



**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

Tel: 040-24594509 Fax: 040-24015388

www.manage.gov.in



EMPLOYMENT NOTICE

Advt. No. MNG-01/Admn-355/2019

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 – B positions:

Name of the post	No. of Post	Pay scale	Mode of Recruitment	Category	Last date
Research Associate (RA)	03	Group – B Pay matrix level – 06 (35,400/- to 1,12,400/-)	Direct Recruitment basis only	UR – 2 ST – 1	30 days from date of publishing in Employment news

Age and eligibility conditions:

Age limit	a) Up to 35 years of age. b) Relaxable for Govt. Servants up to 5 years c) No age restriction for the regular employees of MANAGE
Educational and other qualifications required for direct recruits	Essential: A First Class Master's degree from any recognized University/Institute in Agricultural Extension/Agri-Business Management/Agricultural Marketing. Desirable: 1. Ph.D in relevant subjects from any recognized university. OR 2. At least two years' experience in research and training in the above subjects.
Period of probation, if any.	2 Years
Method of Recruitment	Direct Recruitment



Application Fee:

Candidates shall be required to pay application fee of Rs.500/- (Rupees five hundred only) (Non-Refundable) in the form of a demand draft from any scheduled bank drawn in favor of "MANAGE" payable at Hyderabad. SC, ST, PwD and Women candidates are exempted from payment of application fees. Such candidates are required to attach valid certificates issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates may attach copy of Aadhar Card.

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. For the posts reserved for ST, latest proof of community certificate should be enclosed along with the application form in the prescribed format as issued by the Competent Authority.
3. 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.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
5. 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 appointment.
6. 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
7. Experience, age and qualification will be reckoned as on the last date of submission of application.
8. Clear quality Photostat **self-attested copies** of Educational Qualifications, Experience, reservation certificate and any relevant certificates must be enclosed with the application.
9. 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.
10. 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.
11. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
12. 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.
13. Application incomplete in any respect and not accompanied by relevant certificates /documents/ photograph will be summarily rejected.
14. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
15. Last date for receipt of application along with demand draft of Rs.500/- (Rupees five hundred only) 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.)**



APPLICATION FOR THE POST OF "RESEARCH ASSOCIATE" ON DR BASIS

DD NO..... date.....Name of the Bank.....

1. Candidate's full name (as per SSC/10th class) :
2. Father's Name :
3. Address with pin code :
(For correspondence)

4. Email ID :
5. Mobile No. :

6. Date of Birth (as per SSC/10th class) :
Age as on last date of receipt of applications

Years	Months	Days

7. Gender :
8. Nationality :
9. Category : SC/ST/OBC/UR
10. Whether Person with Disability (PwD) : YES/NO

11. Educational Qualifications:

Whether educational & other qualifications required for the post as per the notification are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Essential:

Sl. No.	Educational qualifications	Name of the Board/University	Marks/GPA/ % age obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

Note: Enclose a separate sheet, duly authenticated with your signature, if the space is insufficient; Self-attested copies of educational/technical qualifications should be enclosed.



12. Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post or not:

13. Details of employment in chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient (Self attested copies of Experience Certificates should be enclosed)

Sl. No.	Office/Institution/ Organization	Post held	Period		Nature of appointment regular/ contract/ deputation/adhoc/ outsourced	Scale of pay and Basic Pay therein	Nature of Duties performed
			From	To			
1.							
2.							
3.							
4.							
5.							

14. Details of application fees:-

- Whether demand draft for Rs.500/- is enclosed : YES / NO.
- Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent:

15. Please state whether working under:

- Central Government
- State Government
- Universities
- Autonomous or Statutory Organizations
- Recognized Research Institutions
- Private Organizations

16. Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:

17. Total emoluments drawn per month with break up or Basic Pay, GP, DA etc.

18. In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed.

Basic Pay with Scale of Pay & rate of increment	Dearness Pay/Interim Relief/ other Allowances etc., (with break-up details)	Total Emoluments



19. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

20. Copies of Annual Confidential Reports (ACRs/APAR's) for the last 5 years:-
(In case of regular Government Servants)

21. Name & Addresses of two references along with address, mobile and email:-

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22. Any other information not covered in the above columns.

23. List of publications/books/research papers/policy papers. Enclose a separate sheet, duly authenticated with your signature along with copies for proof (First page/cover page of the publication).

24. List of enclosures:

Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process and abide by any disciplinary action by the Competent Authority.

Date:

Address.....

Signature of the Candidate



Certificate
(to be issued by the forwarding Authority)

It is certified that the particulars furnished above are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 5 years and his integrity is beyond doubt.

Date:

Signature of the Head of
Department with date & stamp