



राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन)

राजेन्द्रनगर, हैदराबाद – 500 030 तेलंगाना, भारत.

National Institute of Agricultural Extension Management (MANAGE)

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

Rajendranagar, Hyderabad - 500 030, Telangana, India

F. No. MNG-01/Admn-539/2025

Date: 18th June, 2025

EMPLOYMENT NOTICE – Advt. No. 01/2025

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.

MANAGE invites applications in prescribed format for filling up the following Group-C positions on Direct Recruitment basis:

Sl. No.	Name of the post	Post Code	Number of Posts	Category	Pay Matrix Level
1	Junior Stenographer	JST01	01	OBC	Pay Matrix Level - 4 (Rs.25,500/- to Rs.81,100/-)
2	Junior Stenographer (Anticipated vacancy)	JST02	01	ST	
3	Upper Division Clerk	UDC	01	UR	
4	Junior Technical Assistant (Network Administrator)	JTA	01	UR	Pay Matrix Level - 2 (Rs.19,900/- to Rs.63,200/-)
5	Multi-Tasking Staff	MTS01	02	OBC	Pay Matrix Level - 1 (Rs.18,000/- to Rs.56,900/-)
6	Multi-Tasking Staff	MTS02	01	EWS	

Qualifications:

Junior Stenographer	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Bachelor degree from a recognized university. 2. Speed of 80 wpm in Shorthand in English and possession of certificate from State Board of Technical Education. 3. Speed of 30 wpm in English typewriting. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Experience of minimum two years in secretarial work. 2. Knowledge of computer handling.
Upper Division Clerk	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Bachelor degree from a recognized university. 2. Speed of 30 wpm in English typewriting. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Three years' experience in Govt. Office / Undertaking or Autonomous body or reputed firms. 2. Knowledge of Govt. rules and regulations and Office Procedures. 3. Working knowledge of computers.

Junior Technical Assistant (Network Administrator)	<p><u>Essential :</u></p> <ol style="list-style-type: none"> 1. First Class 12th Standard or equivalent with Science and Mathematics subjects from a Government recognized Board with A-Level certificate course Department of Electronics and accreditation or 2. First Class three year Diploma in Electronics or Information Technology or Computer Science from Govt. Institute or Govt. recognised University. or 3. First Class Bachelor Degree in Electronics or Information Technology or Computer Science from a recognized University <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Two Years experience in networking. 2. Cisco Certified Network Associate (CCNA) certification.
Multi-tasking Staff	<p><u>Essential:</u></p> <p>Matriculation (10th Class Pass) from a recognized Board; with one of the following:</p> <ol style="list-style-type: none"> 1. Proficiency in Typewriting 2. Basic Certificate Course in Computer / IT <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Fluency in Hindi and Telugu 2. Familiar with Office work / Photocopying / Driving of vehicles / Binding / Photography

Age Limit:

Junior Stenographer	<ol style="list-style-type: none"> a) For OBC candidates between 18 to 30 years. b) For ST candidates between 18 to 32 years. c) Up to 40 years for departmental candidates with 3 years of continuous service in the same line.
Upper Division Clerk	<ol style="list-style-type: none"> a) Between 18 to 27 years. b) Up to 40 years for departmental candidates who rendered 3 years of service in the same line.
Junior Technical Assistant (Network Administrator)	<ol style="list-style-type: none"> a) Between 18 to 27 years. b) Up to 40 years for departmental candidates who rendered 3 years of service in the same line.
Multi-Tasking Staff	<ol style="list-style-type: none"> a) For EWS candidates Between 18 to 27 years b) For OBC candidates between 18 to 30 years c) Up to 40 years for departmental candidates who rendered 3 years of service in the same line.

- PwBD (40% or more)/ Ex-Servicemen (ESM)/ Widows/ Divorced Women/ Women judicially separated and who are not remarried are eligible for age relaxation as per GoI rules.
- There is no age restriction for the regular employees of MANAGE.

