National Institute of Food Technology Entrepreneurship and Management (NIFTEM), Kundli, Sonepat, Haryana

Advertisement No. N/HR&/H/2020/31   **Dated:** 09.11.2020

The 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 has openings for various positions on Direct Recruitment/Deputation basis for Indian Nationals. Applicants with good academic record, work experience in relevant field are encouraged to apply for the following positions:

For Direct Recruitment: (Accounts officer post is for direct recruitment failing which by deputation)

S. No.	Position	Nature of Post	No. of Posts & Category	Pay Scale as per 7th CPC	Maximum Age (Years)
1.	Deputy Librarian	Direct Recruitment	01 (UR)	Academic Level-12 With rationalized entry pay of Rs. 79,800/- in 7th CPC	50
2.	Assistant Librarian	Direct Recruitment	01 (UR)	Academic Level-10 With rationalized entry pay of Rs. 57,700/- in 7th CPC	45
3.	Assistant Registrar (IT)	Direct Recruitment	01 (OBC)	Administrative Level-10 with rationalized entry pay of Rs. 56,100/- in 7th CPC	40
4.	Accounts Officer	Direct Recruitment/ Deputation	01 (UR)	Administrative Level-8 with rationalized entry pay of Rs. 47,600/- in 7th CPC	35 (56 years in case of deputation)
5.	Network Administrator	Direct Recruitment	01 (UR)	Technical Level-6 with rationalized entry pay of Rs. 35,400/- in 7th CPC	35
6.	Private Secretary (PS)	Direct Recruitment	01 (UR)	Administrative Level-7 with rationalized entry pay of Rs. 44,900/- in 7th CPC	35
7.	Personal Assistant (PA)	Direct Recruitment	02 (UR)	Administrative Level-6 with rationalized entry pay of Rs. 35,400/- in 7th CPC	35
8.	Senior Library Information Assistant (SLIA)	Direct Recruitment	01 (UR)	Academic Level-6 with rationalized entry pay of Rs. 35,400/- in 7th CPC	35

For Deputation:

S. No.	Position	Nature of Post	No. of Posts	Pay Scale as per 7th CPC	Maximum Age (Years)
9.	Assistant Librarian	Deputation	01	Academic Level-10 With rationalized entry pay of Rs. 57,700/- in 7th CPC	56
10.	Accountant	Deputation	01	Administrative Level-6 with rationalized entry pay of Rs. 35,400/- in 7th CPC	56

S. No.	Post & Pay Scale		No. of Post(s)	Essential Qualification & Experience	
11.	Senior Library Information Assistant (SLIA)	Deputation	01	Academic Level-6 with rationalized entry pay of Rs. 35,400/- in 7th CPC	56

Prescribed Minimum Qualification/Experience applicable for the Direct Recruitment posts given in the present Recruitment Notification

S. No.	Post & Pay Scale	No. of Post(s)	Essential Qualification & Experience
1.	**Deputy Librarian** With rationalized entry pay of Rs. 79,800/- (Academic Level 12) **Age :** 50 Years Maximum	UR-01	**ESSENTIAL QUALIFICATION & EXPERIENCE:** **Educational Qualifications:-** i) A Master's Degree in library science/ information science/ documentation science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed. ii) A Ph.D. Degree in library science/Information science/ Documentation Science/ Archives and Manuscript keeping/ computerization of library. **ESSENTIAL EXPERIENCE:** i. Holding analogous post or eight years experience as an Assistant University Librarian/ College Librarian in an Educational institute of national importance or any other large technical library in Academic Level-10. ii. Evidence of innovative library services including integration of ICT in library. iii) A consistently good academic record, with knowledge of latest digital tools and techniques of a modern library system.
2.	**Assistant Librarian** With rationalized entry pay of Rs. 57,700/- (Academic Level-10) **Age :** 45 Years Maximum	UR-01	**ESSENTIAL QUALIFICATION & EXPERIENCE:** **Educational Qualification:** i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) ii) A consistently good academic record, with knowledge of computerization of a library. Knowledge of latest digital tools and techniques of a modern library system. iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and

Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/ Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities /Colleges/Institutions subject to the fulfilment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode
b) The Ph.D. thesis has been evaluated by at least two external examiners;
c) Open Ph.D. viva voce of the candidate has been conducted;
d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed Journal;
e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ICSSR/CSIR or any similar agency.

