



कीटनाशक सूत्रीकरण प्रौद्योगिकी संस्थान

Institute of Pesticide Formulation Technology (IPFT)

(An Autonomous Institution of Govt. of India)

Department of Chemicals & Petrochemicals

Ministry of Chemicals & Fertilizers

Sector-20, Udyog Vihar, Opposite Ambience Mall, NH-8

Gurgaon – 122 016 (Haryana)

Advt. No. : IPFT/Recruitment/HT/02/2014

Institute of Pesticide Formulation Technology (IPFT) has been established / set up by the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers in the year 1991 to develop and promote safer, efficient, economic and environment friendly pesticide formulations.

In order to achieve this, the Institute of National importance, invites applications from Indian Nationals for the following Scientific & Administrative position(s). The Institute is looking for dedicated and committed candidates to fill up the following vacancy :

<i>Sr. No.</i>	<i>Name of Post</i>	<i>Pay Band & Grade Pay</i>	<i>No. of Post(s)</i>	<i>Category</i>	<i>Max Age Preferably below</i>
1.	Hindi Translator	Rs. 9,300-34,800; GP 4,200.00	01	General	28 years

For further details of qualifications, experience and how to apply, please visit the Institute's website <http://ipft.gov.in/annoucement.html/careers>. Interested candidates may send their application in prescribed format to Director, IPFT, Gurgaon so as to reach **within 30 days from the date of publication of the advertisement in the Employment News**.

**DIRECTOR
IPFT, GURGAON**



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1. **Hindi Translator [Pay Band Rs. 9,300-34,800 with GP of Rs. 4,200.00]**
Reserved for General Category

Essential Qualifications & Experience : Master Degree in Hindi / English with English / Hindi as a compulsory subject at the Degree Level. He / She should have knowledge of Data Entry Operation / Typing.

OR

Bachelor Degree with Hindi & English and two (02) years experience of translation work of Hindi to English & vice-a-versa. He / She should have knowledge of Data Entry Operation / Typing.



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GENERAL INFORMATION / DETAILS ABOUT POSTS ADVERTISED

1. All the above posts are as per the Central Government pay scale and besides salary appointees will be eligible to all other allowances as per Central Govt. Rules. **All appointments are contractual in nature for a period of 5 (five) years, which can be renewed depending upon performance and mutual consent.** However, except for the consequences of being on contract the position filled on contract shall accrue all the benefits of permanency.
2. The Institute reserves the right to increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for interviews and to accept or reject any application at any stage without assigning any reason.
3. The Institute will not be responsible for any postal loss or delay in receipt of applications and the applications would not be entertained after the last date.
4. The qualification prescribed should have been obtained from UGC / AICTE recognized Universities/ Institution. Degree/ Diploma etc. obtained by candidates from Open Universities/Distance Education will not be accepted unless the same is accompanied by a certificate to the effect that the course is recognised by Distance Education Council , IGNOU in terms of Ministry of Human Resources Development Notification No. 44 dated 01.03.1995 published in Gazette of India dated 08.04.1995 for the relevant period when the candidate has acquired the relevant qualification.
5. Reservation for SC/ST/OBC/PWD/Ex-Servicemen etc. for all the positions will be as per Govt. of India norms against submitting the Caste Certificate in the format as prescribed by the Govt. of India.
6. Relaxation of upper age limit for SC/ST/OBC/PWD/Ex-servicemen will be applicable as per Govt. of India norms.
7. Age Relaxations for SC / ST / OBC / PWD :
 - (i) By 5 years for candidates belonging to SC / ST communities.
 - (ii) By 3 years for candidates belonging to OBC communities.
 - (iii) For Persons with Disabilities (PWD) – 10 years for General (UR), 13 years for OBC and 15 years for SC / ST candidates.
8. For Ex-servicemen upto the extent of service rendered in defence forces (Army, Navy & Air Force) plus 3 years provided they have put in a minimum of 6 months attested service. Ex-servicemen who have already joined the Government Service on civil side after availing of other benefits given to them as Ex-servicemen for further employment cannot claim Ex-servicemen status for the purpose of this recruitment and such persons will be deemed to be civil employees and accordingly be entitled to only such of the benefits like relaxation of age etc., as admissible to the civil employees.

