

**कीटनाशक सूत्रीकरण प्रौद्योगिकी संस्थान**  
**Institute of Pesticide Formulation Technology**  
(An Autonomous Institution of Govt. of India)  
Department of Chemicals & Petrochemicals  
Ministry of Chemicals & Fertilizers  
Sector-20, Udyog Vihar, **Gurugram – 122 016 (Haryana)**

**Advt. No. : IPFT/RECTT/MAY/2024**

**VACANCY NOTIFICATION**

Applications from the eligible Indian citizens are invited for filling up the posts on Contractual with Consolidated Salary basis / Deputation basis on regular pay scales under 7<sup>th</sup> CPC as per approved RR and detail given below :-

<b>Sr. No.</b>	<b>Post &amp; Code of Post</b>	<b>No. of Post/s</b>	<b>Cat.</b>	<b>Qualification &amp; Experience for Contract Basis</b>	<b>Pay Scale of Post under 7<sup>th</sup> CPC &amp; Eligibility for Deputation</b>	<b>Age Limit (Maximum)</b>
1.	Finance & Accounts Officer (F&AO) <b>F&amp;AO/001</b>	01 No.	UR	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. <b>OR</b> 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. <b>OR</b> 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.	<b>Pay Scale :</b> Rs. 56,100-1,77,500 (Level – 10) <b>Eligibility Condition :</b> Persons holding analogues post or equivalent post on regular basis for 2 years. 5 years experience in the Pay Band ₹ 9,300-34,800/- with GP 4,200/- (now Level-6 under 7 <sup>th</sup> CPC).	35 years*

\* The relaxation in upper age limit is applicable as per the extant norms notified by the Government of India from time to time.

## **Terms & Conditions for Deputation :-**

1. The candidate must be holding an analogous post and pay matrix as per laid down eligibility criteria and ensure to have been possessing requisite essential qualification / experience as prescribed for the post applied for.
2. The period of deputation will be initially for 03 years extendable further as per Government Rules.
3. The candidate appointed on deputation basis would have the option to draw pay and allowances as admissible to her / him in the parent organisation / department or elect to draw the pay as admissible under the pay-matrix attached to the post applied for. Option once exercised will not be allowed to be altered / changed during the period of deputation.
4. The maximum age limit for appointment by deputation shall not be exceeding Fifty Six (56) years as on the closing date of receipt of the application.
5. The candidate working in the Central / State Government/PSUs/University and Research Institute should send their application **through proper channel**. However, the candidate can submit/send an advance copy of his/her application, which will be considered only after receipt of application from his/her employer. The Competent Authority reserve the right to reject any application or all applications without assigning any reason, whatsoever.
6. The application of the candidate must accompany with the attested copy of ACR/APARs for the last 05 years ending March 2024 duly attested on each page by an Officer not below the rank of Under Secretary to the Government of India or equivalent status, Integrity Certificate, Vigilance Clearance Certificate, Cadre Clearance Certificate, Statement of major or minor penalties, if any, imposed on the officer during the last 10 years and a certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per the service records.
7. Incomplete application or application not accompanied by the above required documents will summarily be rejected and no correspondence to this effect would be entertained.
8. The terms and conditions of deputation shall be governed by DOPT circulars/guidelines issued from time to time.
9. Eligibility criteria for deputation may be relaxed by the Competent Authority in deserving cases based on the recommendations of Screening Committee.
10. The Certification by the Employer/Cadre Controlling Authority would be as under :-

The information /details provided in the application by the applicant are true and correct as per the facts available on records. She/he possesses educational qualifications and experience mentioned in the vacancy circular for the post applied for. If selected, She/he will be relieved immediately.

It is also certified that

- i. There is no vigilance or disciplinary case pending or contemplated against Ms./Mr. ....
- ii. Her / His integrity is certified.
- iii. Her / His CR dossier in original is enclosed / photocopies of the ACRs for the last 05 years duly attested on each page by an officer of the rank of Under Secretary of the Government of India or equivalent are enclosed.
- iv. No major / minor penalty has been imposed on her /him during the last 10 years OR A list of major / minor penalties imposed on her/him during the last 10 years is enclosed. (as the case may be)

