



NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION
Bagwani Bhawan, 47, Pankha Road, Institutional Area, Janakpuri,
New Delhi – 110 058

E-mail: delhi@nhrdf.com, Website: www.nhrdf.org
Phone No.: 011-28524150, 28522211, 28525129, 45136697

Advertisement No.: NHRDF/01/2021
RECRUITMENT NOTICE

Applications are invited from eligible Indian citizens for recruitment to the following posts for its various centers/ Offices in India as under: -

Ser. No.	Name of the post	Pay Matrix/Level (Rs.)
1.	Director	144200-218200 (L-14)
2.	Senior Technical Officer (Residue Analysis)	35400-112400 (L-6)
3.	Senior Technical Officer (Plant Physiology)	35400-112400 (L-6)
4.	Senior Technical Officer (Microbiology)	35400-112400 (L-6)
5.	Senior Technical Officer (Horticulture)	35400-112400 (L-6)
6.	Senior Technical Officer (Plant Breeding)	35400-112400 (L-6)
7.	Technical Officer (Horticulture)	35400-112400 (L-6)
8.	Technical Officer (Seed)	35400-112400 (L-6)
9.	Administrative Assistant	25500-81100 (L-4)
10.	Steno Typist	25500-81100 (L-4)
11.	Technical Assistant	19900-63200 (L-2)
12.	Accounts Clerk	19900-63200 (L-2)

For qualification, eligibility criteria, other terms & conditions, please visit our website **www.nhrdf.org** and **www.kvkdeldhi.org**. Interested candidates may apply within 30 days of publishing this advertisement as per format with all self-attested certificates & documents along with a Demand Draft/Indian Postal Order of Rs.1000/- in favour of the **National Horticultural Research And Development Foundation** payable at **New Delhi** and send to **the Director** at the above address.

(Director)



NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION
Bagwani Bhawan, 47, Pankha Road, Institutional Area, Janakpuri,

New Delhi – 110 058

E-mail: delhi@nhrdf.com, Website: www.nhrdf.org

Phone No.: 011-28524150, 28522211, 28525129, 45136697

Advertisement No.: NHRDF/01/2021

DETAILS OF POST, QUALIFICATIONS, ELIGIBILITY CRITERIA AND
OTHER TERMS & CONDITIONS

Ser. No.	Post & Details
1.	<p><u>DIRECTOR</u></p> <p>The Director is Chief Executive & Head of the Organization and is responsible for driving the activities of the Foundation</p> <p><u>Qualification & Experience:</u> Doctorate in any branch of Agriculture/ Horticulture/Vegetable Science. At least 5 years' experience as Principal Scientist/Head of Division/Professor or equivalent position or an eminent Scientist of a reputed organization or institute having at least 15 years' experience in Research & Extension Seed production & distribution of vegetable crops especially Onion & Garlic. Evidence of publication/activities/ contribution to suggest that the candidate has broad vision/perspective on R & D activities including seed production and distribution of vegetable crops.</p> <p>Preference will be given to a candidate having additional qualification of MBA with specialization in Marketing/HRD from a reputed Institute.</p> <p><u>Age:</u> Not less than 52 Years.</p> <p><u>Pay Band:</u> Minimum pay of Rs. 1,44,200/- in the Pay Level-14 (Rs.144200-218200/-) in the pay matrix.</p>
2.	<p><u>SENIOR TECHNICAL OFFICER (RESIDUE ANALYSIS)</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in Agriculture Chemistry/Organic Chemistry/Analytical Chemistry or equivalent or relevant subject from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 2 years' experience in Pesticide Residue Analysis Lab & handling experience in Chromatographic instruments like of LCMS-MS, GCMS-MS, HPLC, IPC-OES, AAS etc.</p> <p><u>PREFERENCE:</u> Preference will be given to Doctorate degree or Extra Ordinary candidate having prior experience of working in similar field & computer savy.</p> <p><u>Age:</u> 22-25 Years</p> <p><u>Pay Band:</u> Minimum pay of Rs. 37,600/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.</p>
3.	<p><u>SENIOR TECHNICAL OFFICER (PLANT PHYSIOLOGY)</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in Plant Physiology from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 2 years' experience in research/lab.</p> <p><u>PREFERENCE:</u> Preference will be given to Doctorate degree in relevant subject or extra-ordinary candidate having prior research experience in Vegetable crops specially Onion & Garlic & computer savy.</p> <p><u>Age:</u> 22-25 Years</p> <p><u>Pay Band:</u> Minimum pay of Rs. 37,600/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.</p>