Note:
(i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

ESSENTIAL EXPERIENCE:
At least five years of experience in Library/ Computerization of Library in a reputed Educational Institute/ Organization of which three years shall be as Senior Library Information Assistant/ Library Information Assistant or equivalent post in Level-6 Pay Scale of Rs. 35,400/- - 1,12,400/- (7th CPC) or equivalent.

| 3. | **Assistant Registrar (IT)** With rationalized entry pay of Rs. 56,100/- (Administrative Level-10) **Age:** 40 Years Maximum | OBC-01 | **Essential:** (i) Master's Degree in Computer Application or Computer Science or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Information Technology from a recognized University; and (ii) Five years' experience of electronics data processing work in Central Govt. /State Govts. or Union Territories or Universities or Recognized Research Institutes or Public Sector Undertaking or |

			Semi-Govt. or Autonomous or Statutory Organizations/Institutes out of which at least 3 years' experience in design, development or organizing computerized information storage and retrieval system having worked in UNIX or WINDOW Networking, WINDOWS Relational Data Base Management System (Oracle 7 or higher version) environment and development and development tools like C,C++ and visual C++
4.	**Accounts Officer** With rationalized entry pay of Rs. 47,600/- (Administrative Level-8) **Age :** 35 Years Maximum (56 years maximum in case of deputation)	UR-01	**Essential Qualification and experience:-** **Essential Qualification:** **1.** Chartered/Cost Accountants/B.Com with MBA (Finance) from a reputed Institute. **Experience:** 1. 05 years' experience of finance and accounts in a large enterprise; **OR** Officers of Central/ State Governments/Autonomous Bodies/ PSUs/ Universities having adequate experience/ exposure to finance and accounts matters and holding analogous posts **OR** Officers of Central/State Governments /Autonomous/ Bodies/PSUs/Universities in Grade Pay of Rs. 4200/- (Level-6, 7th CPC) or equivalent on regular basis with 05 years' experience of finance and accounts.
5.	**Network Administrator** With rationalized entry pay of Rs. 35,400/- (Administrative Level-6) **Age :** 35 Years Maximum	UR-01	**Essential Qualification & Experience:** 1. B.Sc. (Computer Science/IT) or BCA or equivalent with 60% marks and 7 years of experience as detailed in experience. **OR** 2. MCA or M.Sc. (Computer Science/Information Technology) or equivalent with 55% marks and 2 years of experience as detailed in experience. **OR** 3. First class B.E/B.Tech. (Telecommunications/Electronics/Computer Science/IT) or equivalent with 2 years of experience as detailed in experience. **Certification: CCNA or CCSP or CCNSE (Cyberoam Certified network and security expert) or equivalent.** **Experience:** 1. Should have experience in designing/implementing/configuring/upgradation and troubleshooting of large LAN/WAN network. 2. Should have experience in installation/configuration/troubleshooting L2 and L3 devices like router, switch (Cisco, Extreme or Juniper etc.) and network, wireless security devises (Firewall, UTM, Wireless controller etc.) routing, switching and security protocol, MPLS, VLAN, Frame Relay, remote networks, VoIP, ISDN, PRI &

			BRI, Load balancing, VPN, ACL, NAT, IP Phone, Lease line, Wi-Max, Subnetting etc. 3. Should have experience in Network topology, policies, procedure planning documentation and reporting of the work.

6.	**Private Secretary (PS)**
	With rationalized entry pay of Rs. 44,900/- (Administrative Level-7)
	
	Age : 35 Years Maximum
		UR-01	**Essential Qualification & Experience:**
			1. Bachelor's Degree in any discipline with 50% marks from a recognized University with proficiency in English.
			2. Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English on Computer (Qualifying requirement).
			
			Desirable:-
			    1. Diploma/Certificate in Office Management & Secretariat Practices/Modern Office Practices or equivalent from recognized/reputed institution.
			    2. Knowledge of computer application viz. MS – Word/PowerPoint/Excel etc.
			
			Essential Experience:-
			
			Minimum three years of experience as Personal Assistant in the Pay Band – II of Rs. 9300-34800 with GP of Rs. 4200/-(Level-6, 7th CPC) or equivalent in Central or State Universities/Institutions/ Government Departments/ PSUs/ Autonomous bodies.
			
			OR
			
			Seven years of experience in handling duties of Private Secretary/ Personal Assistant/ Stenographer which includes taking dictation in shorthand and its transcription; fixing up appointments, attending telephone calls and talking to the visitors in a graceful manner; keeping an accurate list of engagements, meetings, etc; keeping a note of movements of files; carrying out the corrections in the officer's reference books and making fair copies of drafts, D.O. letters etc in a Private Organization of repute.

