



राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)  
(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन)  
राजेन्द्रनगर, हैदराबाद - 500 030, तेलंगाना, भारत.

**National Institute of Agricultural Extension Management (MANAGE)**  
(An organization of Ministry of Agriculture & Farmers Welfare, Government of India)  
Rajendranagar, Hyderabad - 500 030, Telangana, India

No. MNG-01/Admn-258/2017-18

Date: 12 July 2017

1. The National Institute of Agricultural Extension Management (MANAGE) is an autonomous organization under the Department of Agriculture and Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India.
2. MANAGE invites applications in prescribed format for filling up the post of "**Cook**" (1 post) on Direct Recruitment basis **under OBC category**.
3. **Scale of Pay:** Rs.19,900/- (As per 7<sup>th</sup> CPC Pay Matrix Level-2) plus allowance as admissible from time to time.
4. Eligibility for the post of "**Cook**" viz. qualifications, experience, age, scale of pay etc. are as follows:-

**Essential Qualifications:**

1. 10<sup>th</sup> Class Pass from a recognized Board/University.
2. Diploma in Catering
3. Experience - One Year in cooking any reputed organization.

**Desirable Qualifications:**

1. Training acquired from any reputed organization in cooking.
2. Capacity to cook at odd hours for as many as persons in emergency situations.

**Age:** 18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt.). Age relaxation will be given for OBC/OBC-Persons with Disabilities (PwDs) candidates in accordance with orders issued by the Central Government from time to time.

Note: The crucial date for determining the age limit shall be last date of receipt of applications.

**Application Fee:** (i) Rs.250/- (Demand Draft from any Nationalized Bank drawn in favour of "MANAGE payable at Hyderabad")  
(ii) Persons with Disabilities (PwDs) and Women Candidates are exempted from application fee.

**Last date:**

1. Last date for receipt of applications is **31/08/2017**. Applications received after the last date will not be considered.
2. Last date for receipt of applications from North Eastern States, Jammu & Kashmir, Andaman & Nicobar Island and Lakshadweep is **06/09/2017**. Applications received after the cutoff date shall be rejected.

**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. Mere fulfillment of the qualifications prescribed does not entitle the candidate to be called for Trade test/Skill test.
3. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
4. Candidates should submit self-attested copy of OBC Caste Certificate issued from the concerned competent authorities as per the proforma of Govt. of India. Otherwise, the application will be summarily rejected without further consideration.
5. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for Trade test/Skill Test, selection or appointment.
6. Experience and qualification will be reckoned as on the last date of submission of application.
7. Clear quality Xerox **self-attested copies** of Educational Qualifications, Caste Certificate, Experience (if any) etc., must be enclosed with the application.
8. The Institute reserves the right not to fill up the vacancy advertised, if the circumstances so warrant. The Institute reserves the rights to withdraw the advertised post at any time without giving any reason.
9. 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.
10. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
11. Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph will be summarily rejected.

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

## APPLICATION FOR RECRUITMENT OF COOK

Affix latest  
passport size  
photograph

Post applied for:

1.	Name in full (in Block letters)	
2.	Father's Name	
3.	Present postal address in full with PIN code with Tel/Mobile No.	
4.	a) Date of Birth b) Place of Birth c) Age as on last date	Years_____Months____Days____
5.	Nationality	
6.	Whether belongs to OBC (caste and attach attested photo copy of certificate issued by revenue authority not below the rank of Tahsildar)	

7. Educational Qualifications (Enclose attested copies of certificates/records)

Sl. No.	Examination Passed	Year of passing	Marks obtained		Name of the School/ Board/University
			Grand Total	Percentage	
i)	SSC				
ii)	Diploma in Catering				
iii)	Any other relevant information				

**8. Experience**

Details of previous/present employment held, in chronological order, starting from present position backwards (enclose attested copies of certificates)

Post held	Period of service		Salary drawn	Name of the office/organization with full Address	Nature of Duties
	From	To			

9. Employment exchange registration No., NCO No. and validity period

10. Training acquired in Cooking, if any:

11. If selected, the minimum time required to join the post:

12. Any other information:

13. Details of Demand Draft:

I, affirm that the information given above is true and correct. I also fully understand that if, at any stage, it is discovered that any attempt has been made by me to willfully or misrepresents the facts, my candidature may be summarily rejected or my employment terminated.

Place:

Date:

Signature of the candidate.

Certificate  
(To be issued by the forwarding Authority)

Certified that the particulars furnished by the candidates have been checked from the records and found correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last **3 years** and his integrity is beyond doubt.

Place:

Date:

Signature of the Head of Department with (Stamp)