical test will be time bound
b)	No Interview will be conducted.
c)	Those who have been deployed to university/college/school/institutions etc. through contract / outsource agency will also be considered for relevant experience depending in the place they have worked.
d)	Selection will be based on merit list prepared on the basis of written and practical tests Weightage 50% of score card and 50 % of objective test.
e)	Experience Certificate in original will be checked and marks will be allotted only on production of relevant documentary proof. University can ask for additional documents to check /verify the experience claimed.
f)	Only post relevant experience of those organizations/institutes/industries will be considered which are either govt./Govt. approved/govt. affiliated/recognized etc.
g)	Experience will be counted only over and above the experience as asked for in the advertisement.
h)	Those who have been employed in universities/colleges/schools/any other institution through outsourcing agency will also be considered for relevant experience depending on the place they have worked/deployed.

i)	Experience will be counted in segments of 6 month i.e. marks will not be calculated on prorata basis. For example if someone has experience of 0 to less than 6 month, no marks will be given for experience. Similarly if someone has 6 to less than 12 month experience, marks will be given for experience equal to 6 month.
j)	Experience at different level categories i.e. University/College/School/any other will not be clubbed (combined) and treated individually (separately).
k)	In case of a tie on the basis of total marks, the candidates higher in age will be placed.

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:

- a. On the basis of date of birth with older candidate placed higher in merit, failing which;
- b. Alphabetical order of first Letter of the name of the candidates placed higher in merit.

Application Form and Instructions for the above Posts:-

- The application form can be downloaded from the website www.niftem.ac.in.
- **Application fee** (Non-refundable) for Level- 10 posts and above as indicated in the advertisement is Rs.1000.00 for General (UR) & OBC and Rs.500.00 for SC/ST. In respect of the posts Level -7 and below, the application fee (Non-refundable) is Rs.500.00 for General (UR) & OBC and Rs.250.00 for SC/ST. No application fee is required for candidates belonging to PwD category in respect of posts at all levels.
- Applications received without prescribed fee are liable to be rejected.
- The fee shall be received in the form of demand draft in the favour of “NIFTEM” payable at Delhi. Applicants should mention their details (name, address, post applied for) on the backside of draft. The demand draft is to be sent along with the duly filled application from on or before 24.05.2018 before the closing hour of the Institute i.e. 6.00pm by speed post/registered post to the Registrar, NIFTEM, Plot No. -97, Sector-56, HSIIDC Industrial Estate, Kundli, Sonapat-131028 (Haryana). An extra 15 days (i.e. 08.06.2018) will be given to candidates from remote locations in the eight North Eastern States, Ladakh Division of J&K, Lahaul, Spiti & Pungi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.
- The institute shall not be responsible for any postal delay. Application not received within the due date shall be rejected. No correspondence in this regard shall be entertained by the Institute.
- Please make sure to complete all fields without leaving any fields blank.
- **Make sure to clearly mention the name of the post applied for.**
- Separate applications should be submitted if applying for more than one post.

- 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 or Fax will not be considered.
- Application after the due date due to any reason will not be considered.
- Please send the application in the prescribed format for the above said posts along with the relevant enclosures to :-

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

1. RECRUITMENT AND QUALIFICATIONS:

- (i) The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor shall be on the basis of merit through all India advertisement and selection by the duly constituted selection committees as per the prescribed provisions under Recruitment Rules.
- (ii) Minimum qualifications for appointment of teaching faculty (Professor, Associate Professor and Assistant Professor) are as per UGC Regulations 2010 as amended from time to time, the last being the UGC Regulations 11.07.2016.
- (iii) For the candidates having Master's degree, NET shall remain compulsory for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted.

Provided however, that candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, as amended from time to time, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment to the post of Assistant Professor or equivalent positions in the institute.

Provided further, the award of degree to candidates registered for the M.Phil/Ph.D Programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinance / Bylaws /Regulations of the Institutions awarding and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in the institute subject to the fulfillment of the following conditions:

- Ph.D. degree of the candidate was awarded in the regular mode only;
 - Evaluation of the Ph.D. thesis was done by at least two external examiners;
 - Open Ph.D. viva-voce of the candidate had been conducted;
 - A candidate has published a minimum of two research papers from his / her Ph.D. work out of which at least one must be in a refereed journal;
 - Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.
 - That (a) to (e) indicated above are certified by the Vice-Chancellor / Pro-Vice Chancellor / Dean (Academic Affairs) / Dean (University instructions).
- (iv) NET shall also not be required for such Master's Degree Programmes in disciplines for which NET accredited test is not conducted by the UGC/CSIR/ICAR.

