



Advertisement No.: N/HR&/H/2024/18

Dated: 29.04.2025

VACANCY NOTICE

National Institute of Food Technology Entrepreneurship and Management, Kundli (NIFTEM-K), an Institution of National Importance under the Ministry of Food Processing Industries (MoFPI), Government of India, invites online applications for the following posts on **Direct/Deputation/Contract/Tenure** basis through open selection:

Sr. No.	Post	Nature of Post	No. of Post(s)*	Pay Level as per 7th CPC	Maximum Age (in Years) as on last date prescribed for submission of applications
1	Registrar	Deputation/ Contract for a tenure of 05 years	01 (UR)	Level 14 (₹144200-218200)	57
2	Deputy Controller (Finance & Accounts)	Deputation Basis	01 (UR)	Level 12 (₹78800-209200)	56
3	Accountant	Direct Recruitment	01 (UR)	Level 06 (₹35400-112400)	35
4	Cashier	Direct Recruitment	01 (UR)	Level 06 (₹35400-112400)	35
5	Lab In-Charge	Direct Recruitment	02 (01 UR, 01 EWS)	Level 06 (₹35400-112400)	35
6	System Administrator	Direct Recruitment	01 (UR)	Level 06 (₹35400-112400)	35

2. 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.	Registrar Pay Level 14 (₹144200-218200) as per 7 th CPC Maximum Age: 57 Years (Deputation/ Contract for a tenure of 05 years)	01 (UR)	Officers working under Central / State Governments/ UT Administration/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE. Educational Qualification & Experience: Essential Educational Qualification: Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7-point scale from a recognized University/Institute.

			<p>Experience: Holding analogous post.</p> <p>At least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with 3 years' experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and /or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p>Desirable: i) Qualification in area of Management / Engineering /Law. Experience in computerized administration / legal / financial / establishment matters.</p>
2.	<p>Deputy Controller (Finance & Accounts)</p> <p>Pay Level 12 (₹78800-209200) as per 7th CPC</p> <p>Maximum Age: 56 Years</p> <p>(Deputation Basis)</p>	01 (UR)	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. M.Com or MBA (Finance) with at least 55% marks. 2. Having 10 years' experience in handling Finance & Accounts matters out of which 05 years' experience should be at the level-10 or equivalent in a Central/State Govt./Autonomous bodies/PSUs/Universities/Central/State Govt. Institutions and other educational and Research Institutions. <p>Desirable Qualification: CA/CS/ICWA</p>
3.	<p>Accountant</p> <p>Pay Level 6 (₹35400-112400) as per 7th CPC</p> <p>Maximum Age: 35 Years</p> <p>(Direct Recruitment)</p>	01 (UR)	<p>M.Com/MBA(Finance) from recognized university with at least 55% marks in qualifying degree OR SAS/CA/ICMA with 01 year regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p> <p style="text-align: center;">OR</p> <p>B.Com. or equivalent qualification from recognized university with at least 55% marks in</p>

			qualifying degree with 03 years of regular/permanent relevant experience of working under Central/ State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.
4.	Cashier Pay Level 6 (₹35400-112400) as per 7 th CPC Maximum Age: 35 Years (Direct Recruitment)	01 (UR)	M.Com/MBA(Finance) from recognized university with at least 55% marks in qualifying degree OR SAS/CA/ICMA with 01 year regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE. OR B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 03 years of regular/permanent relevant experience of working under Central/ State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.
5.	Lab Incharge Pay Level 6 (₹35400-112400) as per 7 th CPC Maximum Age: 35 Years (Direct Recruitment)	02 (01 UR, 01 EWS)	Essential Qualification & Experience: Master Degree in Science/B.E/ B.Tech or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with 01 year regular/permanent relevant experience OR Bachelor's Degree in Science/Computer Science/Computer Applications or Diploma in Engineering in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with 02 years regular/permanent relevant experience
6.	System Administrator Pay Level 6 (₹35400-112400) as per 7 th CPC Maximum Age: 35 Years (Direct Recruitment)	01 (UR)	Essential Qualification & Experience: 1. B.E./ B.Tech in Computer Science & Engg./ Computer Science/ Software Engg./ Information Technology or MCA with atleast 60% marks. 2. Two years of experience in the field of Programming, Database management, ERP System development with contemporary operating system.

