



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-201/2016

Date: 03 January 2019

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 **Multi-Tasking Staff (MTS)** on Direct Recruitment basis under **SC category**.
3. **Scale of Pay:** Pay Matrix Level-1 & Pay Rs.18,000/- plus allowance as admissible from time to time.
4. Recruitment Rules for the post of "**Multi-Tasking Staff (MTS)**" are as follows:-

1.	Name of the Post	Multi-Tasking Staff (MTS)
2.	No. of Posts	One
3.	Scale of Pay	Pay Matrix Level-1 Pay Scale: Rs.18,000/- to 56900/-
4.	Age limit for direct recruits	18 to 25 years (for SC candidates up to 30 years). Government Servants up to the age of 45 years in case of the candidates belong to the SC.
5.	Educational and other qualifications required for direct recruits	<u>Essential:</u> Matriculation (10 th Class Pass) from a recognized Board; <u>Desirable:</u> 1. Possessing of Driving License 2. Fluency in Hindi and Telugu 3. Familiar with office working / operation and maintenance of office equipment and machinery / driving of vehicles
6.	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: Nil

Last date:

Last date for receipt of application along with self-attested photocopies is **19th February 2019**. 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 **SC Caste Certificate issued from the concerned competent authorities**. 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, SC 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/skill test, failing which the candidature will be forfeited.

Sd/-
Dy. Director (Admn.)