



## **National Institute of Food Technology Entrepreneurship and Management**

Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and An Autonomous Institution under Ministry of Food Processing Industries, Govt. of India Plot No. 97, Sector- 56, HSIIDC Estate, Kundli - 131008, Distt.- Sonapat, (Haryana), India.

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### **Vacancy for the Non - Faculty Positions**

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) has been set up as an apex world class institute of global standards in Food Science & Technology under the aegis of Ministry of Food Processing Industries (MoFPI). The institute has been notified by the Ministry of Human Resource Development, Govt. of India as Deemed to be University under De-Novo Category.

#### **NIFTEM's MANDATE:**

NIFTEM would work as a Sector Promotion Organisation or Business Promotion Organisation of the food processing sector. Major objectives of NIFTEM are:

- I. Providing One Stop Solution to all the problems of the sector.
- II. Ensuring Skill Development and —Entrepreneurship Development for the sector.
- III. Facilitating business incubation services with ultra modern pilot plant for processing of fruits and vegetables, dairy, meat and grain processing.
- IV. Conducting Frontier Area Research for development of the sector.
- V. Developing world class managerial talent with advanced knowhow in food science and technology.
- VI. Providing intellectual backing for regulations which will govern food safety and quality and at the same time foster innovation.
- VII. Functioning as a knowledge repository on various aspects of food processing such as product information, production and processing technology, market trends, safety and quality standards, management practices among others.
- VIII. Up-gradation of SME food processing clusters.
- IX. Promoting cooperation and networking among existing institutions within India and as well as with international bodies.

NIFTEM offers a unique opportunity to the meritorious academicians/ professionals to build their career in field of Food Processing Technology Entrepreneurship and Management. Committed, result oriented serving professionals who intend to share the vision of the institute with passion to match global standards are encouraged to become the part of NIFTEM. The institute has well established world class infrastructure including fully equipped laboratories with latest equipments.

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) requires efficient, experienced and competent officials for the following posts:

S.No	Post	No. of Post	Pay Scale
1	Assistant Librarian	1	PB - 3 + 5400
2	Accounts Officer	1	PB - 2 + 4800
3	Executive Assistant	6	PB - 2 + 4200
4	Lab Incharge	6	PB - 2 + 4200
5	Lab Technician	6	PB - 1 + 2800

Applications are invited from qualified Indian citizens, persons of Indian Origin (PIOs) and Overseas Citizens of India (OCIs) as well as Non-Indians who are exceptionally bright and motivated, committed, result oriented professionals who will share the vision of the institute with passion to match global standards are encouraged to apply to the above mentioned positions on direct recruitment/ Deputation basis. Reservation to SC/ST/OBC/PH etc. will be applicable as per Government of India norms. Salary and perquisites offered are as per 6<sup>th</sup> Pay Commissions Pay Scales.

- Candidate who have applied earlier for the same post but have not been selected, need not apply .
- The actual vacancy may vary at the time of selection depending upon the position.

For Details regarding qualification, experience, general conditions, Pay scales, application format etc., please visit our website [www.niftem.ac.in](http://www.niftem.ac.in) .

Applications must reach to the office of Registrar, NIFTEM at above mentioned address on or before 31<sup>st</sup> December, 2012.

### QUALIFICATION & EXPERIENCE

#### LAB INCHARGE:-

- **Pay Band II** : Rs. 9300 – 34,100 + Grade Pay of Rs. 4200
- **No. of posts:** 6
- **Essential Qualifications & experience:**
  - 1) Degree in Food Science & Technology/ equivalent with subjects Biochemistry/ Microbiology/ Physics/Chemistry/ Biology.
  - 2) 3 years experience in coordinating laboratory activities as Lab

- Technician in an educational & research Institution/ University
  - **Maximum Age:** 35 years
  - **Method of recruitment:**  
Direct recruitment/ Deputation.  
Deputation: Persons holding analogous posts and fulfilling the essential qualifications & experience mentioned above.
  - **Duties & Responsibilities:** Lab In-Charge will be responsible for the procurement, upkeep and maintenance of Lab Infrastructure and materials. The incumbent will coordinate with the academia of the Institute in updating the infrastructure. He/ She will be responsible for all activities related to Lab Lab Infrastructure, Safety and related issues.
- **Age of Superannuation:** 60 years

#### LAB TECHNICIAN:-

- **Pay Band -1 :** Rs. 5200 – 20,200 + Grade Pay of Rs. 2800
- **No. of posts:** 6
- **Essential qualifications & experience:**  
Bachelor's degree or Diploma in Food Science and Technology and other related subjects- Bio-chemistry, Micro-biology/  
Physics/Chemistry/biology.  
2 years of experience of working in a Food Science/Bio related Lab as an Assistant
  - **Maximum Age:** 30 years.
  - **Method of Recruitment:** Direct Recruitment/ Deputation/transfer  
Deputation/transfer: Persons holding analogous posts and fulfilling essential qualifications and experience mentioned above.
  - **Duties & Responsibilities:**  
Lab Technician will be responsible for making arrangements and necessary preparations conducive for experimental learning and research activities. The incumbent will ensure that lab preparations are made well in advance to enable the lab activities to be carried out smoothly. He / She will be responsible for the upkeep and maintenance of labs; all activities related to Lab infrastructure, safety and related issues.
  - **Age of superannuation:** 60 years

#### EXECUTIVE ASSISTANT: -

- **Pay Band -2:** Rs. 9300 – 34,800 + Grade Pay of Rs. 4200.
- **No. of posts:** 6

