



To
Sri Utsav Pavendra
Om Shanti Colony, 22 Khwaja Road,
Chakki Wali Gali, Etawah
Uttar Pradesh

Email ID: utsav20@manageites.org
Mobile: +91-8393858585

Sir,

Sub: Furnishing of information under RTI Act – Reg.
Ref: Your RTI application No. NIAEM/R/E/22/00039, dated 14/12/2022 – reg.

This is with reference to your online RTI application cited above, requested MANAGE to provide the information under RTI Act, 2005. The information sought is furnished point-wise in the enclosed **Annexure**.

If the applicant is not satisfied with the information, you may file an appeal to the First Appellate Authority within 30 days of receipt of reply of CPIO. The name, designation and complete address of the First Appellate Authority of this Institute is as under:-

Dr. P. Chandra Shekara

Director General

National Institute of Agricultural Extension Management (MANAGE),

Rajendranagar, HYDERABAD – 500 030 (TS)

Ph:040-24015253 (O), Fax: 040-24015388

Email: dgmanage@manage.gov.in

Encl: As above

Yours sincerely,

Central Public Information Officer (CPIO)



राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का एक स्वायत्त संगठन, राजेन्द्रनगर, हैदराबाद - 500 030. तेलंगाना, भारत.)

NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)

(An Autonomous Organization of Ministry of Agriculture and Farmers Welfare, Government of India)

Rajendranagar, Hyderabad - 500 030. Telangana, INDIA

Telephone: +91 (040) 24594511

E-mail: sr_khiste@manage.gov.in, ddadmin@manage.gov.in, Website: www.manage.gov.in



ANNEXURE

Sub: Furnishing of information under RTI Act – Reg.
 Ref: Your RTI application No. NIAEM/R/E/22/00039, dated 14/12/2022 – reg.

Sl. No.	Particulars	Reply
1.	How many times format for application form for the post was changed & on what dates? If yes, does all candidates those who have already submitted the form in older format were informed?	No change in application format uploaded in the MANAGE website except, revised format with photograph provision only on 03/11/2022. Applications were received from the candidates are in the prescribed format uploaded in the MANAGE website.
2.	What documents are sufficient to show essential qualification required for the post?	Refer to Sl. No. 8 of General Conditions of advertisement placed in the MANAGE website. A copy of the same is attached for your reference.
3.	What communication was made to candidates before rejecting an application in case of incomplete documents and full payment in favour of MANAGE, Hyderabad for the application?	Refer to Sl. No. 13 of General Conditions of advertisement placed in the MANAGE website. A copy of the same is attached for your reference.
4.	Why only offline form filling method is only present as an option?	This is not covered under RTI Act.



[Signature]
 Central Public Information Officer (CPIO)



**NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT
(MANAGE)**

(An Autonomous Organization of the Ministry of Agriculture & Farmers Welfare,
Govt. of India)

Rajendranagar, Hyderabad – 500 030, Telangana

Tel: 040-24594509 Fax: 040-24015388

www.manage.gov.in



EMPLOYMENT NOTICE

Advt. No. MNG-01/Admn-355/2019

1. The National Institute of Agricultural Extension Management (MANAGE) is an autonomous organization under the Department of Agriculture and Farmers Welfare (DA&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India.
2. MANAGE invites applications in prescribed format for filling up the following Group – B positions:

Name of the post	No. of Post	Pay scale	Mode of Recruitment	Category	Last date
Research Associate (RA)	03	Group – B Pay matrix level – 06 (35,400/- to 1,12,400/-)	Direct Recruitment basis only	UR – 2 ST – 1	30 days from date of publishing in Employment news

Age and eligibility conditions:

Age limit	a) Up to 35 years of age. b) Relaxable for Govt. Servants up to 5 years c) No age restriction for the regular employees of MANAGE
Educational and other qualifications required for direct recruits	Essential: A First Class Master's degree from any recognized University/Institute in Agricultural Extension/Agri-Business Management/Agricultural Marketing. Desirable: 1. Ph.D in relevant subjects from any recognized university. OR 2. At least two years' experience in research and training in the above subjects.
Period of probation, if any.	2 Years
Method of Recruitment	Direct Recruitment





Application Fee:

Candidates shall be required to pay application fee of Rs.500/- (Rupees five hundred only) (Non-Refundable) in the form of a demand draft from any scheduled bank drawn in favor of "MANAGE" payable at Hyderabad. SC, ST, PwD and Women candidates are exempted from payment of application fees. Such candidates are required to attach valid certificates issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates may attach copy of Aadhar Card.

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. For the posts reserved for ST, latest proof of community certificate should be enclosed along with the application form in the prescribed format as issued by the Competent Authority.
3. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
5. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for Written Test, Skill Test or appointment.
6. MANAGE will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate
7. Experience, age and qualification will be reckoned as on the last date of submission of application.
8. Clear quality Photostat **self-attested copies** of Educational Qualifications, Experience, reservation certificate and any relevant certificates must be enclosed with the application.
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. The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The decision of Director General, MANAGE in all matters will be final and no appeal will be entertained.
11. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
12. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City courts have jurisdiction to decide or adjudicate.
13. Application incomplete in any respect and not accompanied by relevant certificates /documents/ photograph will be summarily rejected.
14. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
15. Last date for receipt of application along with demand draft of Rs.500/- (Rupees five hundred only) from any Nationalized bank drawn in favour of "MANAGE" payable at Hyderabad is **within 30 days from the date of publishing the advertisement in Employment Newspaper** to the Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad – 500 030. Hyderabad, Telangana.

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