



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-10/Admn/11

Date: 14 September 2018

1. The National Institute of Agricultural Extension Management (MANAGE) is an autonomous organization under the Department of Agriculture 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 **Upper Division Clerk (UDC)** on Direct Recruitment basis under **OBC category**.
3. **Scale of Pay:** Pay Matrix Level-4 & Pay Rs.25,500/- (As per 7th CPC) plus allowance as admissible from time to time.
4. Recruitment Rules for the post of “**Upper Division Clerk (UDC)**” are as follows:-

| | | |
|----|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post | UDC |
| 2. | No. of Posts | One |
| 3. | Classification | C |
| 4. | Scale of Pay | Pay Matrix Level-4 & Pay Rs.25,500/- |
| 5. | Age limit for direct recruits | Not exceeding 27 years (Relaxable for Govt. Servants with 3 years of continuous service up to 40 years in accordance with the instructions or orders issued by the Central Government). Age relaxable for OBC candidates as per rules. |
| 6. | Educational and other qualifications required for direct recruits | Essential: 1. A Bachelor degree from a recognized University. 2. Speed of 30 wpm in English Typewriting and possession of English typewriting lower grade. 3. 3 years' experience in Govt. Office / Undertaking or Autonomous body or reputed firms. 4. Working knowledge of computers. |

| | | |
|----|------------------------------|-------------------------------------------------------------------------------------|
| | | Desirable: Knowledge of Govt. Rules and Regulations and office procedure. |
| 7. | Period of probation, if any. | Two years |

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

Application Fee: (i) Rs.300/- (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:

Last date for receipt of application along with DD for an amount of Rs.300/- in favour of MANAGE payable at Hyderabad is **within 30 days from the date of publishing in Employment News**. Applications received after the last date will not be considered.

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 written 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-NCL latest 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 Written 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, OBC 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.
12. Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Hyderabad only.
13. Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down in the Recruitment Rules.
14. All documents/testimonials in original regarding age proof, Educational Qualifications, Experience (if any) etc., will have to be produced at the time of the written test, failing which the candidature will be forfeited.

Sd/-
Dy. Director (Admn.)