7.	**Personal Assistant (PA)** With rationalized entry pay of Rs. 35,400/- (Administrative Level-6) **Age :** 35 Years Maximum	UR-02	**Essential Qualification & Experience:** • Graduation in any discipline with 50% marks from a recognized University and proficiency in English. • Shorthand (English) speed of 80 w.p.m. and typing speed of 30 w.p.m. in English on computer (Qualifying requirement). **Desirable:** • Diploma/Certificate in Office Management & Secretariat Practices/Modern Office Practices or equivalent from recognized/reputed institution. • Knowledge of computer application viz MS Word/ Power Point/ Excel etc. **Essential Experience:** Minimum three years as Stenographer in Central or State Universities/Institutions/Government

			Departments/PSUs/Autonomous bodies/ well established Private Organizations.
8.	**Senior Library Information Assistant (SLIA)** With rationalized entry pay of Rs. 35400/- (Level -06) **Age: 35 years**	UR-01	**Essential Qualification & Experience**: 1. M.Lib. Sc./ MLISc or equivalent with 50% marks. 2. At least 2 years of working experience in a reputed library. Working knowledge of Library Automation/ Digital Library and application of Open source software in Library science.

Prescribed Minimum Qualification/Experience applicable for posts to be filled on deputation given in the present Recruitment Notification

1.	**Assistant Librarian** With rationalized entry pay of Rs. 57,700/- (Academic Level-10) **Age :** 56 Years Maximum	01 (Deputation)	**Essential Qualification & Experience:** 1. Persons holding analogous posts and having the prescribed qualifications & experience for direct recruitment.
2.	**Accountant** With rationalized entry pay of Rs. 35,400/- (Administrative Level-6) **Age :** 56 Years Maximum	01 (Deputation)	**Essential Qualification & Experience:** Persons holding analogous posts and having the qualifications & experience as detailed below:- 1. The incumbent should be B. Com with 50% marks with knowledge of operations of Accounting Software like Tally and other software. 2. 03 Years of experience in managing accounts across various departments in State or Central Govt. organization/PSUs/Universities/Educational and Research Institutes. **3. Desirable:** M.Com
3.	**Senior Library Information Assistant (SLIA)** With rationalized entry pay of Rs. 35400/- (Level -06) **Age: 56 years**	01 (Deputation)	Persons holding analogous post or equivalent post on regular basis or person possessing essential qualification and experience as prescribed for direct recruitment which is indicated below: **Essential Qualification & Experience**: 1. M.Lib. Sc./ MLISc or equivalent with 50% marks. 2. At least 2 years of working experience in a reputed library. Working knowledge of Library Automation/ Digital Library and application of Open source software in Library science.

Selection process for the above posts are given as under:

1. **Deputy Librarian**

Selection Process for the post of Deputy Librarian:

The selection for the post of Deputy Librarian will be made based on the Academic/Research Score and Interview comprising assessment of Domain knowledge, Communication skills etc as per details given below:-

Selection Criteria for the Post of Deputy Librarian:

S. No.	Particulars of Activity	Max. Marks
1.	Academic/Research Score	80
2.	Interview comprising assessment of Domain knowledge, Communication skills etc.	40
	Total	**120**

NOTE:- The candidates will be called for interview on the basis of ratio 1:10

Academic/Research Score for the Post of Deputy Librarian will be calculated as under:-

S. No.	Activity	Score				Maximum Marks	Self-Assessment
A.	**Academic Record**						
1.	**10+2**	80% & Above = 10	60% to less than 80% = 8	55% to less than 60% = 5	Less than 55% = 0	10	
2.	**Graduation**	80% & Above = 10	60% to less than 80% = 8	55% to less than 60% = 5	Less than 55% = 0	10	
3.	**Post-Graduation**	80% & Above = 20	60% to less than 80% = 18	55% to less than 60% = 15	Less than 55% (50% in case of SC/ST) = 0	20	
4.	**M.Phil.**	60% & above = 07	55% to less than 60% = 05		Less than 55% = 0	20	
	Ph.D.	20					
5.	**NET with JRF**	07				07	
	NET	05					
	SLET/SET	03					
6.	**Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals or International/National Conferences)**	05				05	
7.	**Working Experience (2 marks for one year each)**	5 (Entire period will be added up, but no marks for the part of period less than one year)				05	
8.	**Awards**					03	
	International/National Level (Awards given by International	03					

	Organizations/Government of India/ Government of India recognized National Level Bodies)						
	State-Level (Awards given by State Government) or Gold Medal at UG/PG level	02					
Total Score						80	

2. Assistant Librarian

Selection for the post of Assistant Librarian on Direct Recruitment Basis:

The selection for the post of Assistant Librarian for direct recruitment will be made based on the Academic/Research Score, Screening Test and Interview as per details given below:-

Selection Criteria for the Post of Assistant Librarian for Direct Recruitment:-

S. No.	Particulars of Activity	Max. Marks
1.	Academic/Research Score	80
2.	Screening Test	80
2.	Interview	40
	Total	**200**

