



कीटनाशक सूत्रीकरण प्रौद्योगिकी संस्थान, गुरुग्राम Institute of Pesticide Formulation Technology, Gurugram

Recruitment Notice for Scientific & Non-Scientific Positions

Institute of Pesticide Formulation Technology (IPFT) is an Autonomous Institution, 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.

The Institute is looking for dedicated and committed candidates to fill up the following vacancies on Deputation / Direct Recruitment basis :

Sr. No.	Name of Post	Grade Pay (₹)	No. of Post/s	Category	Age Limit for DR preferably below	Mode of Recruitment
1.	Head (Finance/Admin/Training)	7,600.00	01	UR	40 years	Deputation failing which Direct Recruitment / Regular Basis
2.	Finance & Accounts Officer	5,400.00	01	UR	35 years	Deputation failing which Direct Recruitment/ Regular Basis
3.	Scientist (Bioscience)	4,200.00	02	UR (01) OBC (01)	28 years	Direct Recruitment/ Regular Basis
4.	Scientist (Pilot Plant)	4,200.00	01	OBC	28 years	Direct Recruitment/ Regular Basis
5.	Laboratory Attendant	1,900.00	01	PWD (HH*)	28 years	Direct Recruitment/ Regular Basis

* **Hearing Handicapped (HH)-Hearing Impairment** : The deaf are those persons in whom the sense of hearing is non-functional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies. Only candidates with more than 40% disability in HH category will be considered for the post.

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, Gurugram so as to reach **within 30 days** from the date of publication of the advertisement (i.e. **09.09.2017**).

**DIRECTOR
IPFT, GURUGRAM**

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The essential, desirable qualifications and experience for the above post(s), as per the serial number, are as under :

1	S. No. / Code No.	1
	Name of Post	Head (Finance/Admin/Training)
	Scale of Pay	₹ 15,600-39,100/- with GP 7,600/-
	No. of Post(s)	01 - UR
	Age Limit for Direct Recruitment (DR)	Preferably below 40 years
	Essential Qualifications & Experience	CA/ICWA with 10 years experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of Repute / Laboratories / Reputed Private Companies. OR SAS with 12 years of experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of Repute / Laboratories / Reputed Private Companies. OR Graduate with 15 years of experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of Repute / Laboratories / Reputed Private Companies.
	In Case of Recruitment by Deputation	(i) Persons holding analogues post or equivalent post on regular basis. (ii) 5 years experience in the Pay Band ₹ 15,600-39,100/- with GP 6,600/- (iii) 10 years experience in the Pay Band ₹ 15,600-39,100/- with GP 5,400/-
	Job Description	He/She will look after all administrative matters, accounts, finance, personnel and training of the Institute. He/She will also be responsible for the preparation of budget in consultation with Heads of the Departments, will scrutinize all financial proposal in accordance with the rules, regulations and objectives of the Institute before giving his/her concurrence for financial sanction by the Competent Authority. He/She will also look after coordination work, secretarial work, writing of Annual Reports and other reports of the Institute. He/She will also perform such other duties and responsibilities as may be assigned by the Director from time to time.
	Probation Period	One Year



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2	S. No. / Code No.	2
	Name of Post	Finance & Accounts Officer
	Scale of Pay	₹ 15,600-39,100/- with GP 5,400/-
	No. of Post(s)	01 - UR
	Age Limit for Direct Recruitment (DR)	Preferably below 35 years
	Essential Qualifications & Experience	<p>Passed in the Final Examination of ICWAI / CA with 3 years of experience in Finance / Accounts with knowledge of Govt. Rules and Regulation in Central / State Govt. / PSUs / Universities / Research Institute of Repute / Laboratories / Reputed Private Companies.</p> <p style="text-align: center;">OR</p> <p>SAS qualification with 5 years of experience in Finance / Accounts with knowledge of Govt. Rules and Regulation in Central / State Govt. / PSUs / Universities / Research Institute of Repute / Laboratories / Reputed Private Companies.</p> <p style="text-align: center;">OR</p> <p>Degree from a recognized university with 7 years of experience in Finance / Accounts with knowledge of Govt. Rules and Regulation in Central / State Govt. / PSUs / Universities / Research Institute of Repute / Laboratories / Reputed Private Companies.</p>
	In Case of Recruitment by Deputation	<p>(i) Persons holding analogues post or equivalent post on regular basis for 2 years.</p> <p>(ii) 5 years experience in the Pay Band ₹ 9,300-34,800/- with GP 4,200/-</p>
	Job Description	Will be responsible to maintain and supervise work of Accounts / Finance and Budget of the Institute and advise to Director / Head (F/A/T) on all financial matters and will also perform other duties and responsibilities assigned from time to time.
	Probation Period	Two Years



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3	S. No. / Code No.	3
	Name of Post	Scientist (Bioscience)
	Scale of Pay	₹ 9,300-34,800/- with GP 4,200/-
	No. of Post(s)	01 – UR & 01 - OBC
	Age Limit for Direct Recruitment (DR)	Preferably below 28 years
	Essential Qualifications & Experience	B.Sc. with 65% marks & minimum 2 years experience in the field. OR Master Degree in Plant Pathology / Agriculture / Entomology / Agronomy with not less than 55% marks.
	Job Description	He/She will be responsible for conducting the bio-efficacy and other data generation trials on pesticide formulations, compilation of data, statistical analysis of data and writing technical reports. He/She will also assist in the maintenance of laboratory insect cultures, glass houses and experimental field crops growing and other duties and responsibilities assigned from time to time.
	Probation Period	Two Years