			<p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. BCA/B.Sc-IT with minimum 60% marks. 2. Five years of experience in the field of Programming, Database management, ERP System development with contemporary operating system.
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3. Scheme of examination/Selection process for the above posts are given as under:

A. For Group ‘A’ Posts:-

The selection for the Group ‘A’ posts mentioned at Sr. No. 1 & 2 will be made on the basis of the following:

Tier	Description	Marks
Tier-I	Score Card: In this regard applicants would be required to submit self-assessed score sheet, as provided with the advertisement, along with the application form. All scores claimed by the applicants must be accompanied with the corresponding supporting document.	70
Tier-II	Interview	30

As per the marks obtained in Tier-I, candidates will be shortlisted for interviews in a 1:10 ratio, provided the number of eligible candidates is 10 or more per post. In cases where one or more candidates have scored equal to the 10th candidate, they will also be invited for the interview, and the 1:10 ratio limit will not be strictly applied in such instances. For cases where the number of eligible candidates per post is fewer than 10, the Selection Committee will interview all eligible candidates as recommended by the Screening Committee.

The merit list will be prepared by combining the marks obtained in Tier-I and Tier-II. The selection shall be made based on the recommendations of the Selection Committee.

B. For Group-“B” posts:

The selection for the Group ‘B’ posts mentioned at Sr. No. 3 to 6 will be made on the basis of the following:

Tier	Description		Marks & Duration
Tier-I	Objective Type Test		70 Marks 100 Minutes
	Part – A (General)	25 Marks	
	Part – B (Subject Specialization)	45 Marks	
Tier-II*	Trade Test/ Computer Test/ Skill Test/ Other Test		30 Marks 45 Minutes

*Tier-II examination for any/ all positions, may be conducted on paper/ practically in field/laboratories/systems etc. The modalities of the same shall be decided by the Competent Authority of NIFTEM Kundli and informed in due course of time.

Note:

- a) The candidates are required to qualify Tier-I, which shall in general be at 60%

- (Relaxation/concession to reserved category candidates may be given as per GOI's rules).
- b) However, the committee may change the qualifying percentage (60%) depending on the number of candidates qualifying in the examination for Tier-II on the basis of number of vacancies for the respective posts.
 - c) The Tier-II(Trade Test/ Computer Test/ Skill Test/ Other Test) of only those candidates shall be evaluated/conducted, who qualify in Tier-I of the selection process.
 - d) The final selection shall depend on the merit list of marks obtained by the candidate in Tier-I and Tier-II, out of 100 marks, provided, the candidate qualifies in Tier-I.
 - e) In case two or more candidates secure the same marks in the merit list, the tie will be resolved using the following procedures:
 - i. The candidate having more marks in Tier-I examination for the respective post shall be given preference, failing which
 - ii. The candidate senior in age shall be given preference.
 - iii. In case option at (i) and (ii) is exhausted, it shall be decided by the competent authority.

4. Syllabus for Examination

A) Tier-I (Part-A) (MCQ Type) for all Non-Academic Group 'B' & 'C' posts

S. No.	Test Components	No. of Questions	Marks
1	General Awareness: This section aims to evaluate the candidate's knowledge of current events and general understanding of day-to-day topics. It includes questions related to India and its neighbouring countries, with emphasis on History, Indian Policy & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, and important events.	5	5
2	Reasoning Ability: Questions in this section will test both verbal and non-verbal reasoning. Topics include analogies, similarities, differences, space visualization, problem-solving, analysis, judgment, decision-making, visual memory, observation, discrimination, relationships, concepts, arithmetical reasoning, verbal and figure classification, and arithmetical number series.	5	5
3	Mathematical Ability: This section will cover basic numerical and mathematical concepts such as the Number System, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, and interpretation of Tables & Graphs.	5	5
4	English Language: This segment will assess the candidate's proficiency in the English language, including Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and correct usage.	5	5
5	Computer Awareness: This section focuses on evaluating basic computer knowledge, including Computer Fundamentals, Applications, Components, Hardware & Software, Operating Systems, Word Processing, Internet, and Security & Networking concepts.	5	5
	Total	25	25

B) Tier-I (Part B- Subject Specialization) (Total Questions:45, Total Marks:45) :

Shall be provide separately in due course of time.

C) Tier-II (Trade Test/ Computer Test/ Skill Test/ Other Test) (Total Marks 30, Duration:45 Minutes):

Shall be provide separately in due course of time.