NOTE:- The candidates will be called for interview on the basis of ratio 1:10

a. Academic/Research Score for the Post of Assistant Librarian for Direct Recruitment/Deputation will be calculated as under:-

S. No.	Activity	Score				Maximum Marks	Self-Assessment
A.	**Academic Record**						
1.	**10+2**	80% & Above = 10	60% to less than 80% = 8	55% to less than 60% = 5	Less than 55% = 0	10	
2.	**Graduation**	80% & Above = 10	60% to less than 80% = 8	55% to less than 60% = 5	Less than 55% = 0	10	
3.	**Post-Graduation**	80% & Above = 20	60% to less than 80% = 18	55% to less than 60% = 15	Less than 55% (50% in case of SC/ST = 0	20	
4.	**M.Phil.**	60% & above = 07	55% to less than 60% = 05		Less than 55% = 0	20	
	Ph.D.	20					
5.	**NET with JRF**	07				07	
	NET	05					
	SLET/SET	03					
6.	**Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals or**	05				05	

	International/National Conferences)					
7.	**Working Experience (2 marks for one year each)**	5 (Entire period will be added up, but no marks for the part of period less than one year)				05	
8.	**Awards**					03	
	International/National Level (Awards given by International Organizations/Government of India/ Government of India recognized National Level Bodies)	03					
	State-Level (Awards given by State Government) or Gold Medal at UG/PG level	02					
Total Score						80	

(b) Examination:

Scheme of Examination for the post of Assistant Librarian for Direct Recruitment:

Subject Specific Screening Test

Total Marks: 80
Duration: 90 Minutes

25% of Questions will be from General awareness and
75% of Questions from Syllabus of Library Science prescribed for NET

There will be ¼ negative marks for each wrong question.

(C) Interview: 40 Marks

Selection Criteria for the Post of Assistant Librarian on Deputation basis will be as under:-

S. No.	Particulars of Activity	Max. Marks
1.	Academic/Research Score (As prescribed for direct recruitment)	80
2.	Interview	40
	Total	**120**

3. Assistant Registrar (IT):

The selection for the post of Assistant Registrar (IT) will be made on the basis of Written Examination and interview.

Merit list will be drawn with 75% weightage of the marks obtained in Objective test and 25% marks obtained in an interview taken together. In case two or more candidates secure same marks (i.e. objective + interview), the tie will be resolved by the following procedures:
   a. On the basis of date of birth with older candidate placed higher in merit, failing which;
   b. Alphabetical order of first letter of the name of the candidates placed higher in merit.

4. **Accounts Officer: -**

The selection for the post of Accounts officer on direct recruitment will be made based on the Score Card and Screening Test as per details given below:-

a. **Score Card for the post of Accounts Officer for Direct Recruitment: -**

S. No.	Particulars	Marks Allotted
I.	**Academic background**	**50**
	a. 10th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Master's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant academic degrees like LLB/LLM/MBA/PG in HRM/PG Diploma of not less than 01 year etc.	**Maximum marks allotted: 05** 1) 01 mark for each Degree/ Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor`s Degree/ Masters Degree/Doctoral Degree levels for academic excellence.	**Maximum marks allotted: 05** 1) 01 mark / each.
II.	**Assessment of domain knowledge and administrative experience**	**Maximum marks allotted: 50**
	a. Domain knowledge: • Automation of Accounts activities • Budgetary matters (Preparation of Annual Budget & Revised Estimates) • Classification of accounts into various sub-heads • Conduction of Statutory Bodies meetings (Preparation of Agenda Notes and Minutes)	**Maximum marks allotted: 20** 02 marks for each activity

	• Operations of Tally Software/ Maintenance of Accounts in the Tally software • Preparation of accounts manually • Preparation of Annual accounts (Balance sheets, Profit & Loss Accounts, Receipt & Payment Accounts etc.) • Store & purchase • Conduction of CAG Audit, Internal Audit and Ministry Audit • Management information	
b.	Experience in finance & accounts	**Maximum marks allotted: 20** 02 marks/year of experience above minimum experience prescribed.
c.	Training/Workshop/Seminar/Conferences attended in relevant fields.	**Maximum marks allotted: 10** 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

(b) Screening Test:

Scheme of Examination: Objective (multiple choices OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Subject area (Finance & Accounts)	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure equal marks (i.e. score card + objective), the tie will be resolved by the following procedures:
   a. On the basis of date of birth with older candidate placed higher in merit; failing which
   b. Alphabetical order of first letter of the name of the candidates, placed higher in merit.