METHOD OF RECRUITMENT:

Name of the post	JUNIOR STENOGRAPHER
Stage I	1. Objective-type test consisting of 100 questions. 2. Syllabus: 100 questions (Total 100 Marks) a) English Comprehension – 25 Marks b) General Intelligence and Reasoning – 25 Marks c) Quantitative Aptitude – 25 Marks d) General Awareness – 25 Marks 3. Duration: 90 Minutes 4. Each question carries 1 mark and there shall be 0.25 negative marking.
Stage-II	Top 6 candidates each from OBC & ST category in Stage-I exam will be called for skill test i.e., Shorthand English Lower (80 WPM) and Typewriting in English lower (30 WPM) tests.
Selection Methodology	Final Merit list for the post of Junior Stenographer will be prepared based on the combined marks secured in the written examination and Shorthand test subject to qualifying in Typewriting test.
Tie Breaking Methodology (in order of preference)	(i) Candidates having desirable qualifications/experience will be placed higher. (ii) Date of birth, with older candidates. (iii) Even if the qualifications/experience and date of birth of Tied candidates is same, a re-test of the tied candidates will be conducted.

Name of the post	UPPER DIVISION CLERK
Stage I	1. Objective-type test consisting of 100 questions. 2. Syllabus: 100 questions (Total 100 Marks) a) English Comprehension – 25 Marks b) General Intelligence and Reasoning – 25 Marks c) Quantitative Aptitude – 25 Marks d) General Awareness – 25 Marks 3. Duration: 90 Minutes 4. Each question carries 1 mark and there shall be 0.25 negative marking.
Stage-II	Top 6 candidates in Stage-I exam will be called for a Typewriting test of 30 w.p.m. in English on computer.
Selection Methodology	Final Merit list for the post of UDC will be prepared based on the marks secured in the Stage-I examination subject to qualifying in Stage-II.
Tie Breaking Methodology (in order of preference)	(i) Candidates having desirable qualifications/experience will be placed higher. (ii) Date of birth, with older candidates. (iii) Even if the qualifications/experience and date of birth of Tied candidates is same, a re-test of the tied candidates will be conducted.

Name of the post	JUNIOR TECHNICAL ASSISTANT (NETWORK ADMINISTRATOR)
Stage I	1. Objective-type test consisting of 75 questions. Total 75 Marks. 2. Syllabus: a) General Knowledge – 25 Marks b) Subject Matter – 50 Marks 3. Duration: 60 Minutes 4. Each question carries 1 mark and there shall be 0.25 negative marking.
Stage-II	Top 6 candidates in Stage-I exam will be called for Stage-II test. 25 Marks – All basic Internet/ Computer /Social Media /Networking skills will be tested.
Selection Methodology	Final Merit list for the post of Junior Technical Assistant will be prepared based on the Stage-I merit, subject to qualifying in Stage-II.
Tie Breaking Methodology (in order of preference)	(i) Candidates having desirable qualifications/experience will be placed higher. (ii) Date of birth, with older candidates. (iii) Even if the qualifications/experience and date of birth of Tied candidates is same, a re-test of the tied candidates will be conducted.

Syllabus: Subject Matter for the post of Junior Technical Assistant (Network Administrator)

- Fibre optics:** Introduction to fibre optics, fibre material, optical sources, fibre fabrication, optical fibre application.
- Basics of Web Conferencing applications:** for onsite, remote and hybrid meetings (i.e., NIC, Zoom, teams, Webex, etc).
- Core Networking Concepts**

Basics of Networking

a. **Introduction to networking:** Number System, Binary Counting (Binary to Decimal and Decimal to Binary converting), Hexadecimal, IP address and sub netting.

b. **Data Networks:** Networking Devices and their function (like repeater, Bridge, Hub, Switch, Router), Network Topologies (Ring, Star, Bus, Hierarchical and Mesh), Network Protocols: (LAN, MAN, WAN and VPN) Bandwidth: Bandwidth Measurement, Bandwidth Limitation, OSI Model and TCP/IP Model.

c. **Networking Media:** Cables (OFC Cables, UTP Cables, Coaxial Cables, and wireless networks).

d. **Routing Protocols:** (IGP, EIGRP, BGP, Static, and OSPF).

e. IP Addressing and Subnetting

- IPv4 vs IPv6
- Subnet masks and CIDR notation
- Private vs Public IPs
- DHCP fundamentals



f. Network Devices

- Router, Switch, Hub, Modem, Access Point
- Basic configuration and differences

g. Routing and Switching

- Static vs Dynamic Routing
- Basics of RIP, OSPF
- VLANs and Inter-VLAN routing
- MAC Address Table and ARP