4.	<p><u>SENIOR TECHNICAL OFFICER (MICROBIOLOGY)</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in Microbiology or relevant subject with specialization in Microbiology from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 2 years' experience in above relevant field.</p> <p><u>PREFERENCE:</u> Preference will be given to Doctorate degree in relevant subject or extra-ordinary candidate having prior experience of working in the reputed Laboratory and computer savy.</p> <p>Age: 22-25 Years</p> <p><u>Pay Band:</u> Minimum pay of Rs. 37,600/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.</p>
5.	<p><u>SENIOR TECHNICAL OFFICER (HORTICULTURE)</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in Horticulture/Vegetable Science or relevant subject from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 2 years' experience of field/ research/extension in vegetable crops.</p> <p><u>PREFERENCE:</u> Preference will be given to Doctorate degree in relevant subject or extra- ordinary candidate having prior research experience of working in vegetable crops and computer savy.</p> <p>Age: 22-25 Years</p> <p><u>Pay Band:</u> Minimum pay of Rs. 37,600/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.</p>
6.	<p><u>SENIOR TECHNICAL OFFICER (PLANT BREEDING)</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in Plant Breeding/Vegetable Science from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 2 years' experience of field/research/extension in vegetable crops.</p> <p><u>PREFERENCE:</u> Preference will be given to Doctorate degree in relevant subject or extra-ordinary candidate having prior research experience of working in vegetable crops and computer savy.</p> <p>Age: 22-25 Years</p> <p><u>Pay Band:</u> Minimum pay of Rs. 37,600/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.</p>
7.	<p><u>TECHNICAL OFFICER (HORTICULTURE)</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in Horticulture/Vegetable Science, relaxable to Graduate degree in the same subject from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 2 years' experience in research/ Field/Extension in vegetable crops.</p> <p><u>PREFERENCE:</u> Preference will be given to Doctorate degree in relevant subject or extra-ordinary candidate having prior research experience vegetable crops especially Onion & Garlic and computer savy.</p> <p>Age: 22-25 Years</p> <p><u>Pay Band:</u> Minimum pay of Rs 35,400/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.</p>

8.	<p><u>TECHNICAL OFFICER (SEED)</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in Agriculture with specialization in Seed Science/Technology, relaxable to Graduate degree in the same subject from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 2 years' experience in research / Field/ Lab.</p> <p><u>PREFERENCE:</u> Preference will be given to Doctorate degree in relevant subject or extra- ordinary candidate having prior research experience in vegetable crops especially Onion & Garlic and computer savvy.</p> <p>Age: 22-25 Years</p> <p>Pay Band: Minimum pay of Rs 35,400/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.</p>
9.	<p><u>ADMINISTRATIVE ASSISTANT</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in any subject relaxable to Graduate degree and knowledge of typing in English & Hindi with speed of 40 wpm.</p> <p><u>EXPERIENCE:</u> 1 year experience with computer knowledge of MS office software.</p> <p><u>DESIRABLE:</u> MBA with working knowledge of Tally/ERP.</p> <p>Age: 22-25 Years</p> <p>Pay Band: Minimum pay of Rs 25,500/- in the Pay Level-4 (Rs. 25500-81100/-) in the pay matrix.</p>
10.	<p><u>STENO TYPIST</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Master degree in any subject relaxable to Graduate degree and knowledge of shorthand & typing with speed of 80/40 (wpm) in English and Hindi.</p> <p><u>EXPERIENCE:</u> 1 ½ years' experience is essential along with computer knowledge of MS office software.</p> <p><u>DESIRABLE:</u> MBA with experience of working in similar research organizations.</p> <p>Age: 18-25 Years</p> <p>Pay Band: Minimum pay of Rs 25,500/- in the Pay Level-4 (Rs. 25500-81100/-) in the pay matrix.</p>
11.	<p><u>TECHNICAL ASSISTANT</u></p> <p><u>ESSENTIAL QUALIFICATION:</u> Graduate degree in Agriculture/Horticulture from recognized university with good academic record.</p> <p><u>EXPERIENCE:</u> 1 year experience in Extension/Research/Lab/Field.</p> <p><u>DESIRABLE:</u> Work experience in Seed / R&D in Agriculture sector or similar organization and computer savvy.</p> <p>Age: 22-25 Years</p> <p>Pay Band: Minimum pay of Rs 19,900/- in the Pay Level-2 (Rs. 19900-63200/-) in the pay matrix.</p>

12.**ACCOUNTS CLERK**

ESSENTIAL QUALIFICATION: Master Degree in Commerce relaxable to Graduate degree with knowledge of typing with speed of 40 (wpm) in English & Hindi.

EXPERIENCE: 1 year experience is essential along with computer knowledge of Tally, MS office software and other accounting works.

DESIRABLE: MBA (Finance) with experience of working in GST.