Selection Process for the post of Accounts Officer on Deputation basis:

The selection for the post of Accounts officer on deputation basis will be made based on the Score Card as prescribed for direct recruitment and performance in Interview as per details given below:-

   (a) Score Card:-

Academic background- I   **Marks allotted: 50**
Assessment of domain knowledge and administrative experience- II   **Marks allotted: 50**
(As prescribed for the post of A.O in respect of Direct Recruitment)
Total Marks:-100

(b) Interview: **Marks allotted: 50**

Interview performance consists of the following:

S. No.	Particulars of Activity	Max. Marks
(a)	Annual Performance Appraisal Reports (APAR)	30 Marks
(b)	Communication Skills	06 Marks
(c)	Knowledge about Rules & Regulations	06 Marks
(d)	Response during Interview	04 Marks
(e)	Overall Personality Assessment	04 Marks

Merit list will be drawn with 50 % weightage of the marks obtained in score card and Interview performance taken together.

5. Network Administrator:

The selection for the post of Network Administrator will be made based on the Score Card and Screening Test as per details given below:-

a. Score Card:

S. No.	Particulars	Marks Allotted
I.	**Academic background**	**50**
	a. 10th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Master's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. M. Phil.	**Maximum marks allotted: 02** The score will be calculated in the following manner: 02 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	f. Ph.D.	**Marks allotted: 02**
	g. Other relevant Diploma of	**Maximum marks allotted: 04**

	not less than 01 year etc.	02 marks for each Diploma.
	h. Medals/Award/Recognitions obtained at Bachelor`s Degree/ Masters Degree/Doctoral Degree levels for academic excellence.	**Maximum marks allotted: 02** 1) 01 mark / each.
II.	**Assessment of domain knowledge and administrative experience**	**Maximum marks allotted: 50**
	a. Domain knowledge: • Routing, switching for a large network • Network Security implementation • Identification & control of internet threats • Liasning with service provider • Knowledge of latest networking techniques • Wireless controller exposure at configuration level • Implementation of CCTV at large scale • Video Conferencing • Managing IT Inventory applications • Maintain users' issues Maintain internet and intranet portals.	**Maximum marks allotted: 20** (1) 3.0 marks for each activity
	b. Relevant experience	**Maximum marks allotted: 20** (1) 02 marks/year of experience above minimum experience prescribed.
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	**Maximum marks allotted: 10** 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

b. **Screening Test:-**

Scheme of Examination: Objective (multiple choices OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area (Networking)	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	

English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

1. Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:
    - c. On the basis of date of birth with older candidate placed higher in merit, failing which;
    - d. Alphabetical order of first letter of the name of the candidates placed higher in merit.

6. Private Secretary (PS):

The selection for the post of Private Secretary (PS) will be made based on the Score Card and Screening Test as per details given below:-

a. Score Card:

S. No.	Particulars	Marks Allotted
I.	**Academic background**	**50**
	a. 10th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Master's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	**Maximum marks allotted: 05** 1. 2.5 marks for each Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor`s Degree/ Master's Degree levels for academic excellence.	**Maximum marks allotted: 05** 2.5 marks / each Diploma.
II.	**Assessment of domain knowledge and administrative experience**	**Maximum marks allotted: 50**
	a. Domain knowledge: • Coordination among Division/	**Maximum marks allotted: 20**

Departments.		2.5 marks per year for each activity
• Delivery of instructions by email/inter office note to different Departments.		
• Experience of handling meetings of different nature, preparation of proceedings/Minutes of meetings.		
• Liaisoning work.		
• Organizing conferences/ Symposiums		
• Preparation of travel plans/ Booking of tickets.		
• Working experience with senior functionary.		
b. Relevant experience		**Maximum marks allotted: 20** 1) 02 marks/year of experience above minimum experience
c. Training/Workshop/Seminar/Conferences attended in relevant fields.		**Maximum marks allotted: 10** 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

b. Screening Test:

Scheme of Examination: Objective (multiple choices OMR/computer based) test comprising of 100 questions of one mark each:

Test	No. of Multiple choice Questions	Duration of Test
Govt. Rules & Regulations	20	
General Intelligence & Reasoning	20	
General Awareness	20	Two hours
Quantitative Aptitude	20	
English Comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

1) **Skill tests namely typing and stenography will be qualifying** and no mark will be given for the same. Typing speed 30 w.p.m. will be essential. Stenography test including dictation in English @ 80 words per minute for 05 minutes and transcription of shorthand in English on computer 20 minutes.
2) Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:
   a. On the basis of date of birth with older candidate placed higher in merit failing which;
   b. Alphabetical order of first letter of the name of the candidates placed higher in merit.

