

Detailed Guidelines

Applications are invited from eligible candidates for the following vacant posts under plan scheme of ICAR at Deendayal Research Institute, Krishi Vigyan Kendra, Majhgawan, Satna – 485331, M.P.

| Post/Discipline | Pay Scale | Qualifications |
|---|--|--|
| Subject Matter Specialist (Animal Science) (One post) | Rs.56100/- Level – 10 of 7 th CPC pay matrix (Pre- revised PB-3 Rs.15600- 39100+GP Rs.5400/- | Essential – Masters degree in Animal Science/Veterinary Science or equivalent from a recognized University. |
| Subject Matter Specialist (Agricultural Extension) (One post) | | Essential – Masters degree in Agricultural Extension or equivalent from a recognized University. |

- The last date for receipt of application will be 30 days from the date of publication of advertisement i.e 18 November, 2023 in **Employment News(18-24 November,2023)**. If the last date happens to be a Sunday or closed holiday, the next working day will be taken as crucial date. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates.
- Maximum Age limit for the Post of Subject Matter Specialist **should not be exceed more than 35 years** as on closing date of application.
- Duly Signed application in the prescribed format along with self-attested copy of certificates including proof for date of birth & self-attested photo affixed, testimonials, NOC. Application should be addressed to " **The General Manager, Deendayal Research Institute, 7E, Swami Ram Tirth Nagar, Jhandewala Extension, New Delhi-110055**" by post only. The envelope should be super scribed as "Application for the post of -----".
- Deendayal Research Institute will not be responsible for any postal delay.
- Only **Screened/short listed candidates** will be called for interview. No TA/DA will be provided to attend the interview.
- Employed applicants should send their application through their employer with No Objection Certificate.
- Incomplete application(s) in any form & the application(s) received after due date will not be considered.
- The candidates himself / herself should confirm his / her eligibility for the post applied for, before submission of application. No correspondence, whatever, in this regard shall be made / entertained.
- **Deendayal Research Institute, New Delhi**, reserves the right to fill the post or cancel the advertisement.
- A DD from Nationalized Bank of Rs. 1000/- (Rupees One thousand only) (non refundable) as processing fees drawn in favor of **Deendayal Research Institute, New Delhi** be attached with application form. The processing fee for SC/ST and women candidates will be Rs. 400/-(Rupees Four Hundred) only.
- Incomplete applications, applications without supporting documents viz., proof for date of birth, proof of minimum/essential qualifications and /or DD and applications received after due date will be summarily rejected without any notice and no correspondence in this regard will be entertained.
- For any query, please feel free to contact Dr. Rajendra Singh Negi -9425887138

General Manager
Deendayal Research Institute
New Delhi

Application Form

DEENDAYAL RESEARCH INSTITUTE, KRISHI VIGYAN KENDRA, SATNA(MP)

| (Details of application fee) | |
|-------------------------------------|-------|
| Bank Draft No. | ----- |
| Amount | ----- |
| Date | |

Affix recent
passport size
photograph

APPLICATION FORM

| | | |
|--|---|--|
| Name of the post Applied for | : | |
| Scale of pay Rs. | : | |
| Advertisement No. | : | |
| 1. Name in full (in block letters) | : | |
| Father's / Husband's Name | : | |
| 2. Address | : | |
| (i) Present address (for correspondence) | : | |
| (ii) Permanent home address | : | |
| (iii) Mobile : | : | |
| (iv) E-mail: | : | |
| 3. Date of birth Figures | : | |
| In words: (on last date for application) (According to Matriculation Certificate) | : | |
| 4. Nationality | : | |
| 5. Place of birth (with name of District and State) | : | |
| 6. (a) Mother tongue | : | |
| (b) Other language(s) which the applicant can speak, read and write Fluently | : | |
| 7. Whether belongs to SC/ ST/ OBC: (In support, please enclose a certificate from authorized Issuing Officer) | : | |
| 8. School from which the applicant passed the High School or Higher Secondary or an equivalent examination and Colleges at which educated: | | |

| S.No. | Name of School and College | Year of joining | Year of leaving |
|--------------|-----------------------------------|------------------------|------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

10. (a) Scholarships if any , Study Fellowships for Master’s Degree (Awarding Agency viz., ICAR/CSIR/UGC/others, duration with dates, Amount per month/ per annum):

(b) Honours/Awards, Recognitions etc. with details (conferring agency, year, title of honour/award/recognition, status viz., Institutional, State, National, International)

11. Any position or authority held or distinctions gained in extra - curricular activities, including games, sports, NCC, NSS, Hostel Warden ship, DDO ship, I/c Examination & Academic Cell, I/c Technical Cell, I/c Library, I/c Farm, I/c Ambulatory Services etc. (Details to be given including dates and duration where required):

12.(a) Experience: - Teaching, Research, Extension, Field Work or any other in relevant field, (Please describe each of the experience separately and in detail with its duration and dates):

| Name of Post | Organization | Salary pay | Period | | Total Duration | Nature of job |
|--------------|--------------|------------|--------|----|----------------|---------------|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |

(b)Trainings (Orientation, Refresher, Summer/Winter School, others) obtained with dates and durations in India and abroad separately:

(c) Seminars, workshops, symposium attended and papers presented with dates and duration in India and abroad separately:

13. Publications, if any, with their titles, please list your publications in bibliographic form they should be classified into scientific papers, Extension publications (Booklets/Bulletins), Books (Authored/Edited), Manuals, Book Chapters, Popular articles etc. (Reprints of papers be enclosed with the application):

14. Positions held in chronological orders:

| Name of Post | Organization | Pay scale, Present basic, Present total emoluments | Period | | Total Duration | Reason for leaving |
|--------------|--------------|--|----------|----------|----------------|--------------------|
| | | | From | To | | |
| | | | D. M. Y. | D. M. Y. | | |
| | | | | | | |
| | | | | | | |

15. External Projects got sanctioned and handled if as PI/Co -PI:

16. Membership of Societies/Bodies, if any

| S.No. | Name of Society | From |
|-------|-----------------|------|
| 1. | | |
| 2. | | |

17. Name of not less than two persons copies of whose testimonials are to be attached.
(Originals to be produced at the time of interview)

18. Name and address of two persons to whom reference may be made

19. (i) Have you ever been arrested/prosecuted/convicted by a criminal court ?; if yes, give the circumstances and sentence awarded.

