

**NATIONAL INSTITUTE OF FOOD TECHNOLOGY, ENTREPRENEURSHIP AND
MANAGEMENT-THANJAVUR (NIFTEM - T), THANJAVUR – 613 005**

File No.NIFTEM-T/Admin/AO(Deputation)/2024

Date:16.06.2024

Sub: Vacancy circular for the post of Administrative Officer ‘on deputation’ - reg

1. National Institute of Food Technology, Entrepreneurship and Management-Thanjavur (NIFTEM-T), Thanjavur – 613 005 under Ministry of Food Processing Industries, Government of India invites applications for filling up the post of **Administrative Officer** ‘on deputation’ basis in the Pay Matrix Level-10 (Pre-revised Pay Band III Rs.15600-39100 plus Grade pay of Rs.5400/-). The eligibility criteria and qualifications for post is as follows:

Name of the Post and Pay Scale	Number of Vacancy	Eligibility Criteria
Administrative Officer ‘on deputation’ Pay Matrix Level-10 (Pre-revised Pay Band III Rs.15600-39100 plus Grade Pay Rs.5400/-)	01	<ul style="list-style-type: none">• Officials of the Central / State Governments / UTs holding analogous post (or) with at least 2/3 years service in the grade rendered after appointment thereto on a regular basis in posts in PB 2 with Grade Pay of Rs.4800/4600 (pre-revised) Level 8/7 respectively.• Should have experience in Administration, Establishment and Accounts.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

Note 2: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years. (The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.)

Period and Other Terms and Conditions of Deputation

2. The initial period of deputation shall be for three years which shall be extendable as per DoPT/GoI orders. The terms and conditions of deputation will be governed by the DOP&T and the Government of India’s instructions issued from time to time on the subject.

Age Limit

3. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of the application.

4. Eligible and willing candidates may apply through proper channel in the prescribed format at **Annexure I & II**. Cadre controlling authorities/Head of Departments are requested to forward the applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by the following documents:

- (i) Application in prescribed proforma

- (ii) Cadre Clearance Certificate from the Controlling Authority
 - (iii) Statement giving details of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years
 - (iv) Vigilance Clearance/Integrity Certificate
 - (v) Photocopies of the APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent
5. While forwarding the application, it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct.
6. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I&II), along with documents listed in para 3 and 4 above may be forwarded to **The Registrar, NIFTEM-T, Pudukkottai Road, Thanjavur – 613 005. The last date for receipt of applications complete in all respect is 45 days from the notification of the advertisement in the Employment News.** Candidates who apply for the post will not be allowed to withdraw their candidatures subsequently. Since this vacancy is to be filled up on a deputation basis, only serving personnel in Central / State Governments / UTs can apply and candidates in private sector need not apply.
7. Applications received after the last date or otherwise found incomplete shall not be entertained.
8. NIFTEM-T reserves the right to withdraw the vacancy circular at any time without assigning any reason.
9. Advance copy of the application may be sent subject to the condition that the application duly signed with all requisite documents through proper channel is forwarded on or before the last date.
10. The details are also available on our website www.niftem-t.ac.in.

REGISTRAR, NIFTEM-T