



राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान, कुंडली, सोनीपत
National Institute of Food Technology Entrepreneurship and Management,
Kundli, Sonapat

(खाद्य प्रसंस्करण उद्योग मंत्रालय, भारत सरकार के अंतर्गत राष्ट्रीय महत्व का संस्थान)
 (An Institute of National Importance under the Ministry of Food Processing Industries, Govt. of India)

F.No. N/PM/P/2021/26

Dated: 26.07.2023

Advertisement for contractual position under PMFME Scheme

NIFTEM, Kundli invites applications for various positions purely on Contract Basis in Project Management Unit under PMFME Scheme of Government of India. Details of the Positions with Qualifications, Specialisations & Desirable qualifications etc. are as under:

S. No	Post/ No of Vacancy/ Monthly Consolidated Remuneration	Minimum Qualification, Experience & Upper Age Limit	Roles and Responsibilities
1.	<p>Team Leader</p> <p>Post: 01</p> <p>Remuneration: Rs.1.75 Lakh</p>	<p>Qualification: MBA/Master's degree in Public Administration or Rural Development or PGDM with specialization in Agri/Food Business or Rural Management/ from National /International reputed University/ Institute.</p> <p>Experience: More than 10 years of experience in managing development projects preferably in Food Processing or Agri-Business Development or Rural Development or MSME, out of which 3-5 years in leadership role</p> <p>Age- 45 year max</p>	<ul style="list-style-type: none"> -Overall management and establishing full functionality of PMU as planned and ensuring project triggers are met; -Periodic reporting of the overall performance of project to NIFTEM/IIFPT and Ministry; -Establishing clear working relationship with State Nodal Agencies (SNAs)/ key stakeholders and ensuring flow of information, discussions and feedbacks among the various stakeholders of the project; -Preparing Project Implementation Plan (PIP); -Ensuring setting up of State PMU and demonstrating sufficient technical and managerial support to States/UTs to efficiently manage project implementation; -Facilitation in preparation and implementing of State Level Upgradation Plan(SLUP) & Districts level plans; -Convening meetings and putting forth issues to be decided upon from time to time during the implementation of the project; -Any other work assigned by the competent authority.
2.	<p>Consultant (For A/V content development and teaching material for online classes)</p> <p>Post: 01</p> <p>Remuneration: Rs.1.10 Lakh</p>	<p>Qualification: Master's degree in Visual/Mass Communication/ Journalism/Electronics & communication or Masters in Food Tech/Dairy Tech/Food tech & Management/Allied Food Disciplines or Masters in Business Administration/ Entrepreneurship from reputed National/International University/ Institute.</p> <p>Experience: Minimum 5 years of experience, where - Minimum 3 years of experience in Food Industry and 2 year of experience in content</p>	<ul style="list-style-type: none"> -All internal & external communication, For example: Creation of visual identity for the project; -Communicating refined and revised project implementation guidelines as appropriate; -Maintaining close link with SNA/State PIU and development of IEC material for dissemination of lessons & experiences; -Organizing inter-state exchange programmes between the states to study and for replication of best practises;

		<p>development or Digital Media or AV Content Development.</p> <p>Desirable: An exposure of video editing, handling of social media content, graphics, Photoshop, science communication, etc</p> <p>Age- 40 year max</p>	<p>-Development of e-learning content as per project requirement</p> <p>-Any other work assigned by the competent authority</p>
3.	<p>Consultant (Product Development)</p> <p>Post: 01</p> <p>Remuneration: Rs. 1.10 Lakh</p>	<p>Qualification: M.Sc. in Food Science; Desirable PhD</p> <p>Experience: Minimum 05 years of experience in providing consultancy services or having worked in product development relevant to micro and MSME food sector.</p> <p>Age- 40 year max</p>	<p>-Coordinate activities of appropriate product development for micro-units & groups for the project.</p> <p>- Any other work assigned by the competent authority.</p>
4.	<p>Young Professional (Technical)</p> <p>Post: 01</p> <p>Remuneration: Rs. 60,000/-</p>	<p>Qualification: Degree in Agriculture/Agricultural Engineering/ Chemical Engineering with Food Technology/Food Science & Technology/Fruit Technology / Food Engineering/Business Administration / Food Processing Technology or equivalent and should have good working knowledge of computer. Preferably: Masters Degree in Food & Allied Sector.</p> <p>Experience: Minimum 3 years post qualification experience of which, 2 years in reputed food industry and 1 year in Technical Writing/Content Development.</p> <p>Age-35 year max</p>	<p>-Support the Manager and Lead Project Manager in co-ordination and knowledge management.</p> <p>-Preparation of course material for training modules and DPR preparation(Technical Aspect).</p> <p>-Young Professionals will be required to provide their input in disciplines like Food technology/ Agri business;</p> <p>-To work on special tasks related to implementation of project as and when conveyed by MoFPI or the PMU(in accordance with the approval of MoFPI)</p> <p>- Development/editing of module - content for beneficiary as per requirement.</p> <p>-Support the PMU in all day to day tasks especially in data synthesis, preparation of power point presentation and reports.</p> <p>-Any other work assigned by the competent authority</p>
5.	<p>Young Professional (Management)</p> <p>Post: 01</p> <p>Remuneration: Rs. 60,000/-</p>	<p>Qualification: MBA in Agribusiness/MBA Finance/Food Business/ Entrepreneurship Development from reputed National/ International University/Institute Or Chartered Accountant/ Company Secretary.</p> <p>Experience: Minimum 2 years' experience in Agribusiness Management/ Entrepreneurship Development and experience in DPR/bankable projects Preparation.</p> <p>Age- 35 year max</p>	<p>-Support the Manager and Lead Project Manager in co-ordination and knowledge management.</p> <p>-Young Professionals will be required to provide their input in disciplines like Agri business/Rural Development/Data Analysis/Project management etc.</p> <p>-To work on special tasks related to implementation of project as and when conveyed by MoFPI or the PMU (in accordance with the approval of MoFPI)</p> <p>- Financial monitoring of project and DPR preparation (Financial Aspect).</p> <p>-Support the PMU in all day to day tasks especially in data synthesis, preparation of power point presentation and reports.</p> <p>-Any other work assigned by the competent authority.</p>
6.	<p>Young Professional (Content Writer)</p> <p>Post: 01</p> <p>Remuneration: Rs. 35,000/-</p>	<p>Qualification: Master's Degree in Food Technology/ Food Engineering</p> <p>Experience: At least 01 year experience of development of Course Content and Learning material.</p> <p>Desirable- Work Experience in reputed Food Industry.</p>	<p>-Content developed under PMFME Scheme on different ODOPS (One district one Product) need to be revised, customized, rewrite and upgraded to ensure that the lessons communicated through the modules meets the requirement of intended target group.</p> <p>-Support the PMU in all day today tasks especially in data synthesis, preparation of power point presentation and Reports.</p>

