



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)

**Advertisement No. N/HR&/H/2023/19**

**Dated: 13.09.2023**

**Recruitment Notification**

National Institute of Food Technology Entrepreneurship and Management, Kundli (NIFTEM-K) an Institution of National Importance (INI) was established as a Centre of Excellence in the field of Food Science and Technology by the Ministry of Food Processing Industries (MoFPI), Government of India in 2012.

NIFTEM, Kundli has opening for following position under Direct Recruitment on regular basis. Applicants with good academic record and related work experience are encouraged to apply.

S. No.	Position	No. of Posts & Category	Pay Scale as per 7 <sup>th</sup> CPC	Maximum Age (Years)
1.	Private Secretary (PS)	01 (UR)	Administrative Level-7 with rationalized entry pay of Rs. 44,900/- in 7 <sup>th</sup> CPC	35

Interested candidates should submit their applications in the 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-in application is 03/10/2023 upto 06:00 PM.**

**For Application Forms and other details etc., please visit NIFTEM's website [www.niftem.ac.in](http://www.niftem.ac.in).**

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

S. No.	Post & Pay Scale	No. of Post(s)	Essential Qualification & Experience
1.	<b>Private Secretary (PS)</b> With rationalized entry pay of Rs. 44,900/- (Administrative Level-7)  <b>Age : 35 Years Maximum</b>	UR-01	<p><b><u>Essential Qualification &amp; Experience:</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree in any discipline with 50% marks from a recognized University with proficiency in English.</li> <li>2. Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English on Computer (Qualifying requirement).</li> </ol> <p><b><u>Desirable:-</u></b></p> <ol style="list-style-type: none"> <li>1. Diploma/Certificate in Office Management &amp; Secretariat Practices/Modern Office Practices or equivalent from recognized/reputed institution.</li> <li>2. Knowledge of computer application viz. MS – Word/PowerPoint/Excel etc.</li> </ol> <p><b><u>Essential Experience:-</u></b></p> <p>Minimum three years of experience as Personal Assistant in the Pay Band – II of Rs. 9300-34800 with GP of Rs. 4200/-(Level-6, 7<sup>th</sup> CPC) or equivalent in Central or State Universities/Institutions/ Government Departments/ PSUs/ Autonomous bodies.</p> <p align="center"><b>OR</b></p> <p>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.</p>

**Selection process for the post of Private Secretary (PS) is given as under:**

The selection for the post of Private Secretary (PS) will be made based on the Score Card and Screening Test as per details given below:-

**a. Score Card:**

S. No.	Particulars	Marks Allotted
I.	<b>Academic background</b>	<b>50</b>
	a. 10 <sup>th</sup>	<b>Maximum marks allotted: 10</b> The score will be calculated in the following manner:  10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12 <sup>th</sup>	<b>Maximum marks allotted: 10</b> The score will be calculated in the following manner:  10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor's Degree	<b>Maximum marks allotted: 10</b> The score will be calculated in the following manner:  10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Master's Degree	<b>Maximum marks allotted: 10</b> The score will be calculated in the following manner:  10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	<b>Maximum marks allotted: 05</b> 1. 2.5 marks for each Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Master's Degree levels for academic excellence.	<b>Maximum marks allotted: 05</b> 2.5 marks / each Diploma.
II.	<b>Assessment of domain knowledge and administrative experience</b>	<b>Maximum marks allotted: 50</b>
	a. Domain knowledge: • Coordination among Division/	<b>Maximum marks allotted: 20</b>

	Departments. • Delivery of instructions by email/inter office note to different Departments. • Experience of handling meetings of different nature, preparation of proceedings/Minutes of meetings. • Liaisoning work. • Organizing conferences/ Symposiums • Preparation of travel plans/ Booking of tickets. • Working experience with senior functionary.	2.5 marks per year for each activity
	b. Relevant experience	<b>Maximum marks allotted: 20</b> 1) 02 marks/year of experience above minimum experience
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	<b>Maximum marks allotted: 10</b> 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

**Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.**

**b. Screening Test:**

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

Test	No. 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.**

- 1) **Skill tests namely 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.
- 2) 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.

