NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)

(An Autonomous Organization of the Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad - 500 030, Telangana, Tel : 040-24594509, Web : www.manage.gov.in

EMPLOYMENT NOTICE - Advt. No. 04/2023

F.No MNG-01/Admn-483/2023-24

MANAGE invites applications in prescribed format for filling up the following Group A, B and C positions :

Sl. No.	Post Code	Name of the post	No. of Posts	Pay Matrix Level	Mode of Recruitment	Category
1	DD01	Deputy Director (Group-A)	01	Pay Matrix Level - 13A (UGC Scale) (Rs.1,31,400/- to Rs.2,17,100/-)	Direct Recruitment	UR
2	AD01	Assistant Director (Group-A)	01	Pay Matrix Level -10 (UGC Scale) (Rs.57,700/- to Rs.1,82,400/-)	Direct Recruitment	ST
3	AA01	Academic Associate (Group-B)	01	Pay Matrix Level - 6 (Rs.35,400/- to Rs.1,12,400/-)	Direct Recruitment	UR
4	AA02	Academic Associate (Group-B)	01	Pay Matrix Level - 6 (Rs.35,400/- to Rs.1,12,400/-)	Direct Recruitment	EWS
5	EDP01	EDP Assistant (Group-B)	01	Pay Matrix Level - 6 (Rs.35,400/- to Rs.1,12,400/-)	Direct Recruitment	OBC
6	UDC01	Upper Division Clerk (Group – C)	01	Pay Matrix Level - 4 (Rs.25,500/- to Rs.81,100/-)	Direct Recruitment	UR
7	MTS01	Multi-Tasking Staff (Group – C)	01	Pay Matrix Level - 1 (Rs.18,000/- to Rs.56,900/-)	Direct Recruitment	UR

Qualifications :

Deputy Director (Post Code – DD01) Group 'A'

Essential :
1. Ph.D in Agricultural Extension from a recognized university.
2. Five years' experience in the above field / subject in the cadre of Assistant Professor or equivalent

Desirable :
1. Experience in training / research/ consultancy / policy advocacy / implementation of government programmes / education / documentation and dissemination in concerned field.
2. Experience in national / international capacity building organizations.
3. Exposure in Agricultural Extension Management.

Assistant Director (Post Code – AD01) Group 'A'

Essential:
1. A First Class (60% marks or above) Master's degree in Agricultural Extension from any recognized University.
2. Three years' experience in training/teaching/research in concerned field.

Desirable :
Ph.D in relevant subject from any recognized University.

Academic Associate (Post Code – AA01) Group 'B'

Essential:
A First Class (60% marks or above) Master's degree in Fisheries / Zoology / Agricultural Zoology from any recognized University.

Desirable :
Ph.D in relevant subjects from any recognized University.
(OR)
Atleast two years' experience in research and training in the above subjects

Academic Associate (Post Code – AA02) Group 'B'

Essential :
A First Class (60% marks or above) Master's degree in Agricultural Extension from any recognized University.

Desirable :
Ph.D in relevant subject from any recognized University.
(OR)
Atleast two years' experience in research and training in the above subject.

EDP Assistant (Post Code – EDP01) Group 'B'

Essential:
1. A First Class (60% and above) Bachelor's degree in Computer Applications / Information Technology / Computer Science / Electronics & Communication / Artificial Intelligence & Machine Learning / Data Science / Internet of Things.
2. A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.

Desirable:
One year experience in the computer programming.

Upper Division Clerk (Post Code – UDC01) Group 'C'

Essential :
1. A Bachelor degree from a recognized university.
2. Speed of 30 wpm in English typewriting.

Desirable:
1. Three years' experience in Govt. Office/ Undertaking or Autonomous body or reputed firms.
2. Knowledge of Govt. rules and regulations and Office Procedure.
3. Working knowledge of computers.

Multi-Tasking Staff (Post Code - MTS01) Group 'C'

Essential :
Matriculation (10th Class Pass) from a recognized Board; with one of the following :
1. Proficiency in Typewriting
2. Basic Certificate Course in Computer / IT.

Desirable :
1. Fluency in Hindi and Telugu.
2. Familiar with Office work / Photocopying / Driving of vehicles / Binding / Photography.

Age Limit :

Deputy Director	a) Not exceeding 50 years. b) Relaxable for Govt. servants upto 5 years in accordance to the instructions of GoI. c) There is no age restriction for the regular employees of MANAGE.
Assistant Director / Academic Associate	a) Not exceeding 35 years. b) Relaxable for Govt. servants upto 5 years in accordance to the instructions of GoI. c) There is no age restriction for the regular employees of MANAGE.
EDP Assistant	a) Between 18 to 30 years. b) Relaxable for Govt. servants upto 5 years in accordance to the instructions of GoI. c) There is no age restriction for the regular employees of MANAGE.
Upper Division Clerk / Multi-Tasking Staff	a) Between 18 to 27 years. b) Up to 40 years for departmental candidates who rendered 3 years' of service in the same line. c) There is no age restriction for regular employees of MANAGE.

For complete details, please visit our website: www.manage.gov.in. Last date for receipt of application along with Demand Draft (for an amount of Rs.1180/- (Rs.1000 + GST@18%) for Group – A, Rs. 590/- (Rs.500 + GST@18%) for Group – B and Rs.354/- (Rs.300 + GST@18%) for Group – C posts) in favour of MANAGE payable at Hyderabad is thirty days from the date of Publication of this notice in Employment News. SC/ST/PwD/Women candidates are exempted from payment of application fees. 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. Director General, MANAGE, reserves the right to cancel this Employment Notice without any notice. The candidates who are willing to apply for more than one post, should submit separate application along with application fees for each post.   Sd/-

DEPUTY DIRECTOR (ADMN.)

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