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

- i) Go to NIFTEM, Kundli Website <https://niftem.ac.in>
- ii) Under Career Section, find the Advertisement N/HR&/H/2024/18, dated 29.04.2025 for the Non-Teaching posts and go to the link <https://niftemnt.samarth.edu.in>
- iii) Register in the recruitment portal.
- iv) Application Fee for the all the posts is mentioned below:

Post No.	Application fee
1 & 2 (Group-A)	a) For UR/OBC: ₹1000 b) For SC/ST: ₹500
3, 4, 5, & 6 (Group-B)	a) For UR/OBC/EWS: ₹500 b) For SC/ST: ₹250

There is no application fee for PWD candidates.

v) How to Pay Fee:

- a) Under Career Section, find the Advertisement N/HR&/H/2024/18, dated 29.04.2025 for the Non-Teaching posts and go to the link <https://form.qfixonline.com/kunrregis>
- b) Pay applicable fee by fill up the details.
- c) Take screenshot/ printout of the fee payment receipt/ confirmation slip.
- d) Upload the payment confirmation slip at the time of document uploads in the recruitment portal.
- e) Enter transaction reference number date while submitting the application form
- f) Applications received without prescribed fee are liable to be rejected.

vi) How to submit Score Card:

- a) Take printout of the score card of the concerned post from **Annexure-X**.
- b) Fill the score card indicating marks claimed clearly.
- c) Upload the scanned copy of the score card and supporting documents at the time of document uploads in the recruitment portal.

vii) The last date for submission of duly filled-in online application is **31.05.2025 till 18:00 hrs.**

viii) Please make sure to complete all fields without leaving any fields blank.

ix) Applications received on e-mail or Fax will not be considered.

6. 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) 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.
- iii) The interested persons in Government service should send their applications through proper channel or No Objection Certificate (NOC) should be produced 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.
- iv) All the columns as mentioned in the online application should be supported by the relevant and authentic documents. Marks in score card shall be allotted only for such qualifications/experience claimed, which is supported by authentic documents.
- v) 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.
- vi) 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.
- vii) For direct recruitment posts, the upper age limit shall be relaxable for employees serving in Government Organisations as per Government of India norms. Relaxation to SC/ST/OBC/PwD categories shall be in addition to the above.
- viii) The regular, contractual, and outsourced employees who have served or are currently serving at the Institute shall be allowed age relaxation for a period equivalent to their service tenure at NIFTEM, Kundli, up to a maximum limit of five years.
- ix) The Institute reserves the right to fill or not to fill the post advertised.
- x) 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.
- xi) No correspondence will be entertained with the candidates, who are not called for Written

Test/Interview/Selected for appointment.

- xii) 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.
- xiii) 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.
- xiv) Salary and perquisites offered are as per 7th Pay Commission Pay Scales.
- xv) 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.

7. Benefits & Facilities Include:

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

8. Additional Information:

- i) 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 Registrar, NIFTEM, Kundli, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District Sonapat, Haryana.**
- ii) 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.

- iii) 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.
- iv) **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.**
- v) 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.
- vi) The candidate is responsible for the correctness of the information provided in the application.

Registrar

ANNEXURE-X**SCORE CARDS**

Sr. No.	Post	Page No.
1	Registrar	11-13
2	Deputy Controller (Finance & Accounts)	14-16

Score Card

(Scholastic Attainment of the Candidate)

To be filled in by the Candidate for the post of Registrar (Level-14)

S. No.	Particulars	Marks Allotted	Marks claimed by the Applicant	Marks verified by the Committee	Page no. of Proof
I	Academic Background	Maximum marks allotted: 30			
	a. Bachelor degree	Maximum marks allotted: 10			
	b. Masters Degree	Maximum marks allotted: 10			
	c. Other relevant academic degrees like LLB/LLM/MBA/Ph.D.	Maximum marks allotted: 06 1) 02 marks for each degree			
	d. Medals/Lead Position in university exams/Award/Recognitions obtained at Bachelors Degree/ Masters Degree/Doctoral Degree for academic excellence	Maximum marks allotted: 04 1) 01 mark for each degree for which medal / certificate of lead position is awarded			
II	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 40			
	a. Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority: <ul style="list-style-type: none"> Academics Admission Automation/Digitalization Conduction of Statutory Bodies meetings Convocation Establishment Examination Finance & Accounts Formulation of Recruitment Rules/Promotion policies/course contents General administration Human resource Infrastructure Development Legal Matters Media & event management Placements of students RTI Matters Setting up of Labs Store & purchase Student Welfare 	Maximum marks allotted: 15 01 mark for each activity			