Age: 18-25 Years

Pay Band: Minimum pay of Rs 19,900/- in the Pay Level-2 (Rs. 19900-63200/-) in the pay matrix.

KINDLY NOTE

- (i) Age criteria is further relaxable for candidates having exceptionally distinguished record in the analogous field for above mentioned each post.
- (ii) In addition to above pay-scale mentioned against each post, other allowances like DA, HRA, & facilities like PF, Gratuity, Leave Encashment, LTC, Medical Re-imbursement etc. are also payable as per existing rules of the NHRDF.
- (iii) The selected candidates can be transferred to anywhere in India.
- (iv) Application Forms for Technical & Non-Technical posts are specified as under:

(A) - TECHNICAL POSTS	
S.No.	Post
1.	Director
2.	Senior Technical Officer (Residue Analysis)
3.	Senior Technical Officer (Plant Physiology)
4.	Senior Technical Officer (Microbiology)
5.	Senior Technical Officer (Horticulture)
6.	Senior Technical Officer (Plant Breeding)
7.	Technical Officer (Horticulture)
8.	Technical Officer (Seed)
9.	Technical Assistant
(B) - NON-TECHNICAL POSTS	
10.	Administrative Assistant
11.	Steno Typist
12.	Accounts Clerk

**READ THESE INSTRUCTION CAREFULLY BEFORE FILLING UP THE
APPLICATION FORM IN THE PRESCRIBED FORMAT**

1. The candidate should carefully read the details of posts, requisite qualifications & experience, terms & conditions, fee and other details given above.
2. Candidate should submit his/her 'Application Form' complete in all respect along with Demand draft/IPO & enclosures through registered post/speed post only on or before **04th October 2021** up to 5.00 pm.
3. Candidates should fill up 'Application Form' and attach the evidence for essential qualifications, Certificates, Publications, Award, Fellowship, externally funded project etc., and Administrative/Managerial (if any) experience.
4. Candidate should have domicile of India since birth.
5. Candidates, who wish to apply for more than one post, should submit separate Application Form with separate Demand draft/IPO for each post.
6. Candidate should attach following documents with the Application Form:
 - (i) Demand draft/IPO of prescribed application fee.
 - (ii) One latest colored passport size self-attested photograph pasted on the Application Form, do not staple.
 - (iii) No Objection Certificate from the employer for in-service candidate, if any.
 - (iv) Self-attested copies of essential qualification including testimonials, transcripts, certificates, degrees, NET, etc.
 - (v) Experience certificates.
 - (vi) Other supporting documents.
7. An Application Form will be summarily rejected in the following reasons:
 - (i) If a candidate submits more than one application form for the same post.
 - (ii) If the Application is not in the prescribed format of NHRDF.
 - (iii) If the Application is unsigned/incomplete.
 - (iv) If the experience certificate is without details of salary per month being received or not issued by the Competent Authority of respective organizations.
 - (v) If the Application form is received in the NHRDF after the last date.
 - (vi) If a candidate does not possess the requisite academic qualifications, age and experience on the closing date.
 - (vii) If Demand draft or IPO of prescribed fee is not attached in original with application.
8. The application received after the last date shall stand rejected. The NHRDF is not responsible for delay/non-receipt of their application for any reasons including POSTAL delay.
9. APPLICATION FEE:

Non-refundable application fee in the form of a Demand draft / Indian Postal Order from the Nationalized bank / Post office of Rs. 1000/- (Rupees One Thousand only) drawn in favour of '**NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION**' payable at **New Delhi**.

10. GENERAL INSTRUCTIONS, TERMS & CONDITIONS:

- a) The candidate must be a citizen of India by birth.
- b) The service of the selected candidate shall be governed by the NHRDF Rules as applicable from time to time.
- c) NHRDF reserves the right to increase or decrease the number of posts, fill or cancel posts of any discipline listed above at any stage without assigning any reason.
- d) In-service candidate should send his/her application through proper channel. However, an advance copy of application (along with demand draft/IPO and documents) must reach the NHRDF before the last date.
- e) The envelope, containing application form complete in all respect, must be superscribed as '**Application for the post of**'
and Advertisement No.
- f) Having fulfilled the essential qualification will not entitle an applicant to be called for the interview/ written test.
- g) Canvassing in any manner directly or indirectly will result in the disqualification of the candidate.

11. **POSTAL ADDRESS FOR SUBMISSION OF APPLICATION:**

Candidate should submit his/her filled in Application Form completed in all respect along with the Demand draft/IPO through Registered post/Speed post to:

**The Director,
National Horticultural Research & Development Foundation,
Bagwani Bhavan, Plot No.47,
Pankha Road, Institutional Area,
Janakpuri, New Delhi-110058.**