4. Protocols and Services

a. Important Network Protocols

- TCP, UDP, ICMP
- HTTP/HTTPS, FTP, DNS, SMTP, POP3, IMAP
- SNMP, Telnet, SSH

b. Name Resolution and Address Translation

- DNS working
- NAT & PAT (concept and use cases)

c. Wireless Networking Basics

- Wi-Fi standards (802.11 a/b/g/n/ac)
- Basic wireless security (WEP, WPA/WPA2)

5. Security and Troubleshooting

a. Network Security Basics

- Firewalls (hardware/software)
- VPNs (conceptual overview)
- Basic cybersecurity practices
- Common threats (DoS, phishing, malware)

b. Network Troubleshooting

- Tools: ping, tracer, ipconfig, netstat, nslookup
- Diagnosing connectivity issues
- Loopback testing



Name of the post	MULTI - TASKING STAFF
Stage I	1. Objective-type test consisting of 100 questions (10 th class level). 2. Syllabus: 100 questions (Total 100 Marks) a) General English – 25 Marks b) General Intelligence and Reasoning – 25 Marks c) Quantitative Aptitude – 25 Marks d) General Awareness – 25 Marks 3. Duration: 90 Minutes 4. Each question carries 1 mark and there shall be 0.25 negative marking.
Stage-II	Top 12 candidates from OBC & top 6 candidates from EWS category in Stage-I exam will be called for skill test.
Selection Methodology	Selection from among the shortlisted candidates will be done based on Stage-I merit, subject to qualifying in Stage-II.
Tie Breaking Methodology (in order of preference)	(i) Candidates having desirable qualifications/experience will be placed higher. (ii) Date of birth, with older candidates. (iii) Even if the qualifications/experience and date of birth of Tied candidates is same, a re-test of the tied candidates will be conducted.

Application Fee:

Candidates shall be required to pay application fee **including GST (Non-Refundable) in the form of Demand Draft** from any nationalized banks in favour of "MANAGE" payable at Hyderabad. The candidates who are willing to apply for more than one post, should submit separate application along with prescribed application fees for each post.

Name of the post	Fee in Rs.
Junior Stenographer	500/-
Upper Division Clerk	500/-
Junior Technical Assistant (Network Administrator)	350/-
Multi-Tasking Staff	350/-
Candidates belonging to Persons with Benchmark Disabilities (PwBD), Women candidates, SC, ST, Ex-Serviceman for all positions. These candidates must produce relevant documents in support of their category.	150/-

General Conditions for all positions:

- Last date for receipt of applications along with demand draft is 28th July 2025.**
- Those who are in Govt. Service should forward their application through proper channel. Applications routed through proper channel should reach at MANAGE, Hyderabad within 10 days after the last date. However, an advance copy of the application may be submitted on or before the last date.



3. In-service candidates should enclose Vigilance Clearance Certificate, No Objection Certificate and certified copies of last 5 years APARs while forwarding through proper channel.
4. Candidates who are applying for more than one post should pay the prescribed fees separately and are required to fill up separate application for each post.
5. Clear quality **self-attested** Photostat copies of Educational & Technical Qualifications, Experience, Caste Certificate, PwBD (40% or more), Ex-Servicemen (ESM), Aadhaar Card and any others relevant certificates must be enclosed with the application.
6. OBC (NCL) & EWS candidates should submit self-attested **latest Certificate** issued from the concerned competent authorities as per the proforma of Govt. of India (specimen copy provided on website).
7. 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.
8. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
9. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for Written Examination, Skill Test or Interview.
10. 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.
11. Experience, age and qualification will be reckoned as on the last date of submission of application.
12. 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.
13. 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.
14. MANAGE reserves all rights to Add or Delete number of posts at any stage.
15. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
16. 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.
17. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
18. Candidates are advised to visit MANAGE website:
<https://www.manage.gov.in/vacancies/vacancies.asp> regularly for updates.
19. The filled in application forms should be sent to **The Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad – 500 030, Telangana.** Applications through email shall not be entertained.



20. Applications received after closing date or applications incomplete in any respect and not accompanied by relevant certificates /documents/Demand Draft/ photograph or not in the prescribed format will be summarily rejected.
21. The envelope containing application should be superscripted as "**Application for the Post of** _____".

Sd/-
DEPUTY DIRECTOR (ADMN.)