		Age- 38 year max	-Any other work assigned by the Competent Authority.
7.*	Assistant Accountant Post: 01 Remuneration: Rs. 25,000/-	Qualification: B.Com./M.Com. Degree from reputed National/ International University/Institute. Experience: 02 years of Experience in the area of Accounts and having prime knowledge of Tally & Computer Applications. Age: 25- 45 Years max	Managing all accounting transactions, Bill examination & Verification, Payment file Processing and tracking Entry in PFMS system, bank reconciliation, preparing Utilization Certificate, compilation of Monthly financial statements, ensuring timely bank payments, record keeping. -Any other work assigned by the Competent Authority.
8.*	Multi-Tasking Staff (MTS) Post: 01 Remuneration: Rs. 12,300/-	Qualification: Matriculation/10th Pass. Experience: 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). Age- 30 year max	-Physical maintenance of records of the office. Photocopying, etc. Other non-clerical work in the Section/Unit. Assisting in routine office work like the diary, dispatch, etc. -Any other work assigned by the Competent Authority.

*Post No. 7 and 8 shall be filled on outsourced basis.

Interested candidates should submit their application in prescribed format (**Annexure-I**) as available on NIFTEM, Kundli Website. Application that are incomplete and /or not as per the prescribed format shall be summarily rejected. You may forward you application through **E-mail at: recruitmentniftem@gmail.com and pmfmeccell@niftem.ac.in.**

Kindly send your hard copy in an envelope super prescribed by the name of the post at:

Assistant Registrar (Personnel) National Institute of Food Technology Entrepreneurship and Management (NIFTEM) Plot No. 97, Sector 56 Kundli Industrial Area, Sonipat, Haryana 131028.

Qualification will be counted as on last date of submission of application form. Last date for receipt of dully filled in application along with all supporting documents is 16.08.2023 upto 6.00 P.M. for more information please visit career section on our website www.niftem.ac.in (Phone No. 0130-228-1020, 1055, 1028).

Annexure-I

राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान, कुंडली, सोनीपत National Institute of Food Technology Entrepreneurship and Management Kundli (Sonepat)

Application for the Position of :

Advertisement No. <u>N/PM/P/2021/26</u>	Advertisement date: <u>26.07.2023</u>
1. Candidate's full name (including First Name; Middle name & Last name; in Capital Letters)	
2. Date of Birth (DD-MM-YYYY)	
3. Nationality	
4. Gender (Male/ Female)	
5. Father's Name	
6. Mother's Name	
7. Name of Spouse, if married	
8. Email	
9. Mobile No.	
10. Complete correspondence addresses (present & permanent with zip code and mobile no.)	Present/ Correspondence Address –
	Permanent Address –

11. References (Name & Designation with organisation details, if any)						
Referee 1			Referee 2			
Name:			Name:			
Designation:			Designation:			
Mobile No. +91-			Mobile No. +91-			
Email:			Email:			
12. Academic Qualification-from 10th onward (Information must be provided in this table only. Result awaited cases should not be mentioned. Proof must be enclosed for all qualifications obtained)						
Examination/ Degree/ Diploma	Subject	Name of the Board/University	Year of passing	Percentage of marks obtained (do not round off)	S. No. of Proof enclosed	
13. Other Courses (if any)						
Name of the course	Subject	Sponsored by	Year	Duration of Course		
14. Experience (including present position/employment) Copies of Service Certificate/s obtained from Employer/s must be enclosed; S.No. of proof must be mentioned under column no.						
Designation & Basic pay (BP) & Scale of pay (SP)	Organization Name/Location	From (DD- MM- YYYY)	To (DD- MM-YYYY)	Total years of service	Job description/ nature of work	S. No. of proof.

15. **Seminar/ Conference/ Workshops/Training programs and other curricular activities (please enclose separate sheet giving all details, if required).**

Seminar/ Workshops/Training programs and other curricular activities	Conference/ National Level	International level	Total No.	S. No. of proof

16. **Declaration**

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be canceled without assigning any reason thereof.

Date: _____

Signature of applicant