### **General Instructions: -**

1. The application form can be downloaded from the website [www.niftem.ac.in](http://www.niftem.ac.in).
2. **There is a Non-refundable application fee Rs. 500/- will be applicable. The same shall be paid online through SBI Collect <https://www.onlinesbi.com/sbicollect/collecthome.htm>. There is no application fee for PWD candidates.** Kindly attach the acknowledgment of payment along with application mentioning the transaction number and date. (Procedure to make online payment is provided at below at **Annexure-A**).
3. Applications received without prescribed fee are liable to be rejected.
4. 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.**
5. 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 and acknowledgement of payment of application fee.
6. Application not sent in prescribed format will not be considered.
7. Applications received on e-mail or Fax will not be considered.
8. Application after the due date due to any reason will not be considered.
9. 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.
10. Please make sure to complete all fields without leaving any fields blank.
11. **NIFTEM reserves the right to:**
  - (i) Draw panel(s) for future appointment(s) in the event of non-joining of candidate (s) within the stipulated time for appoint to regular posts
  - (ii) Not to fill up any of the advertised position(s).
  - (iii) NIFTEM reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter.
12. Those already in Government service should submit the scanned copy of the NOC while filling the application form online.
13. The eligibility of the candidates will be determined on the basis of qualifications/experience etc. acquired by them upto the last date/ closing date of the advertisement.
14. The NIFTEM shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable/ clandestine antecedents and has suppressed any information, then his/her service shall be terminated.
15. Last date for receipt of duly filled application in the Office of the Registrar is **03.10.2023 upto 6:00 PM**. An extra 15 days (i.e. 18.10.2023) 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.
16. 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.
17. The expert committee will screen the applications based on the approved score card and shortlist the candidates for screen test and skill test, the same will be uploaded on the institute's website.
18. 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 screen test, skill test.
19. The Institute reserves the right to restrict the number of candidates for screen test to a reasonable limit on the basis of qualifications and experience and other academic achievements higher than the minimum prescribed in the advertisement.
20. No correspondence will be entertained with the candidates, who are not shortlisted for screen test/ selected for appointment.
21. The Departmental candidates shall be allowed age relaxation of 5 years who have completed 3 years' service in NIFTEM.

22. The in service 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.
23. Pay protection will be considered as per Govt. of India/NIFTEM Service Rules. Higher pay may be considered in respect of deserving candidates by the Selection Committee.
24. 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.
25. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Case/ Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
26. A relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
27. In case of any difficulty in submitting application please contact at 0130-228-1020 / 1104

**Benefits & Facilities Include:**

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

**Additional Information:**

- 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 screen test. In case he/she unable to produce NOC at the time of screen test 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 screen test 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. Fulfillment of qualifications per-se does not entitle a candidate to be called for test. 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 Screening Committee. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for screen test.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for exam / outcome of exam. 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.

## Guidelines for payment of application fee through SBI Collect

Step 1: Go to <https://www.onlinesbi.com/sbicollect/icollecthome.htm>

Step 2: Click Proceed

The screenshot shows the SBI Collect homepage. At the top, there's a navigation bar with the SBI logo and 'State Bank Collect'. Below it, a banner features a globe and a laptop with 'PAYMENT ONLINE' text, and the heading 'STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL'. A 'Disclaimer Clause' section follows, listing terms of use. At the bottom of this section, there is a checkbox for 'I have read and accepted the terms and conditions stated above.' and a 'Proceed' button.

Step 3: Select State of Corporate / Institution: **Haryana** and Type of Corporate / Institution: **Educational Institutions** and proceed

The screenshot shows the 'Select State and Type of Corporate / Institution' page. It has a header with 'State Bank Collect' and 'State Bank Mops'. Below the header, there's a breadcrumb trail 'State Bank Collect / State Bank Collect' and an 'Exit' link. The main content area has a title 'Select State and Type of Corporate / Institution' and a timestamp '17-Aug-2022 [10:39 AM IST]'. There are two dropdown menus: 'State of Corporate / Institution \*' with 'Haryana' selected, and 'Type of Corporate / Institution \*' with 'Educational Institutions' selected. A 'Go' button is at the bottom. A red box contains a note: 'Mandatory fields are marked with an asterisk (\*)' and 'State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.' The footer includes 'State Bank of India', 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

## Step 4: Select Educational Institutions Name: **NIFTEM** and proceed

The screenshot shows the SBI State Bank Collect website. The header includes the SBI logo and the text "State Bank Collect". Below the header, there is a navigation bar with "State Bank Collect" and "State Bank Maps". The main content area is titled "Select from Educational Institutions" and displays a dropdown menu with "NIFTEM" selected. Below the dropdown, there are "Submit" and "Back" buttons. A red banner at the bottom of the form area states "Mandatory fields are marked with an asterisk (\*)". The footer includes "State Bank of India" and links for "Privacy Statement", "Disclosure", and "Terms of Use".

## Step 5: Select Payment Category: **Application fee (Recruitment)** and fill the particulars and submit prescribed application fee

The screenshot shows the SBI State Bank Collect website with the payment details form for NIFTEM. The header and navigation bar are the same as in the previous screenshot. The main content area is titled "Provide details of payment" and displays the NIFTEM logo and name. Below this, there is a dropdown menu for "Select Payment Category" with "APPLICATION FEE (RECRUITMENT)" selected. The form includes fields for "Applicant Name", "Father Name", "DOB", "Post Applied For", "Gender", "Category", "Application Fee", and "Remarks". A red banner at the bottom of the form area states "THIS IS A COMPUTER GENERATED RECEIPT". The footer includes a note: "Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-Receipt / remittance (RP) form, if the need arises."

## Step 7: Make the payment online and attach the printout of the payment advice slip along with the application.