



National Institute of Food Technology Entrepreneurship and Management, Kundli

(AN INSTITUTE OF NATIONAL IMPORTANCE)

Under the Ministry of Food Processing Industries, Government of India,

Plot No. 97, Sector-56, HSIIDC, Industrial Estate, Kundli-131028, Sonapat, Haryana

Website: www.niftem.ac.in, Phone: 0130-2281020/1085

Advertisement No.: N/HR&/P/2018/50

Dated: 20.10.2023

Vacancy Notice

National Institute of Food Technology Entrepreneurship and Management, Kundli (NIFTEM-K) is an Institution of National Importance (INI) under the Ministry of Food Processing Industries (MoFPI), Government of India.

NIFTEM-K hereby invites online applications for the posts mentioned below on Direct/Tenure/Deputation basis through open selection.

Sr. No.	Post	No. of Post	Level	Recruitment
1	Registrar	01 (UR)	Level-14 in 7 th CPC	Tenure/ Deputation
2	Deputy Controller Finance & Accounts (DCF&A)	01 (UR)	Level-12 in 7 th CPC	Direct/ Deputation

Interested candidates should submit their online 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 online application. **The last date for submission of duly filled-in online application is 20.11.2023.**

For details regarding Application Fee, Qualification, Experience, General Conditions and Application link etc. please visit NIFTEM's website www.niftem.ac.in.

Note:

- Any corrigendum/addendum shall be posted only on NIFTEM website.
- Application fee (Non-refundable) of Rs. 1000/- for GEN/OBC, Rs. 500/- SC/ST. PwD and Female candidates are exempted from application fee.

Registrar

1. Registrar

1	Classification of Post	Administrative (Grade-I), Level 14 in 7 th CPC
2	No. of Post(s)	01 (One)
3	Scale of Pay (Rupees)	Pay Band - IV of Rs. 37,400.00 - Rs. 67,000.00 + Grade Pay of Rs. 10,000/- (in 7th CPC- Rs. 144200-218200)
4	Whether Selection post or non- selection post	Selection Post
5	Maximum Age Limit	Up to 55 years (as on last date prescribed for submission of applications)
6	Educational and other qualification required for Direct recruitment/ Open selection.	<p><u>Essential Qualification & Experience:</u></p> <p>1. Master's Degree with atleast 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least 15 years of experience as Assistant Professor/Associate Professor of which eight years should be in Associate Professor grade with experience in Educational Administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience out of which eight years should be in Deputy Registrar grade or equivalent post in the Grade Pay of Rs.7600 or above.</p> <p><u>Desirable:</u></p> <p>Experience in Human Resource/Finance/ Examination /Establishment/Campus Management and other aspects of administration, in a University/ large educational/R&D Institution/Central or State Govt. or Autonomous Organizations/PSUs.</p> <p>Degree in management/engineering /law /finance.</p> <p>Experience in handling computerized administration, legal, financial or establishment matters.</p> <p>All round ability to coordinate and lead a team of officers with a variety of expertise.</p>
7	Method of recruitment	For a tenure of 05 years through open selection/ Deputation.
8	In case of recruitment by deputation	Persons fulfilling the eligibility conditions as prescribed above for direct recruitment.
9	Period of Probation	Tenure Post
10	Age of Superannuation	60 years

2. Deputy Controller Finance & Accounts (DCF&A)

1	Classification of Post	Administrative (Grade-I), Level 12 in 7 th CPC
2	No. of Post(s)	01 (One)
3	Scale of Pay (Rupees)	Pay Band - IV of Rs.15,600.00 - Rs. 39,100.00 + Grade Pay of Rs. 7600/- (in 7 CPC Rs.78800-209200)
4	Whether Selection post or non- selection post	Selection Post
5	Maximum Age Limit	45 years (as on date prescribed for submission of application)
6	Educational and other qualification required for Direct recruitment/ Open selection	<u>Essential Qualification & Experience:</u> 1. M.Com or MBA (Finance) with atleast 55% marks. 2. Having 10 years experience in handling Finance & Accounts matters out of which 05 years experience should be at the level of Rs. 5400/- (Group A) Grade Pay of equivalent in a Central/ State Govt./ Autonomous bodies/ PSUs/ Universities/ Central/ State Govt. Institutions and other educational and Research Institutions.
7	Method of recruitment - whether by Direct recruitment or by promotion or by Deputation/ Transfer and percentage of vacancies to be filled by various methods	Direct/ deputation (*)
8	In case of recruitment by Deputation	Persons holding analogous post or equivalent or deputation Assistant Controller (Accounts) or equivalent on regular basis with 05 years of experience in handling Accounts/ Finance functions in Central/ State Governments/ Autonomous Bodies/ PSUs/ Universities/ Central Institutions.
9	Period of Probation	1 year
10	Age of Superannuation	60 Years

