



CONTRACTUAL APPOINTMENTS (Rolling Advertisement)



NATIONAL INSTITUTE OF FOOD TECHNOLOGY, ENTREPRENEURSHIP AND MANAGEMENT

NIFTEM invites applications on prescribed format from interested India Nationals to fill up the post on **Contractual basis**.

About the Institute:

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

- I. Working as a One Stop Solution Provider to all the problems of the sector.
- II. Working for Skill Development and Entrepreneurship Development for the sector.
- III. Facilitating business incubation services with its 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. Working for up gradation of SME food processing clusters
- IX. Promoting cooperation and networking among existing institutions within India and as well as with international bodies.

The focus areas of the Institute include- Research, Education, Extension and outreach, Technology & Enterprise incubation, Skill Development and Consultancy services.

NIFTEM invites applications from the competent and dynamic persons for the following posts on **Contractual basis initially for a period of one year and subject to extension by the Competent Authority of NIFTEM.**

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| 1. First cut off | : 10-12-2013 |
| 2. Second cut off | : 28-12-2013 |
| 3. Third cut off | : 15-01-2014. |

The details are as follows:

Sl. No.	Name of the Post	No. of Posts	Fixed Remuneration	Qualification & Experience for direct recruitment	Maximum Age (years)
1.	Executive Engineer	01	Rs. 45,000/-	B.E/ B.Tech in Civil Engineering from a University/ Deemed University or AICTE approved Institute with 08 years experience as Assistant Engineer or equivalent in a Govt. / semi Govt./ autonomous bodies/ Universities/ reputed company. Or Person retired from equivalent post can apply.	50 yrs
2.	Doctor (Female)	01	Rs. 45,000/-	MBBS with 02 years experience. Preference shall be given to those who have at least 02 years experience as Junior Resident with large hospital. (25 Bed)/Medical College from Govt. Hospital. Or Person retired from equivalent post can apply.	65 yrs
3.	Asstt. Engineer 1-Civil Eng. 1-1Electrical	02	Rs. 37,000/-	B.E/ B.Tech. in Civil/ Electrical Engineering from a University/ Deemed University or AICTE approved Institute with 10 years experience as Junior Engineer or equivalent in a Govt./semi Govt./ autonomous bodies/ Universities/reputed company. Or Person retired from equivalent post can apply.	50 yrs
4.	Receptionist	01	Rs. 25,000/-	Graduate with fluency in English, multi tasking and should have working knowledge of computer operations. Retired persons are not eligible to apply.	30 yrs
5.	Sr. Assistant	09	Rs. 22,500/-	Graduate with minimum 55% marks in any discipline from a recognized University, Proficiency in Word processing like MS word, Spreadsheet like, Excel, Power point Presentations. Minimum 5 years experience in the area of Establishment/ Budget/ Finance/ Purchase matters in Govt.,Semi-Govt. Deptts., Universities, Autonomous bodies, Technical Institutions, PSUs or a large Organisation or Person retired from equivalent post can apply.	35 yrs
6.	Nurse (Male/Female)	01	Rs. 20,000/-	04 years Bachelor Degree in B.Sc. Nursing and registered with concerned State Medical Council. Preference shall be given to the candidates having 2 years experience with Nursing Home /Hospital or retired person from the Govt. Hospital or Army Hospital.	35yrs
7.	Security Supervisor	01	Rs. 20,000/-	Ex-army NCO (Not below the rank of Subedar) or equivalent with minimum 10 years experience.	45yrs
8	Caretaker	04	Rs. 15,000/-	Graduate with working knowledge of Computers. Preference shall be given to those who are having experience in caretaking of Hostels. Or Person retired from equivalent post	40yrs

Sl. No.	Name of the Post	No. of Posts	Fixed Remuneration	Qualification & Experience for direct recruitment	Maximum Age (years)
				can apply.	
9	Jr. Assistant	17	Rs. 14,000/-	Graduate with minimum 55% marks in any discipline from a recognized University. Working knowledge of Computer Applications. Or Person retired from equivalent post can apply.	30yrs
10	Data Entry Operator	03	10,000/-	10+2 with 50% marks in any discipline from a recognized Board, having working knowledge of Computer Applications and speed of 8000key depressions per hour.	30yrs
11	Pharmacist	01	Rs. 20,000/-	12 th + Diploma in Pharmacy from govt. recognized Institution with at least 2 years of experience OR B. Pharmacy. Must be registered with any state Pharmacy Council or Person retired from equivalent post can apply.	35 yrs
12	IT Technician	04	Rs. 16,000/-	10+2 with one year Diploma in Basic Computer Hardware or networking and experience of 05 years. Or Graduate with one year Diploma in Basic Computer Hardware or Networking and experience of 03 years. Exp: Should have experience of Classroom IT services Management, Student Coordination and support, operating system (windows/Linux/UNIX/Mac) etc. installation and troubleshooting, manage Audio/Video lecture recording and storage, managing digital Classrooms equipments, installation of Voice connections, standalone/network based project management, CCTV camera management, public addressing system, printer installation and trouble shooting, Photocopier Machine management, record management, Inventory management, inventory movement etc. Preference will be given to candidate having educational Institute experience.	35 yrs
	Total	45			

General conditions: -

- 1) Age and qualification may be relaxed for retired persons as per discretion of the competent authority. Maximum age for retired person is 65 years as 10.12.2013.
- 2) Persons retired from the above positions are also eligible for consideration and they may apply for the same as per their eligibility.
- 3) Preference may be given to the retired person having experience in the relevant field.
- 4) The Institute reserves the right to cancel the recruitment without assigning any reason.
- 5) While short listing the Institute has the right to set different as well as higher norms, on the basis of the requirements. Mere fulfillment of qualification requirements does not entitle candidate to be called for interview.
- 6) The Institute reserves the right to restrict the numbers of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.
- 7) No correspondence will be entertained with the candidates, who are not called for interview/selected for appointment.
- 8) No TA/DA shall be paid to the candidates for attending the interview.
- 9) All the post are purely temporary and on contract basis, however the contract period may be extended based on the performance and need of the Institute.
- 10) Canvassing in any form will result in disqualification of candidature.
- 11) **Reservation of posts will be as per GOI rules.**
- 12) Complete application form shall be submitted to the Registrar, NIFTEM, Sector 56, HSIIDC Industrial Estate Haryana District Sonapat-131028, and Kundli-Haryana. **Last cut off dates is as follows:**
 1. **First cut off** : **10-12-2013**
 2. **Second cut off** : **28-12-2013**
 3. **Third cut off** : **15-01-2014.**
- 13) All reserved category candidates shall be required to submit attested copies of the latest Caste certificate issued by competent authority. Similarly, **Physically Challenged** candidates shall be required to submit proof of physical disability certificate from competent medical authority.
- 14) 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.

Other important information:

(i) Candidates are requested to provide their active email Id/mobile phone numbers/ Landline phone numbers in the application form for easy contact. (ii) Candidates are advised to visit the Institute Website regularly for update and relevant information. (iv) Short listed candidates may be informed by email for interviews. (v) The Institute reserves the right to reject any or all applications or it may amend any of the clauses above as per orders of the competent authority. (vi) Applications received on mail will not be entertained. (vii) Incomplete applications shall be summarily rejected and no communication in this regard shall be entertained.

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