7. Personal Assistant (PA):
The selection for the post of Private Assistant (PA) will be made based on the Score Card and Screening Test as per details given below:-

a. Score Card:

S. No.	Particulars	Marks Allotted
I.	**Academic background**	**50**
	a. 10th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible

		applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Master's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	**Maximum marks allotted: 05** 1. 02 marks for each certificate.
	f. Medals/Award/Recognitions obtained at Bachelor`s Degree/ Master's Degree/Doctoral Degree levels for academic excellence.	**Maximum marks allotted: 05** 2. 01 mark / each.
II.	**Assessment of domain knowledge and administrative experience**	**Maximum marks allotted: 50**
	a. Domain knowledge: • Coordination among Division/ Departments. • Delivery of instructions by email/inter office note to different Departments. • Experience of handling meetings of different nature, preparation of proceedings/Minutes of meetings. • Liaisoning work. • Organizing conferences/ Symposiums • Preparation of travel plans/ Booking of tickets. • Working experience with senior functionary.	**Maximum marks allotted: 20** 2.5 marks per year for each activity
	b. Relevant experience	**Maximum marks allotted: 20** 1. 02 marks/year of experience above minimum experience
	c. Training/Workshop/Seminar/Conf erences attended in relevant fields.	**Maximum marks allotted: 10** 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

b. Screening Test:

Scheme of Examination: Objective (multiple choices OMR/computer based) test comprising of 100 questions of one mark each:

Test	No. of Multiple choice Questions	Duration of Test
Govt. Rules & Regulations	20	
General Intelligence & Reasoning	20	
General Awareness	20	Two hours
Quantitative Aptitude	20	
English Comprehension	20	

There will be negative marking of 0.25 for each wrong answer.

1) **Skill tests namely typing and stenography will be qualifying** and no mark will be given for the same. Typing speed 30 w.p.m. will be essential. Stenography test including dictation in English @ 80 words per minute for 05 minutes and transcription of shorthand in English on computer 20 minutes.
2) Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:
    a. On the basis of date of birth with older candidate placed higher in merit failing which;
    b. Alphabetical order of first letter of name of the candidates placed higher in merit.

8. Accountant (Deputation)

The selection for the post of Accountant on deputation basis will be made based on the Score Card and performance in Interview as per details given below:-

a. Score Card for the post of Accountant for Deputation:

S. No.	Particulars	Marks Allotted
I.	**Academic background**	**46**
	a. 10th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Master's Degree	**Maximum marks allotted: 10** The score will be calculated in the following manner:

		10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	**Maximum marks allotted: 04** 1. 02 marks for each Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor`s Degree/ Master's Degree/Doctoral Degree levels for academic excellence.	**Maximum marks allotted: 02** 1. 01 mark / each.
II.	**Assessment of domain knowledge and administrative experience**	**Maximum marks allotted: 54**
	a. Domain knowledge: • Automation of Accounts activities • Bank reconciliation • Budgetary matters (Preparation of Annual Budget & Revised Estimates) • TA/LTS Rules • New Pension Scheme • Group Insurance Scheme • Medical Insurance • Maintenance of Cash Book • Classification of Accounts • Conduction of CAG Audit, Internal Audit and Govt. Audit • Fees reconciliation • Maintenance of Accounts books • Operations of Tally Software/Maintenance of Accounts Tally in the software • Preparation of accounts manually • Preparation of Annual accounts (Balance sheets, Profit & Loss Account, Receipt & Payment Account, Depreciation Account etc.) • Store & Purchase	**Maximum marks allotted: 24** 1) 03 marks for each activity
	b. Relevant experience	**Maximum marks allotted: 20** 1. 02 marks/year of experience above minimum experience
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	**Maximum marks allotted: 10** 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Academic background- I   **Marks allotted: 46**
Assessment of domain knowledge and administrative experience- II   **Marks allotted: 54**
Total Marks: 100

(b)Interview: **Marks allotted: 50**

Interview performance consists of the following:

S. No.	Particulars of Activity	Max. Marks
(a)	Annual Performance Appraisal Reports (APAR)	30 Marks
(b)	Communication Skills	06 Marks
(c)	Knowledge about Rules & Regulations	06 Marks
(d)	Response during Interview	04 Marks
(e)	Overall Personality Assessment	04 Marks

Merit list will be drawn with 50 % weightage of the marks obtained in score card and interview performance taken together

9. Senior Library Information Assistant (SLIA):

The selection for the post of Senior Library Information Assistant under direct recruitment will be made on the basis of Score Card and Written Examination.