(*) By direct recruitment failing which by deputation

Online application form and Instructions for the above Post(s):-

- **Link for online submission of application is <http://recruitmentniftem.com/pages/login.php> .**
- **Application fee (Non-refundable) of Rs. 1000/- for GEN/OBC, Rs. 500/- SC/ST and PwD and Female candidates are not required to pay the application fee. Applications received without prescribed fee are liable to be rejected.**
- **The last date for submission of duly filled-in online application is 20.11.2023. The online filled-in application form and self attested certificate/testimonials must reach the Institute by 30.11.2023 upto 06:00 P.M. in the office the Director, NIFTEM, Kundli, Plot No.- 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, Sonapat (Haryana). 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.**

- Please make sure to complete all fields without leaving any fields blank.
- ☐ Please attach photocopy of self attested copies of (A) Matriculation Certificate as proof of date of birth. (B) Degree certificates as the case may be.
- ☐ Application not sent in prescribed format will not be considered.
- ☐ Applications received on e-mail or Fax will not be considered.
- ☐ Application after the due date due to any reason will not be considered.

GENERAL INSTRUCTIONS:

- i) A relaxation of 5% may be provided at master's level for the Scheduled Castes/ Scheduled Tribes/ Differently-abled (physically and visually differently-abled)/Other Backward Classes (OBC) (Non-creamy layer) categories. The eligibility (as well as suitability) of a candidate shall be considered based on the information supplied in the application.
- ii) 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.
- iii) Any additional documents/certificates/records given after the last date for submission of online filled-in application will not be considered for award of marks.
- iv) The interested persons in Government service should send their applications through proper channel or produce No Objection Certificate (NOC) from the present employer at the time of interview. Advance copy of application can be submitted if forwarding of application through proper channel is likely to be delayed beyond the last date. However, such applications should be forwarded and received in the institute within 10 days from closing date.
- v) All the columns as mentioned in the online application should be supported by the relevant and authorized documents. Marks in score card shall be allotted only for such qualifications/experience claimed, which is supported by authentic documents.
- vi) Interview will be conducted by the Selection Committee duly constituted as per the rules of the Institute and the marks as prescribed in the Score Card as well as for performance in interviews will be awarded by the Selection Committee and the decision of the Selection Committee shall be final.
- vii) The Institute has the right to prescribe minimum as well as set higher norms, while short listing the applicants. Mere fulfillment of qualification required does not entitle candidates to be called for interview.
- viii) The Institute reserves the right to fill or not to fill the post advertised.
- ix) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience and other academic achievements higher than the minimum prescribed in the advertisement.

- x) No correspondence will be entertained with the candidates, who are not called for Interview/Selected for appointment.
- xi) All reserved category candidates shall be required to submit attested copies of the latest caste certificate issued by Competent Authority. Similarly, PwD candidates shall be required to submit proof of physical disability certificate from competent medical authority.
- xii) If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/ terminated.
- xiii) Salary and perquisites offered are as per 7th Pay Commission Pay Scales.
- xiv) Accommodation: NIFTEM, Kundli 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. In case of non availability residences, single room accommodation in hostel will be provided.

Benefits & Facilities Include:

1. Campus has neighborhood facilities- Bank, Post Office, Shopping Center, Food Courts etc.
2. Medical Coverage as per rules.
3. New Pension benefits as per rules.
4. Leave Travel Concession facility.
5. Earned/ HPL/ Commuted leave and other leave as per rules, Pay Protection etc.
6. 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 interview. In case he/she unable to produce NOC at the time of interview he/she may be allowed to appear in the interview provisionally. In case of his/her selection, he/she may be allowed to join on submission of relieving from their present employer. If candidate anticipates unavoidable delay in his/her applications being forwarded through proper channel, he/she may submit advance copy of application directly to **Office of the Director, NIFTEM, Kundli, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District Sonapat, Haryana.**
- Invitation to candidate for Interview 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 or Interview. The institute reserves the right not to fill up the post(s), cancel the Advertisement 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 Selection Committee. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for interview/written test/skill test.**
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview / outcome of interview. The result will also be displayed on Institute website.
- The candidate is responsible for the correctness of the information provided in the application.

Registrar

Certificate to be furnished by the Employer/Head Office/ Forwarding Authority on institute letter head

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualification and experience mentioned in the advertisement. This Organization has no objection for consideration of the applicant for the post of Registrar at NIFTEM-Kundli, Sonipat on Direct/Deputation. In the event of selection of the applicant, he/she will be relieved to join for the post of Registrar at NIFTEM-Kundli, Sonipat.

It is also certified that:

1. There is no disciplinary/vigilance case is either pending or contemplated against Dr./Mr./Ms. Son/Daughter of Sh. and he/she is clear from the Vigilance angle.
2. There is no major/minor penalty has been imposed or contemplated on him/her during last 10 years.
3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. The photocopies of ACRs/APARs for the last 5 years duly attested on each page by an Officer not below the rank of Under Secretary or equivalent, Govt. of India are enclosed.

Date:

Signature:

Name:

Designation & Seal:

of the forwarding Officer