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; Mobile: 09705699930
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EMPLOYMENT NOTICE – Advt. No. 04/2023

F. No.: MNG-01/Admn-483/2023-24   Date: October 21, 2023

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, B and C positions on Direct Recruitment basis:

Sl. No.	Post Code	Name of the post	Number of Posts	Pay Matrix Level	Category
1	DD01	Deputy Director (Group – A)	01	Pay Matrix Level – 13A (UGC Scale) (Rs.1,31,400/- to Rs.2,17,100/-)	UR
2	AD01	Assistant Director (Group – A)	01	Pay Matrix Level – 10 (UGC Scale) (Rs.57,700/- to Rs.1,82,400/-)	ST
3	AA01	Academic Associate (Group – B)	01	Pay Matrix Level - 6 (Rs.35,400/- to Rs.1,12,400/-)	UR
4	AA02	Academic Associate (Group – B)	01	Pay Matrix Level - 6 (Rs.35,400/- to Rs.1,12,400/-)	EWS
5	EDP01	EDP Assistant (Group – B)	01	Pay Matrix Level - 6 (Rs.35,400/- to Rs.1,12,400/-)	OBC
6	UDC01	Upper Division Clerk (Group – C)	01	Pay Matrix Level - 4 (Rs.25,500/- to Rs.81,100/-)	UR
7	MTS01	Multi-Tasking Staff (Group – C)	01	Pay Matrix Level - 1 (Rs.18,000/- to Rs.56,900/-)	UR

Qualifications:

Deputy Director (Post Code – DD01) Group 'A'	**Essential:** 1. Ph.D in Agricultural Extension from a recognized university. 2. Five years' experience in the above field / subject in the cadre of Assistant Professor or equivalent. **Desirable:** 1. Experience in training / research/ consultancy / policy advocacy / implementation of government programmes / education / documentation and dissemination in concerned field. 2. Experience in national / international capacity building organizations. 3. Exposure in Agricultural Extension Management.
Assistant Director (Post Code – AD01) Group 'A'	**Essential:** 1. A First Class (60% marks or above) Master's degree in Agricultural Extension from any recognized University. 2. Three years' experience in training / teaching / research in concerned field. **Desirable:** Ph.D in relevant subject from any recognized University.
Academic Associate (Post Code – AA01) Group 'B'	**Essential:** A First Class (60% marks or above) Master's degree in Fisheries/ Zoology / Agricultural Zoology from any recognized University. **Desirable:** Ph.D in relevant subjects from any recognized University. **(OR)** At least two years' experience in research and training in the above subjects.
Academic Associate (Post Code – AA02) Group 'B'	**Essential:** A First Class (60% marks or above) Master's degree in Agricultural Extension from any recognized University. **Desirable:** Ph.D in relevant subjects from any recognized University. **(OR)** At least two years' experience in research and training in the above subjects.

EDP Assistant (Post Code – EDP01) Group 'B'	**Essential:** 1. A First Class (60% and above) Bachelor's degree in Computer Applications / Information Technology / Computer Science / Electronics & Communication / Artificial Intelligence & Machine Learning / Data Science / Internet of Things. 2. A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer. **Desirable:** One year experience in the computer programming.
Upper Division Clerk (Post Code – UDC01) Group 'C'	**Essential:** 1. A Bachelor degree from a recognized university. 2. Speed of 30 wpm in English typewriting. **Desirable:** 1. Three years' 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.
Multi-tasking Staff (Post Code – MTS01) Group 'C'	**Essential:** Matriculation (10th Class Pass) from a recognized Board; with one of the following: 1. Proficiency in Typewriting 2. Basic Certificate Course in Computer / IT **Desirable:** 1. Fluency in Hindi and Telugu 2. Familiar with Office work / Photocopying / Driving of vehicles / Binding / Photography

Age Limit:

Deputy Director	a) Not exceeding 50 years. b) Relaxable for Govt. servants up to 5 years in accordance to the instructions of Govt. of India. c) There is no age restriction for the regular employees of MANAGE.

Assistant Director	a) Not exceeding 35 years.
	b) For the post reserved for ST category (Assistant Director), age relaxation up to 5 years in accordance to the instructions of Govt. of India.
Academic Associate	c) Relaxable for Govt. servants up to 5 years in accordance to the instructions of Govt. of India.
	d) There is no age restriction for the regular employees of MANAGE.
EDP Assistant	a) Between 18 to 30 years.
	b) Post reserved for OBC category, age relaxation up to 3 years in accordance to the instructions of Govt. of India.
	c) Relaxable for Govt. servants up to 5 years in accordance to the instructions of Govt. of India.
	d) There is no age restriction for the regular employees of MANAGE.
Upper Division Clerk	a) Between 18 to 27 years.
	b) Up to 40 years for departmental candidates who rendered 3 years' of service in the same line.
Multi-Tasking Staff	c) There is no age restriction for the regular employees of MANAGE.

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. SC/ST/PwD/Women candidates are exempted from payment of application fees. The candidates who are willing to apply for more than one post, should submit separate application along with applicable application fees for each post.

Sl. No.	Position	Fees	GST 18%	Total Fees
1.	Group – A	Rs.1000/-	180/-	1180/-
2.	Group – B	Rs.500/-	90/-	590/-
3.	Group – C	Rs.300/-	54/-	354/-

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. In-service candidates should enclose Vigilance Clearance Certificate, No Objection Certificate and certified copies of last 5 years APARs while forwarding through proper channel application.

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 others relevant certificates must be enclosed with the application.

5. For the posts reserved for EWS, applicants should submit self-attested copy of latest Income & Asset Certificate issued from the concerned competent authorities as per the proforma of Govt. of India (specimen copy provided on website).

6. OBC candidates should submit self-attested copy of OBC (Non Creamy Layer) latest Caste Certificate issued from the concerned competent authorities as per the proforma of Govt. of India (specimen copy provided on website).

7. 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.

8. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

9. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for Written Examination, Skill Test or Interview.

10. Proficiency test in Typewriting will be conducted to the shortlisted candidates in the Written Examination for the following posts:

    i)   **EDP Assistant:** A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer keyboard.

    ii) **Upper Division Clerk:** Speed of 30wpm in English Typewriting on computer keyboard.

    iii) **Multi-Tasking Staff:** Proficiency in Typewriting on computer keyboard.

11. 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.

12. Experience, age and qualification will be reckoned as on the last date of submission of application.

13. 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.

14. 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.

15. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.

16. 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.

17. Application incomplete in any respect and not accompanied by relevant certificates /documents/Demand Draft/ photograph will be summarily rejected.

18. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.

19. Last date for receipt of applications along with demand draft from any Nationalized Bank drawn in favour of "**MANAGE**" payable at Hyderabad is **20th November 2023.**

20. The filled in application forms should be sent to The Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad – 500 030, Telangana.

Sd/-
Deputy Director (Admn.)