- (v) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Castes/ Scheduled Tribes/ Differently-abled (physically and visually differently-abled)/Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 60% and 55%, as the case may be, (Or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (vi) Ph.D. degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor and Professor through direct recruitment.
- (vii) The period of time taken by candidates to acquire M. Phil. and /or Ph.D. degree shall not be considered as teaching / research / extension experience to be claimed for appointment to the teaching positions. However, the period of active service spent on pursuing research i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment to the post of Associate Professor and above.
- (viii) API Score as laid down by UGC Regulations and as amended time to time will be applicable for teaching posts. Candidates for the posts of Professor and Associate Professor are required to submit cumulative API score in the prescribed format (attached with application form)
- (ix) As per Govt. of India Rules interviews in direct recruitment to Group 'B' and 'C' posts having Grade Pay of Rs.4800 or below is to be discontinued in all Govt. Institutions. Keeping this in view and to bring in objectivity & transparency in selection a score card based selection method has been adopted with a weightage of 87.5% for score card and a weightage of 12.5% for interview for posts having element of interview. As regards to other posts in which interviews are not required, objective type test has been prescribed in lieu of interview with equal weightage for score card & objective test.
- (x) This will minimize the subjectivity in selections and make the selection process transparent. Accordingly, the Recruitment Rules for all non-teaching posts have been drawn with score card and selection process for all posts involving interview or not. In the later case, in place of interview written test of 100 marks have been prescribed. The written test will comprise of objective type questions to be answered in OMR sheets which will be evaluated by computer or manually depending upon the number of candidates. This will eliminate subjectivity altogether.

GENERAL INSTRUCTIONS:

- i) The eligibility (as well as suitability) of a candidate shall be considered based on the information supplied in the application.
- ii) All the items as mentioned in the application shall be supported by the attested relevant and authorized documents. Only such documents/records will be taken into consideration for award of marks.
- iii) Prescribed certificates should be obtained from competent authority on or before the last date of submission of application. In case of Centre of Excellence/Infrastructure creation, certificate issued by the Competent Authority/Registrar of the University/Directors in case of National Institutes only will be considered.
- iv) Any additional documents/certificates/records given after the last date for submission of filled-in application will not be considered for award of marks.

- v) If a candidate has submitted more than one application prescribed for the same post before the last date, the latest application will be considered as valid for the purpose of recruitment.
- vi) Minimum marks prescribed for placing in the selection panel for Assistant Professor, Associate Professor and Professor is 45, 50 and 55 marks out of 87.5 marks respectively. 05 marks relaxation will be given to SC/ST/OBC and PwD candidates for the above cadres.
- vii) The expert committee will screen the applications based on the approved score card and shortlist the candidates for interview, the same will be uploaded on the institute website. The candidates will be called for interview in the 1:5 ratio.
- viii) Interviews wherever applicable will be conducted by the Selection Committee duly constituted as per the rules of the University and the marks as prescribed in the Score Card as well as for performance in interviews will be awarded by the Selection Committee and the decision of the Selection Committee shall be final.
- ix) The Institute has the right to prescribe minimum as well as set higher norms, while short listing the applicants, taking into account the requirement of the departments. Mere fulfillment of qualification required does not entitle candidates to be called for interview
- x) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience and other academic achievements higher than the minimum prescribed in the advertisement.
- xi) No correspondence will be entertained with the candidates, who are not called for interview/selected for appointment.
- xii) The Departmental candidates shall be allowed age relaxation of 5 years (SC/ST/OBC shall also be eligible for age relaxation prescribed for these categories under Govt. rules in addition to relaxation as Departmental candidates) who have completed 3 years service in NIFTEM.
- xiii) The outsource employees shall be allowed age relaxation of 5 years as well as 5% relaxation in marks percentage as prescribed for different posts in the Recruitment Rules.
- xiv) All reserved category candidates shall be required to submit attested copies of the latest Caste certificate issued by competent authority. Similarly, PwD candidates shall be required to submit proof of physical disability certificate from competent medical authority.
- xv) 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.
- xvi) Salary and perquisites offered are as per 7th Pay Commission Pay Scales.
- xvii) 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.

Benefits & Facilities Include:

1. Campus has neighborhood facilities- Bank, Post Office, Shopping Center, Food Courts etc.
2. Medical Coverage as per rules.
3. New Pension benefits as per rules.
4. Leave Travel Concession facility.
5. Earned/ HPL/ Commuted leave and other leave as per rules, Pay Protection etc.
6. Recreation facilities- Gymnasium, Health Club, Sports facilities etc.

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 may not be allowed to appear in the interview. 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 **Registrar, 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. Fulfilment 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 candidate is responsible for the correctness of the information provided in the application.
- 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.

Registrar