S. No.	Particulars	Marks Allotted	Marks claimed by the Applicant	Marks verified by the Committee	Page no. of Proof
	<ul style="list-style-type: none"> • Training and Development activities • Vigilance 				
	b. Administrative/Academic experience (To be counted after completion of essential experience prescribed)	Maximum marks allotted: 7.5 1) 1.5 mark/year			
	c. Leadership Attributes	Maximum marks allotted: 7.5 1.5 marks for each achievement <ul style="list-style-type: none"> • Major R&D initiatives launched • Inter-institutional collaborations (National/ International) developed • New Programmes or any initiatives started • Flagship research / education / extension / resources generation programme initiated • Interactive for administration reforms. • Policy level positive changes in the area of administration. • New infrastructure created 			
	d. Training / Workshop / Seminar / Conferences attended in the area of academic-administration / leadership / student welfare / policy making / management system	Maximum marks allotted: 5 0.5 mark for each of the activity			
	e. State what makes you a potential applicant and also include your likely contributions and transformative initiatives if selected (minimum 250 words but not exceeding 500 words)	Maximum marks allotted: 05			
III.	Interview performance: Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: - Administrative experience, communication skills, Knowledge of govt. rules & regulations,	Maximum marks allotted: 30			

S. No.	Particulars	Marks Allotted	Marks claimed by the Applicant	Marks verified by the Committee	Page no. of Proof
	presentation skills, Quick response, Interpersonal skills				

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

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 cancelled without assigning any reason thereof.

Date: _____

Signature of Applicant

Name: _____

Score Card

(Scholastic Attainment of the Candidate)

To be filled in by the Candidate for the post of Deputy Controller (Finance & Accounts) (Level-12)

S. No.	Particulars	Marks allotted	Marks claimed by the Applicant	Marks verified by the Committee	Page no. of Proof
I.	Academic background	Maximum marks allotted: 35			
	a. Bachelor degree	Maximum marks allotted: 10			
	b. Masters Degree	Maximum marks allotted: 10			
	c. MBA	Maximum marks allotted: 7			
	d. Other relevant academic degrees like C.A./ICWA/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 5 1) 01 mark for each Degree/ Diploma.			
	e. Medals/Lead position in university exams/Award/Recognitions obtained at Bachelor's Degree/ Masters degree/MBA/CA/ICWA levels for academic excellence	Maximum marks allotted: 3 01 mark for each degree for which medal/certificate of lead position is awarded			
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 35			
	a. Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority: <ul style="list-style-type: none"> • Maintenance of Books of Accounts • Automation of Accounts activities • Drafting of Financial proposals as per GOI norms • Budgetary matters 	Maximum marks allotted: 15 1.5 mark for each activity			

S. No.	Particulars	Marks allotted	Marks claimed by the Applicant	Marks verified by the Committee	Page no. of Proof
	<ul style="list-style-type: none"> • Conduction of Various Audits including preparation of Audit Replies • Preparation of Agenda & Minutes and conduction of Statutory Bodies meetings • Payroll matters • New Pension Systems • Settlement of Personnel Claims namely Medical etc. • Settlement of terminal dues • Construction accounts • Tender Management • MoUs/ Agreements preparations • Parliamentary Matters • RTI Matters • Procurement of Consumable & Capital items • Extra Mural Projects • Fellowship to Students • Investment guideline 				
	b. Finance & accounts experience (To be counted after completion of essential experience prescribed)	Maximum marks allotted: 10 1) 1.5 mark/year			
	c. Training/Workshop/Seminar/Conferences attended in the area of academic administration/leadership/student welfare/ policy making/management system	Maximum marks allotted: 5 0.5 mark for each of the activity			
	d. Leadership Attributes <ul style="list-style-type: none"> • Timely Completion of Annual Accounts • Settlement of Audit Paras • Participation in Student welfare Activity • Earning of additional income for the organization 	Maximum marks allotted: 5 1 mark for each activity			

S. No.	Particulars	Marks allotted	Marks claimed by the Applicant	Marks verified by the Committee	Page no. of Proof
	<ul style="list-style-type: none"> • Organization of in-house trainings for the fellow colleagues • Participation in activities of campus development 				
III.	<p>Interview performance: Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: -</p> <p>Administrative knowledge, communication skills, Knowledge of govt. rules & regulations, presentation skills, Quick response, Interpersonal skills</p>	<p>Maximum marks allotted:</p> <p>30</p>			

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

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 cancelled without assigning any reason thereof.

Date: _____

Signature of Applicant

Name: _____