- **Essential qualifications:**  
Graduate in any discipline from a recognized University with MBA from a reputed institute on regular basis.  
Proficiency in Word processing like MS Word, Spreadsheet like EXCEL, Power Point presentations.
- **Maximum Age:** 30 years.
- **Method of Recruitment:** Direct Recruitment
- **Duties & Responsibilities:**  
To provide all round assistance to senior functionaries and executing various types of work in the institute
- Age of superannuation: 60 years

#### **Assistant Librarian:**

- **Pay Band III :** Rs. 15,600 – 39,100 + Grade Pay of Rs. 5400
- **No. of posts:** 1
- **Essential Qualifications & Experience:**
  1. Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks **or** its equivalence in a grade of 55% where grading system is practiced and a Consistently good academic record with knowledge on computerization of Library.
  2. Qualified in the National Eligibility Test (NET) in the relevant subject conducted by UGC or any other agency approved by the UGC.
  3. A minimum of Five years as an Assistant Librarian in a University / Education & Research Institute Library/ State or Central Govt. Library.
- **Maximum Age:** 45
- **Method of Recruitment:** Direct Recruitment/ Deputation.

Deputation: Persons holding analogous posts or Persons working in the pay band II of 9,300-34800 + Grade Pay of Rs.4,800 in a university/ educational & Research Institutions and having qualifications & experience mentioned above.

#### **Duties & Responsibilities:**

His/her specific duties include checking Library materials in and out, Empty book drop, Shelves books, Help students and professors, keep circular records, register new library pattern, Collect records and record fines, put reserves on books that have been requested, assist in processing new book, maintain library also assist Deputy Librarian; The incumbent will facilitate students, researchers in accessing library resources.

- Age of Superannuation: 60 years

#### **Accounts Officer**

- **Pay Band-II -** Rs. 9300 – 34,800 + Grade Pay of Rs. 4800
- **No. of posts:**1
- **Essential Qualifications & Experience:**
  1. Chartered / Cost Accountant OR B Com with MBA (Finance) from a reputed institute
  2. 5 years experience in a similar position in a large enterprise; or Officers of Central/ State Governments/Autonomous Bodies/ PSUs having

adequate experience/ exposure to finance and accounts matters.

• **Maximum Age:** 35years

• **Duties & Responsibilities:**

The incumbent will be responsible to maintain the accounts of the institution in accordance with standard accounting procedures, will prepare annual accounts, facilitate audit and also present the financial picture of the Institute from time to time through Controller (Finance & Accounts) to Registrar and the Director.

The incumbent will adopt standard accounting practices tuned to prescribed accounting standards and ensure timely compilation of accounts and Management information system. The incumbent will also install a sound internal control procedure and audit checks that would provide a secure accounting system commensurate to the size of the operations.

• **Method of Recruitment:**

Direct Recruitment / Deputation/ Transfer.

Deputation/Transfer: Persons holding analogous posts and fulfilling eligibility conditions mentioned above.

**OTHER BENEFITS INCLUDE:**

Accommodation- Residential Apartments as per entitlement; Medical Coverage as per rules; Provident Fund, Gratuity and Pension benefits as per rules; Leave Travel Concession; and other leave as per rules. Transport facility for families/children /Pay Protection etc.

**Application Form and Instructions for Administrative positions:**

- The application form is attached. It can be downloaded from the website.
- Please make sure to complete all fields without leaving any fields blank.
- **Make sure to clearly mention the name of the position applied for.**
- Please send separate application for each post if applying for more than one. Please attach Photostat self attested copies of (a) Matriculation Certificate as proof of date of birth. (b) Degree certificates as the case may be. (c) SC/ST/OBC/PH Certificates along with the application.
- Application not sent in prescribed format will not be considered.
- Please send the application form for Administrative Positions after duly filling up all the fields with relevant enclosures to :

Registrar, NIFTEM Plot No.97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District Sonapat, Haryana.

**Benefits & facilities:**

- Accommodation: The Institute will provide residential apartments as per entitlement, subject to availability. Alternatively HRA as per rules shall be paid.
- Campus will have neighborhood facilities- Bank, Post Office, Shopping Center, Food Courts etc.
- Medical Coverage as per rules.

- Provident Fund, Gratuity and Pension benefits as per rules.
- Leave Travel Concession facility.
- Earned/ HPL/ Commuted leave and other leave as per rules.
- Recreation facilities- Gymnasium, Health Club, Sports facilities, amphitheatre etc.

### **Additional Information:**

- Political and security clearance from Ministries of External Affairs and Home Affairs is necessary in every case for individuals with foreign passports.
- Reservation is applicable as per Government of India rules. Necessary certificates must be enclosed with the application form.
- Candidates employed in Government and Semi-Government Organizations, Public Undertakings, University and Educational Institutions must apply through their present employers. If they anticipate unavoidable delay in their applications being forwarded through proper channel, they may submit advance copies of their applications directly to the –  
Registrar, NIFTEM Plot No.97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District Sonapat, Haryana.
- Candidates are requested to send their application in the prescribed format only. If applying for more than one post, kindly indicate your preference in the Application Format.
- The invitation to candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
- The Institute reserves the right to screen and call only such candidates as are found *Prima facie* suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
- No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview / outcome of interview.
- The Institute may consider candidates whose area of specialization lie outside those stated herein, provided these persons have an outstanding record.
- The candidate is responsible for the correctness of the information provided in the application.
- If it is found at a later date that any information given in the application is incorrect / false the candidature / appointment is liable to be cancelled / terminated.