राष्ट्रीय कृ ष वस्तार प्रबंध संस्थान (मैनेज)
(कृ ष एवं कसान 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

File No. MNG-01/Admn-569/2026-27 Date: 27th November, 2026

Employment Notice – Advt. No. 02/2026

Sub: Filling up the post of Assistant Accounts Officer (Group-A) in National Institute of Agricultural Extension Management (MANAGE), Hyderabad on Deputation basis – Reg.

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One vacancy of Assistant Accounts Officer in the Pay Martix Level-10 of 7th CPC Rs.56,100/- to Rs.1,77,500/-, Group-A, in National Institute of Agricultural Extension Management (MANAGE), Hyderabad is proposed to be filled up on deputation basis from amongst the officers under the Central Government / State Government / Universities / Public Sector Undertakings / Autonomous Organizations:

Eligibility criteria for deputation:

Persons under Central/State Govt./ Universitities/ PSUs/ Autonomous Organizations

(i) Holding analogous posts on regular basis in the parent cadre.
(ii) Shoud have 10 years' experience in handling accounts work in a Central/State Govt./ Universities/ PSUs/ Autonoumous Organizations of which 5 years in the cadre of PML-08 in the scale of Rs. 47,600/- to Rs. 1,51,100/- (or) 8 years in the cadre of PML-06 in the scale of Rs. 35,400 to Rs. 1,12,400/-.

Desirable Qualifications:

(i) Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting. He/She should have sound knowledge of Government of India and Autonomous Institution rules, regulations and procedures relating to accounts, budgeting, project finance and accounts management, procurement, tendering, GeM, local and foreign purchases and inventory management, PFMS, TSA, etc.

(ii) Experience in the field of Investments/ fund Management/ Securities. He/She should be well-versed in income tax and GST provisions, tax assessment, preparation of Bank Reconciliation Statements (BRS) and finalization of Annual Accounts.

Age limit:

The maximum age limit for appointment by deputation shall not exceed fifty-six years (56 years) as on closing date of receipt of applications.

1. Period of deputation initially shall be for 3 years, which may be extended for a further period of 2 years on mutual consent with the lending organization, subject to the condition that the services shall not be extended beyond the date of superannuation.

2. Mode of Selection : Through Personal Interview for the shortlisted candidates.

3. Officers selected for appointment on deputation basis shall be entitled to draw Pay / deputation (duty) allowance in accordance with the existing instructions on the subject issued by the Government of India from time to time.

Application Fee:

Demand Draft for ₹1,000/- drawn in favour of **MANAGE**, payable at Hyderabad.

Duties attached to the post of Assistant Accounts Officer in MANAGE are as under:

- Assistant Accounts Officer performs the duties of Drawing and Disbursing Officer (DDO) besides looking after the accounts & finance matters to assist Director General in accounts and financial matters.
- Responsible for preparation of Budget Estimates and Revised Estimates for the Institute and also responsible for maintenance of all relevant records of accounts.
- To watch the expenditure pattern for review of expenditure vis-à-vis the Estimates and take up with the various officers/divisions for utilization of the fund provided.
- To supervise the timely completion of the accounts, resolve any accounting or documentation problems & discrepancies and month end analysis of the trail balance.
- To compile monthly expenditure and annual expenditure.
- To ensure that the expenditure is classified properly without any mis-classification and prepare the Annual Accounts as per the time schedule.
- To ensure the internal audit in a timely manner including replies/compliance to the observations of the audit.
- To ensure the audit of accounts by the C&AG and Internal Audit Wing of the Ministry by furnishing all relevant information and to ensure for settlement of paras.
- Ensure submission of Utilisation certificates in time to the Ministry and other Project Authorities.
- Scrutinization of all incoming bills, vendor invoices and staff claims (such as TA/DA, medical and LTC) before payment. Ensures all expenditures are supported by valid administrative approvals and verified against allocated budget provisions prior to disbursement.

- Being the member of the Committee, to attend Tender Committee/ Budget and Revised Estimate Committee meetings and render all assistance for evaluation of financial documents and tenders submitted by the bidders in accordance with GFR/other relevant rules.
- Ensure the efficient management of banking operations and reconciliation of Bank statements
- Reconcile bank statements and manage the short-term investment of surplus corpus.
- Overseeing the timely disbursement of monthly salaries and pensions and responsible for calculating and remitting statutory deductions like Income Tax (TDS), GST, New Pension System (NPS) contributions and General Provident Fund (GPF)
- To supervise and coordinate the work of Accounts Staff and ensure that the bills are properly scrutinized before the bills are passed for payment.
- Ensure to impart training to the Accounts Staff in proper maintenance of accounts.
- To attend to any work entrusted by the Deputy Director (Admin) & Director General on matters relating to accounts, audits and financial reports.

4. Applications of interested and eligible officers, who could be spared in the event of their selection; may be sent, through proper channel, in the enclosed pro-forma along with the documents mentioned below so as to reach The Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad, Telangana – 500030 on or before **28th December, 2026**. While forwarding the applications, the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be done by the Employer/ Cadre Controlling Officer.

The applications should be sent along with the following documents:

i) No Objection Certificate, to the effect that the Officer will be spared for joining at MANAGE in the event of selection.
ii) Experience Certificate specifying the service rendered in matters related to accounts.
iii) Vigilance Clearance Certificate
iv) Integrity Certificate
v) Major / Minor Penalty Statement during the last ten years'.
vi) Certified Photocopies of ACRs / APARs for the last five years, duly attested on each page of ACRs/APARs.
vii) Demand Draft for ₹1,000/- drawn in favour of **MANAGE**, payable at Hyderabad.

5. Applications received after the last date or without required documents or otherwise found incomplete, will not be considered.

Sd/-
Director (Administration)

General Conditions:

Applicants should forward their applications through the proper channel on or before **28th December, 2026**. Alternatively, an advance copy of the application may be submitted on or before the last date. Applications forwarded through the proper channel should reach MANAGE, Hyderabad, within 10 days from the last date of receipt of applications.

1. Applications received through proper channel will only be considered.
2. Bio-data of the eligible and willing officers may be forwarded through proper channel as per the application format available on MANAGE website.
3. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
4. Clear quality Photostat **self-attested copies** of Educational & Technical Qualifications, Experience and any relevant certificates must be enclosed with the application.
5. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for selection process.
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. 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.
9. 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.
10. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
11. 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.

12. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
13. Through proper channel application should be sent in an envelope superscribed "APPLICATION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER" through post on or before **28th December, 2026**. Applications received after the last date will not be accepted.
14. Applications in the enclosed pro-forma along with the requisite documents should reach The Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad, Telangana – 500030.
15. While forwarding the applications, the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be done by the Employer/ Cadre Controlling Officer.

Sd/-
Director (Administration)