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4	S. No. / Code No.	4
	Name of Post	Scientist (Pilot Plant)
	Scale of Pay	₹ 9,300-34,800/- with GP 4,200/-
	No. of Post(s)	01 – OBC
	Age Limit for Direct Recruitment (DR)	Preferably below 28 years
	Essential Qualifications & Experience	B.Sc. in Physics, Maths & Chemistry with minimum 65% marks and 2 years experience in the field. OR Three years Diploma in Engineering with 3 years experience.
	Job Description	Will be responsible for machine utilization, operation and maintenance of Pilot Plant / Packaging Laboratory / Safety Laboratory. To undertake the Pilot Plant studies of the process developed on bench scale. Generation of data for scale up of the process. To maintain record of details and instruction manuals of the equipments of all Pilot Plant and Labs. To raise indent for materials / equipment, spares, consumables as required for activities in Pilot Plant. Preparation of feasibility reports / project reports for the process / technology scale up in Pilot Plant. To work out the schedule of work for carrying out the scale of studies consultancy assignment and perform other duties and responsibilities assigned from time to time.
	Probation Period	Two Years



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5	S. No. / Code No.	5
	Name of Post	Laboratory Attendant
	Scale of Pay	₹ 5,200-20,200/- with GP 1,900/-
	No. of Post(s)	01 – Person with Disabilities (HH)
	Age Limit for Direct Recruitment (DR)	Preferably below 28 years
	Essential Qualifications & Experience	Pass in 10 th Standard with Science as subject with 2 years experience in a Laboratory.
	Job Description	To assist in all respect for proper upkeep and maintenance of the laboratories and equipments, chemicals etc. and will perform other duties and responsibilities assigned from time to time.
	Probation Period	Two Years



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GENERAL INFORMATION / DETAILS ABOUT POSTS ADVERTISED

1. All the above posts are as per the Central Government Pay Scale according to 6th Central Pay Commission and besides salary appointees will be eligible to all other allowances as per Central Govt. Rules.
2. The period of probation will be 1 year for Code No. 1 and 2 years for Code No. 2 to 5. The period of probation will be extended if his/her work and conduct are not found to be satisfactory during the said period.
3. 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.
4. 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.
5. The qualification prescribed should have been obtained attending regular courses from UGC / AICTE recognized Universities/ Institution.
6. 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.
7. Relaxation of upper age limit for SC/ST/OBC/PWD/Ex-servicemen will be applicable as per Govt. of India norms.
8. 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.
9. 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.
10. 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.



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11. Age is relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government.
12. **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.
13. **Candidates from PWD category** should produce a Disability Certificate issued by a Medical Board of three members duly constituted by the Central and the State Government, out of which, at least, one member shall be a specialist in the particular field for assessing locomotor/visual including low vision / hearing and speech disability, mental retardation and leprosy cured, as the case may be. Candidates are required to submit the Disability Certificate in the prescribed format (given at Annexure-A) 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 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.
15. **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.
16. The OBC candidates who belong to “**CREAMY LAYER**” are not entitled for OBC concession and such candidates have to indicate their category as “General”.
17. 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.
18. (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.



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- (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.
19. 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.
20. 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 Written Test / Skill Test / Interview by E-mail / Post.** The offer letter of selected candidate shall be sent through Post.
21. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
22. 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.
23. The original documents will be verified at the time of joining. If the candidate fails to produce the original documents at the time of verification, the next candidate in the panel will be offered the appointment.
24. Candidates who are interested to apply may please ensure that the information/documents given by him/her in/with the application is/are factually correct and nothing has been concealed therein. After his/her selection/appointment to the post in question, if any information/document would found incorrect/fake/wrong, the selection/appointment will be cancelled with immediate effect without any notice or assigning any reason.
25. Please use a separate sheet wherever required. Incomplete applications will not be considered.
26. Please ensure that you have written the option (Yes/No) regarding RTI Provisions in the application form.
27. **In Case of Deputation** : Interested candidate/s may submit their application in the prescribed proforma through proper channel accompanied with Vigilance Clearance Certificate and a authenticated statement showing the APARs' Gradings of last five years duly signed and stamped by the Competent Authority of concerned office.
28. Appointment of selected candidate/s is subject to Fitness Medical Report from Civil Surgeon, Gurugram and Character & Antecedents from the concerned authorities as per the rules.



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29. The unselected application forms of all/particular post/s received from candidates in respect of this advertisement, for the purposes of record retention, shall be retained with the Institute, only for a period of three months from the date on which the interview for all/particular post/s is held. In the case of cancellation of the recruitment of any/all of the post/s advertised, the application forms of the particular/all post/s shall be retained till the close of the office hours of the day of such cancellation.
30. **The candidates, who had earlier applied for the position/s of Scientist (Bioscience), Scientist (Pilot Plant) and Laboratory Attendant against Notifications No. IPFT/Recruitment/05/2016 will also be eligible for this re-advertised notification. The do not need to apply again for the same and their old application will be considered.**

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. 500/- [For UR & OBC (Non-Creamy Layer)]** by Demand Draft from any Nationalized Bank favoring **“Institute of Pesticide Formulation Technology”** payable at **Gurugram** so as to reach the office of the Director indicated below **within 30 days** from the date of publication of the advertisement (**i.e. 09.09.2017**).

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 date of publication of the advertisement (**i.e. 09.09.2017**). 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,
Gurugram – 122 016 (Haryana)

**DIRECTOR
IPFT, GURUGRAM**