21.1 Score Card:

S. No.	Particulars	Marks allotted
I.	**Academic background**	**46**
	a. 10th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	b. 12th	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	c. Bachelor degree	**Maximum marks allotted: 10** The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	d. Masters Degree	**Maximum marks allotted: 10**

		The score will be calculated in the following manner: 10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.
	e. Other relevant Diploma of not less than 01 year etc.	**Maximum marks allotted: 04** 1) 02 mark for each Diploma.
	f. Medals/Award/Recognitions obtained at Bachelor`s Degree/ Masters Degree/Doctoral Degree levels for academic excellence.	**Maximum marks allotted: 02** 1) 01 mark / each.
II.	**Assessment of domain knowledge and administrative experience**	**Maximum marks allotted: 54**
	a. Domain knowledge: • Automation of Library activities • Cataloguing of documents • Classification of documents • Digitization • Handling Circulation • Handling periodicals section • Institutional repository • Library budget • Procurement of books • Reference service • Subscription of Journals	**Maximum marks allotted: 24** 1) 03 marks for each activity
	b. Relevant experience	**Maximum marks allotted: 20** 1) 02 marks/year of experience above minimum experience prescribed
	c. Training/Workshop/Seminar/Conferences attended in relevant fields.	**Maximum marks allotted: 10** 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more programmes attended.

Note: Domain knowledge claimed by applicant should be supported by certificate from concerned authority.

Selection Process:

Scheme of Examination: Objective (multiple choice OMR/computer based) test comprising of 100 questions one mark each:

Test	Number of Multiple choice questions	Duration of test
Related subject area (Library and Information Science)	60	60 minutes
General intelligence & reasoning	10	60 minutes
General awareness	10	
Quantitative aptitude	10	
English comprehension	10	

There will be negative marking of 0.25 for each wrong answer.

Merit list will be drawn with 50 % weightage of the marks obtained in score card and objective test taken together. In case two or more candidates secure same marks (i.e. score card + objective), the tie will be resolved by the following procedures:
  d. On the basis of date of birth with older candidate placed higher in merit, failing which;
  e. Alphabetical order of first letter of the name of the candidates placed higher in merit.

The selection for the post of Senior Library Information Assistant on Deputation will be made on the basis of Score Card as prescribed for direct recruitment post and performance in an interview as per details given below:

1. Score card marks allotted - 100.
2. Interview – 50

Interview performance consists of the following:

S. No.	Topic	Max. Marks
a.	Annual Performance Appraisal Reports	30 marks
b.	Communication Skills	06 marks
c.	Govt. Rules and Regulations	06 marks
d.	Response during interview	04 marks
e.	Overall Personality Assessment	04 marks

Merit list will be drawn with 50 % weightage of the marks obtained in score card and interview taken together
  10.

Note:

    (i)   A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Case/ Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

    (ii)   A relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

General Instructions:-

1. **There is a Non-refundable application fee of Rs. 1000/- for Post no. 1, 2 & 3 and Rs. 500/- for Post no. 4, 5, 6, 7 & 8 for UR/OBC Category. For SC/ST candidates, fee of Rs. 500/- for Post no. 1, 2 & 3 and Rs. 250/- for Post no. 4, 5, 6, 7 & 8 will be applicable. The same shall be paid online (Debit/Credit Card/Net Banking) while filling the online application form. There is no application fee for PWD candidates and Deputation posts.**

2. **The eligible and interested persons are required to apply online in the format available on the NIFTEM's website www.niftem.ac.in. Only online applications will be accepted.**

3. **Applicants are requested to kindly upload the photograph, scanned copies of all certificates, mark sheets, NOC from the employer, Ph.D., NET certificates, certificate containing the record of date of birth, caste certificate etc.**

4. **Incomplete application form without scanned signatures and other documents shall be summarily rejected. NIFTEM shall not entertain any correspondence in case of incomplete information and evidences.**

5. **Interview whenever required will be conducted online/offline basis.**

6. **NIFTEM reserves the right to:**
    i.   Draw panel(s) for future appointment(s) in the event of non-joining of candidate (s) within the stipulated time for appoint to regular posts
    ii.   Not to fill up any of the advertised position(s).

7. No correspondence regarding consideration of late applications will be entertained.

8. Relaxation in educational qualifications, experience, age, etc. to the reserved category candidates will be permissible as per UGC/Government of India rules.

9. SC/ST Caste Certificate issued to the candidate by the competent authority should be in the format prescribed by Government of India for this purpose.

10. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, NIFTEM, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement.

11. Advt. No., Post number and post applied for should be clearly indicated in the online application form. Candidates must ensure the same before applying online.

12. Separate online Application Form is required to be filled up for each position to be accessed from NIFTEM's website: www.niftem.ac.in.

13. **Those already in Government service should submit the scanned copy of the NOC while filling the application form online.**

14. The eligibility of the candidates will be determined on the basis of qualifications/experience etc. acquired by them upto the last date fixed for receipt of online applications.

15. NIFTEM reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter.

16. The NIFTEM shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable/clandestine antecedents and has suppressed any information, then his/her service shall be terminated.

