

Detailed Guidelines

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

Post/Discipline	Pay Scale	Qualifications
Senior Scientist cum- Head (1 post)	Level – 13A rationalized with of pay entry Rs.131400/- of 7 th CPC pay matrix (PB-4, 37400-67000, GP-9000)	Essential – Doctoral degree in relevant subject basic science with 8 years' experience in the relevant subject as Scientist/ Lecturer/ extension Specialist or in an equivalent position in the pay band – 3 of Rs 15600-39100 with Grade Pay of Rs. 5400/ Rs.6000/ Rs.7000/ Rs.8000 having made contribution to research/ teaching/ extension education as evidenced by published work/innovations and impact.

- The last date for receipt of application will be 30 days from the date of publication of advertisement i.e 26 October,2024 in **Employment News(26 October-1 November,2024)**. 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 Senior Scientist cum- Head for the post of **should not be exceed more than 47** years (Relaxation as per ICAR rules) 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) (nonrefundable) 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.
- Documents related with the information provided in the application form should be produced at the time of interview. Period of Ph.D research work will not be counted as experience for the required minimum qualification.
- Candidates already in service should submit their applications through proper channel. Candidates anticipating delay in sending their applications through proper channel, should prefer advance copy directly with required application fee. However, the candidate will have to produce No Objection Certificate at the time of interview, failing which he/she will not be allowed to appear in the interview.

- Applications, which are incomplete/not on the prescribed form/received after the due date/received without the prescribed application fee shall be summarily rejected. Separate application form and fee should be submitted for applying different posts and categories.
- The Institute reserves the right to fill or not to fill up any post and also to increase or decrease the number of posts without assigning any reason thereon, and also reserves the right to withdraw the advertisement partially, or in full at any point of time by putting the notice on its website.
- No interim correspondence shall be entertained.
- Only shortlisted candidates based on their academic and career performance will be called for the interview.
- Employees working against teaching/research posts as contractual staff at DRI KVKs will get as one time relaxation in upper age limit to a maximum of 5 (five) years. The quantum of such age relaxation will also include broken period of service, provided one stretch of service is more than six months in an academic session.
- The age of superannuation for Sr. Scientist/Jr. Scientist/Scientist and Sr. Scientist cum Head (KVK) under the control of Deendayal Research Institute shall be governed by the rules of DRI as applicable to them and shall be co-terminus with the project. Other conditions of service will be governed by the relevant rules/regulations which may be issued by the Deendayal Research Institute from time to time. The age of superannuation is 60 years, their services shall also be co-terminus with the scheme.
- The Institute will not be responsible for any postal delay. Applications received after expiry of the last date will not be considered and entertained at all.
- The Institute reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview under guidance of ATARI.
- Call letters to attend the interview will be sent to shortlisted candidates only by Email and Registered post. No correspondence will be made with the applicants who are not shortlisted/not called for the interview. Therefore, candidates are advised to check the KVK Website and their email regularly.
- The decision of the Institute in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of selection, and criteria of selection, etc. will be final and binding on the candidates. No enquiry or correspondence will be entertained.
- The following categories of persons shall not be eligible to apply for any position in the Institute.
 - (i) Who has been convicted by the Court of Law or any criminal proceedings are pending against him.
 - (ii) Who has entered into contracted marriage with a person having a spouse living.
 - (iii) Who is not a citizen of India, and
 - (iv) Any other category of person disqualified for appointment by the Govt of India from time to time.
- All appointments made shall be provisional and subject to verification of certificates through proper channels. The Institute shall verify the documents and antecedents of the applicant at the time of appointment or any time during the tenure of the service. In case, it is found at any point of time that any documents/information submitted by the candidate is false or the candidate has suppressed any relevant information, the services of the selected candidate shall be terminated forthwith without assigning any further reasons and without prejudice to such other action as may be taken under the provisions of Indian Penal Code for production of false information.
- All the qualification and experience will be counted up to the last date of applications. Any additional qualification and experience acquired after the closing date will not be taken into account at the time of screening/selection.
- In case of any inadvertent mistake at the time of process of selection, which may be detected at any stage even after the issuing the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.
- The process of selection may be by a presentation/seminar/interview or a combination thereof.

- Candidates shall have to produce original documents at the time of interview.
- Candidates are required to submit evidences for each of the information provided in the application form.
- Candidate seeking age relaxation must submit the appropriate certificate of the competent authority prescribed under rule by the Govt of India.
- Candidate is liable to be transferred to any unit under the jurisdiction of Deendayal Research Institute.
- For any query, please feel free to contact Dr. Akhilesh Jagre Mobile Number-9425942368.

New Delhi

General Manager
Deendayal Research Institute

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 MatriculationCertificate)	:	
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	<i>Year of joining</i>	<i>Year of leaving</i>
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 QUADRUPLICATE (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