(ii) Have you ever been subjected to any departmental enquiry?; if yes, give details:

(iii) Have you ever been debarred from appearing at any examination/selection conducted by the union public service commission/state public service commission/government/university/ board of any other educational institute/authorities ?; if yes, give particulars:

20. Additional Remarks, if any:

Note: - All the statements should be supported by proof enclosure wherever necessary. If the space is insufficient additional sheet may be used wherever required.

DECLARATION

I declare that the entries made in this form are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the candidate

REMARKS OF THE PRESENT EMPLOYER

(In the case of those who are already in service)

The applicant-----is holding a permanent/ temporary post of..... in the scale of pay.....from..... and his/ her present basic pay is Rs.....P.M. His/ Her application is forwarded and he/ she will be relieved in case he/ she is selected for the post applied for.

Place:.....

Date:

Signature Designation of

Officer (with official seal)

SUMMARY SHEET

(To be prepared and submitted in QUADRUPPLICATE (in 4 copies) in the format given below. No enclosures are to be attached to this sheet)

| | |
|---|---|
| 1. Name of the applicant | : |
| 2. Date of Birth | : |
| 3. Whether belonging to SC/ST/ OBC? If yes, mention name of the Caste/ Tribe/ Backward Class | : |

4. Examination Passed Examination:

| Examination | Name of the degree/ diploma | Name of the University or other examining body | Percentage of marks/ OCGA obtained | Division | Year of passing | Subject(s) (Major) |
|---|-----------------------------|--|------------------------------------|----------|-----------------|--------------------|
| High School | | | | | | |
| Higher Secondary/ Intermediate/Pre-University | | | | | | |
| Bachelor's Degree | | | | | | |
| Master's Degree | | | | | | |
| Doctor's degree | | | | | | |
| Any other examination(s) | | | | | | |
| | | | | | | |
| | | | | | | |

5. Title of MSc Thesis

6. Title of PhD thesis

7. Position held, so far:

| Name of Post | Organization and Address | Duration of appointment with dates | |
|--------------|--------------------------|------------------------------------|----------|
| | | From | To |
| | | D. M. Y. | D. M. Y. |
| | | | |
| | | | |

8. Number of publications:

| Items | Number (S) | Published | Accepted |
|---|-------------------|------------------|-----------------|
| i. Scientific papers | | | |
| No of papers <4 NAAS ratings | | | |
| No. of papers >4 NAAS ratings | | | |
| No. of papers without NAAS ratings | | | |
| ii. Extension publication (booklets/bulletins) | | | |
| iii. Books : | | | |
| No. of authored books | | | |
| No. of edited books | | | |
| iv. Manuals | | | |
| v. Book chapters | | | |
| vi. Popular articles | | | |

Date:.....

SIGNATURE OF THE CANDIDATE

A tentative list of enclosures to facilitate the preparation of statement of annexure which may be still exhaustive

List of Enclosures or Annexure

Candidates Name :

Post :

Discipline:

| S. No. | Particulars of Annexure (proof) | Enclosure Page No. |
|--------|---|--------------------|
| 1 | Bank Draft | |
| 2 | Date of Birth | |
| 3 | Caste Category Certificate (Also mention category if belonging to SC/ST/OBC) | |
| 4 | Academic Qualification | |
| | (A) High School/Secondary mark sheet/grade sheet | |
| | (B) High School/Secondary Certificate | |
| | (C) Higher Secondary/Sr.Hr. Secondary/ Intermediate/PUC mark sheet/ grade sheet | |
| | (D) Higher Secondary/Sr.Hr. Secondary/ Intermediate/PUC certificate | |
| | (E) Graduation mark sheet/grade sheet | |
| | (F) Graduation degree | |
| | (G) Mark sheet/grade sheet | |
| | (H) Post-Graduation degree | |
| | (I) Ph.D. mark sheet/grade sheet if any | |
| | (J) Ph.D. degree if any | |
| | (K) Other degree/Diploma/certificate if any | |
| | (L) NET/SET certificate | |
| | (M) NCC/NSS C certificate | |
| | (N) Study fellowships (Jr./Sr./Post-Doctoral/others) | |
| 6 | Awards | |
| 7 | Honours/ Recognitions | |
| 8 | Professional Bodies fellowships | |
| 9 | Trainings attended/participated | |
| 10 | Winter/ Summer school attended/participated | |

| | | | |
|----|-----|---|--|
| 11 | | Seminar/Symposia attended/participated | |
| 12 | (A) | Publications in NAAS rated Journals | |
| | (B) | Other Publication | |
| 13 | | Service experience | |
| 14 | | Co-Curricular and Extra- Curricular Activities | |
| 15 | | Copy of order of sanction of externally funded projects | |
| 16 | | Others | |

Signature of Candidate