17. The advertisement and online application form shall be uploaded on the NIFTEM's website and the **last date for submission of applications complete in all respects shall be 11/12/2020.**

18. NIFTEM reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date prescribed for the receipt of applications, for which the candidates are advised to be in the lookout for announcements in the website: www.niftem.ac.in.

19. All the items as mentioned in the application shall be supported by the attested relevant and authorized documents. Only such documents/records will be taken into consideration for award of marks.

20. Prescribed certificates should be obtained from competent authority on or before the last date of submission of application. In case of Centre of Excellence/Infrastructure creation, certificate issued by the Competent Authority/Registrar of the University/Directors in case of National Institutes only will be considered.

21. Any additional documents/certificates/records given after the last date for submission of filled-in application will not be considered for award of marks.

22. If a candidate has submitted more than one application prescribed for the same post before the last date, the latest application will be considered as valid for the purpose of recruitment.

23. The expert committee will screen the applications based on the approved score card and shortlist the candidates for interview, the same will be uploaded on the institute's website. The candidates will be called for interview in the **1:10 ratio**.

24. Interviews wherever applicable will be conducted by the Selection Committee duly constituted as per the rules of the University and the marks as prescribed in the Score Card as well as for performance in interviews will be awarded by the Selection Committee and the decision of the Selection Committee shall be final.

25. The Institute has the right to prescribe minimum as well as set higher norms, while short listing the applicants, taking into account the requirement of the departments. Mere fulfillment of qualification required does not entitle candidates to be called for interview.

26. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience and other academic achievements higher than the minimum prescribed in the advertisement.

27. No correspondence will be entertained with the candidates, who are not called for interview/selected for appointment.

28. The Departmental candidates shall be allowed age relaxation of 5 years (SC/ST/OBC shall also be eligible for age relaxation prescribed for these categories under Govt. rules in addition to relaxation as Departmental candidates) who have completed 3 years service in NIFTEM.

29. The in service outsource employees shall be allowed age relaxation of 5 years as well as 5% relaxation in marks percentage as prescribed for different posts in the Recruitment Rules.

30. All reserved category candidates shall be required to submit attested copies of the latest Caste certificate issued by competent authority. Similarly, PwD candidates shall be required to submit proof of physical disability certificate from competent medical authority.

31. Salary and perquisites offered are as per 7th Pay Commission Pay Scales.

32. Pay protection will be considered as per Govt. of India/NIFTEM Service Rules. Higher pay may be considered in respect of deserving candidates by the Selection Committee.

33. Accommodation: NIFTEM is a residential institute, staying in the campus is mandatory subject to allotment of accommodation. The Institute will provide residential accommodation as per entitlement, subject to availability. Alternatively HRA as per rules shall be paid.

34. The applicants are requested to submit the application online along with all the prescribed documents/evidences within the time line.

35. As per the UGC communication dated 21st September 2016, *"if the M.Phil/Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by the foreign University"*.

36. In case of any difficulty in submitting online application please contact at 0130-2484095 / niftemonlineapp@gmail.com

Benefits & Facilities Include:

1. Campus has neighborhood facilities- Bank, Post Office, Shopping Center, Food Courts etc.
2. Medical Coverage as per rules.
3. New Pension benefits as per rules.
4. Leave Travel Concession facility.
5. Earned/ HPL/ Commuted leave and other leave as per rules, Pay Protection etc.
6. Recreation facilities- Gymnasium, Health Club, Sports facilities etc.

Additional Information:

- Relaxation in age to SC/ST/OBC/PH/Ex-Serviceman etc. shall be as per Government of India norms. Necessary certificates must be enclosed with the application form.
- Candidates employed in Government and Semi-Government Organizations, Public Undertakings, University and Educational Institutions should apply through proper channel or produce NOC at the time of interview. In case he/she unable to produce NOC at the time of interview he/she may not be allowed to appear in the interview. If candidate anticipates unavoidable delay in his/her applications being forwarded through proper channel, he/she may submit advance copy of application directly to the Registrar, NIFTEM Plot No.97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District Sonepat, Haryana.
- 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 right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The institute reserves the right not to fill up the post(s), cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
- The Institute reserves the right to screen and shortlist the applications on the basis of marks or experience or both or specialization and call only such candidates as are found Prima facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed eligibility 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 result will also be displayed on Institute website.
- The candidate is responsible for the correctness of the information provided in the application.
- In case the candidate having experience in the private sector, he/she will be required to provide the details of his salary including other allowance to verify its equivalency with the required Grade Pay. He/she will also submit Income Tax Returns if filed, along with Office Order indicating his total salary, pay slip etc.

No request for change of post(s) and update of new information in the application form will be entertained after the last date of application.

Only SMS alert/email shall be sent for calling the shortlisted candidates for interview.