9. Relaxation of 5 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989 subject to production of relevant certificate from concerned authority.
10. Age is relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government.
11. **SC / ST / PWD / Woman candidates are exempted from payment of application fee.** However, for claiming exemption in application fee by SC/ ST candidates, they have to attach an attested copy of SC / ST certificate as applicable, issued by the Competent Authority in the prescribed format and PWD candidates claiming exemption in application fees will have to attach an attested copy of Disability Certificate in the prescribed format issued by Competent Authority at the time of forwarding application form as mentioned below.
12. **Candidates from PWD category** should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange / Vocational Rehabilitation Centre for PWD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Candidates are required to submit the certificate in the prescribed format in support of their claim. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature will not be considered.
13. **Candidates from SC / ST category** should produce their caste certificate issued by Competent Authority in the prescribed format in support of their claim. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature will not be considered.
14. **Candidates from OBC (Non-Creamy Layer) category** should produce their latest caste certificate issued by Competent Authority in the prescribed format in support of their claim. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.
15. The OBC candidates who belong to **“CREAMY LAYER”** are not entitled for OBC concession and such candidates have to indicate their category as **“General”**.
16. Persons serving in Govt./Semi Govt./PSUs/ Govt. Funded Institutions / University / Private University / Autonomous Bodies should send their application either **THROUGH PROPER CHANNEL** or should furnish a **“NO OBJECTION CERTIFICATE”** at the time of Written Test / Skill Test / Interview. If the application would not be forwarded through proper channel and/or the candidate would not produce No Objection Certificate at the time of Written Test / Skill Test/ Interview, his/ her candidature will not be considered. They can, however, send an advance copy along with the Demand Draft in original.
17. (i) The prescribed Essential Qualifications/Experience indicated are bare Minimum and mere possession of same will not entitle the candidates to be short-listed or called for interview. The candidate with higher qualification and relevant experience of longer duration in required field as mentioned in the respective post may be given preference. The Institute has right to short-list limited candidates amongst the eligible candidates as per the essential/desirable/qualification and relevant experience of years.

(ii) Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all the candidates for Written Test/ Skill Test/ Interview. The Institute may restrict the number of candidates to a reasonable number to be called for Written Test / Skill Test / Interview on the basis of higher qualifications and relevant experience of years higher than that of the minimum prescribed in the advertisement.

- (iii) The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidences.
18. Only matriculation/SSC certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
19. No interim enquiries / correspondence / communication of any sort will be entertained on the matter and or after the selection procedures. **The information shall be provided to the short listed candidates for Interview by E-mail / Post.** The offer letter of selected candidate shall be sent through Post.
20. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
21. Application incomplete in any respect and not accompanied by relevant certificate / documents / photograph / DD will be summarily rejected. Self Attested copies of certificates, marks sheets, testimonials etc. are to be attached with the application.
22. The original documents will be verified at the time of interview. If the candidate fails to produce the original documents at the time of verification, he/she will not be able to attend the Written Test / Skill Test / Interview.
23. Please use a separate sheet wherever required. Incomplete applications will not be considered.
24. Please ensure that you have written the option (Yes/No) regarding RTI Provisions in the application form.

HOW TO APPLY :

Interested candidates may download application form from our website www.ipft.gov.in and send duly filled application in the prescribed format, super-scribing the name of the post applied for, along with a **Non Refundable Fee** of **Rs. 300.00 [For General & OBC (Non-Creamy Layer)]** by Demand Draft from any Nationalized Bank favoring **“Institute of Pesticide Formulation Technology”** payable at **Gurgaon** so as to reach the office of the Director indicated below **within 30 days from the date of publication of the advertisement in the Employment News.**

The complete application along with recent passport-size photograph and copies of relevant certificates and other testimonials in support of age, qualification, caste & experience etc. **should be sent in a closed envelop Superscribing Name of the Post applied and Advt. No. by Registered / Speed Post / Courier so as to reach on the following address within 30 days from the publication of the advertisement in the Employment News.** Application received after due date will not be entertained.

To,

The Director
Institute of Pesticide Formulation Technology (IPFT)
An Autonomous Institution of Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals, Govt. of India
Sector-20, Udyog Vihar,
Opposite Ambience Mall, NH-8,
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**DIRECTOR
IPFT, GURGAON**