



NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)
(An Autonomous Organization of the Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030, Telangana
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EMPLOYMENT NOTICE – Advt. No. 01/2023

File No. MNG-01/Admn-439/2022-23

January 07, 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 and C positions:

Sl. No.	Name of the post	No. of Posts	Pay scale	Mode of Recruitment	Category
1	Deputy Director	01	Group-A Pay matrix level-13A (Rs.1,31,400 – 2,17,100) (UGC Pay Scale)	Direct Recruitment	Un-reserved
2	Upper Division Clerk (UDC)	01	Group-C Pay matrix level-04 (Rs.25,500 - 81,100)	Direct Recruitment	EWS

Qualifications:

1. Deputy Director	Essential: (A) <ol style="list-style-type: none">1. Ph.D. or equivalent in Library Science/Information Science/ Journalism and Mass Communication from a recognized university.2. 5 years' experience in the above field/subjects in the cadre of Assistant Professor or equivalent. Desirable <ol style="list-style-type: none">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.
Upper Division Clerk (UDC)	Essential: <ol style="list-style-type: none">1. A Bachelor degree from a recognized University.2. Speed of 30 wpm in English Typewriting.



	<p><u>Desirable</u></p> <ol style="list-style-type: none">1. 3 Yrs. Experience in Govt. Office/ Undertaking or Autonomous body or reputed firms.2. Knowledge of Govt. Rules and regulations and Office Procedure.3. Working knowledge of computers.
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Age Limit:

Deputy Director	<ol style="list-style-type: none">a) Up to 50 years of age.b) Relaxable for Govt. Servants up to 5 yearsc) the maximum age limit for appointment on deputation shall not exceeding 56 years as on the closing date of applicationd) There is no age restriction for the employees of MANAGE.
Upper Division Clerk (UDC)	<ol style="list-style-type: none">a) Between 18 to 27 years.b) Up to 40 years for departmental candidates who rendered 3 years of service in same line.

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. Women and PwD candidates are exempted from payment of application fees. Such candidates are required to attach copy of valid certificates issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates may attach copy of Aadhar Card.

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

EWS Criteria of Income & Assets (as per DoPT No.36039/1/2019-Estt (Res), dt.31/01/2019:

Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq ft. and above;



- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential, plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land. or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

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. 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.
3. Clear quality Photostat **self-attested copies** of Educational & Technical Qualifications, Experience, EWS Certificate and any relevant certificates must be enclosed with the application.
4. EWS candidates should submit self-attested copy of **latest EWS Certificate in the prescribed format issued from the concerned competent authorities.**
5. 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.
6. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
7. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for Written Test, Skill Test or interview.
8. 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
9. Experience, age and qualification will be reckoned as on the last date of submission of application.
10. 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.
11. 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.
12. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
13. 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.
14. Application incomplete in any respect and not accompanied by relevant certificates /documents/Demand Draft/ photograph will be summarily rejected.
15. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.



16. Last date for receipt of application along with demand draft from any Nationalized bank drawn in favour of "**MANAGE**" payable at Hyderabad is **within 30 days from the date of publishing the advertisement in Employment News** to the Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad – 500 030. Hyderabad, Telangana.

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