**Countersigned with Seal of the Employer / Cadre Controlling Authority**

## **General Instructions :**

1. The contractual appointment with consolidated salary on the post will initially be made for a period of 5 (five) years, extendable further by the same tenure subject to satisfactory performance and conduct of the incumbent after approval of Competent Authority.
2. The post will carry the consolidated salary to be fixed based on the minimum scale as per basic pay plus permissible allowance as on the day of vacancy notification.
3. The cut off date for deciding age or experience of the candidate would be the last date of receipt of application i.e. 30 days from the date of publication of advertisement in the Employment News.
4. The candidates should satisfy themselves about their eligibility prescribed for the post applied and only eligible candidates short-listed would be called for personal interaction/written/skill test, as the case may be.
5. The candidates presently working in Government/Semi-government/PSUs and Autonomous/Statutory Bodies are required to submit "No Objection Certificate" from their present employer at the time of written/skill test and relieving order, if selected on the post.
6. The SC/ST/PWD candidates are exempted from payment of application fee subject to submission of documentary evidence issued by the authority. Woman & Ex-Serviceman (ESM) candidates shall also be exempted from payment of application fee.
7. No TA/DA shall be payable for attending the personal interaction/ written/ skill test, as the case may be.
8. The IPFT reserves the right to fill the post/s or cancel the entire recruitment process or partially without assigning any reason, whatsoever.
9. If the candidate is found at any stage to have knowingly or wilfully furnished incorrect or false particulars or suppressed material information of his/her candidature will liable to be cancelled at any stage of selection. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed on deputation basis, he/she will be repatriated, without any notice or compensation. Action as deemed fit will also be initiated.
10. Applications received after due date i.e. **30 days from the date of publication of advertisement in the Employment News** will not be entertained and no correspondence on thereof shall not be processed. The IPFT takes no responsibility for any delay in receipt of application or loss thereof in postal transit.
11. The candidates are required to possess a valid e-mail id which is must be mentioned / entered in the application form so that intimation regarding call letter etc. could be sent to them without any delay.

12. Canvassing in any form will be treated as a disqualification.
13. The decision of the IPFT, in all matters, would be final and binding to all and no correspondence in this regards will be entertained.
14. Candidates those found eligible/short-listed by the Screening Committee as constituted by the IPFT shall be called for personal interaction/written/skill test, as the case may be.
15. **HOW TO APPLY** - : The candidates who satisfy the eligibility norms may apply giving their bio data strictly in the prescribed format as given in the website of IPFT.

Application in prescribed format along with supporting documents duly self attested together with a DD of Rs. 500/- drawn on any nationalized bank in favour of **“Institute of Pesticide Formulation Technology”** payable at Gurugram as non-refundable fee (other than exempted category) should be sent / submitted in a cover superscribing **“Application for the Post of \_\_\_\_\_ Code of Post \_\_\_\_\_”** to

**The Director**  
**Institute of Pesticides Technology Formulation (IPFT)**  
**(An Autonomous Institution under Deptt. of Chemicals & Petrochemicals)**  
**Sector – 20, Udyog Vihar, Opp. Ambience Mall, NH - 8**  
**Gurugram – 122 016 (Haryana)**

16. **The application must reach on the above address by 1700 hrs. on the last date of receipt of application i.e. 30 days from the date of publication of advertisement in the Employment News.**
17. The court of jurisdiction for any related dispute shall be at Delhi/New Delhi.
18. Incomplete application or application not in the prescribed format or application without requisite enclosures or unsigned shall not be considered and no further correspondence in such cases shall be entertained.

**List of Enclosures (Self attested) :-**

- i) Proof of Date of Birth
- ii) Caste Certificate, if applicable, in the prescribed format
- iii) Relevant documents of Ex-serviceman
- iv) Copy of Experience Certificate
- v) Last salary certificate from the employer and
- vi) Copy of any valid ID proof with photograph e.g. Voter ID Card/Driving License/Pan Card or Aadhar Card.



**Institute of Pesticide Formulation Technology (IPFT)**  
Sector-20, Udyog Vihar, Gurugram – 122 016 (Haryana)

Appl. No. \_\_\_\_\_

**FOR OFFICIAL USE**

Affix a recent  
passport size  
photograph  
duly attested  
by the  
candidate

**APPLICATION FORM FOR NON-SCIENTIFIC POSITION ON CONTRACT BASIS**

Advt. No. \_\_\_\_\_ Dated \_\_\_\_\_

Post Applied For : \_\_\_\_\_ Code of Post : \_\_\_\_\_

DD No.  Name of Bank  Date of DD

1. Name in Full (As per Matric Certificate) : \_\_\_\_\_  
(In Capital letters)
2. Father's / Husband's Name : \_\_\_\_\_
3. Date of Birth (DD/MM/YY) : \_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. Gender : Male / Female
6. Whether belongs to SC/ST/OBC : YES / NO  
(If Yes, attach a Certificate from the Authority prescribed under Government Rules)
7. Are you seeking age relaxation : \_\_\_\_\_  
If so, under which category? (SC/ST/OBC/PwD/ESM/others) (Pl. specify)
8. Whether claiming reservation under SC/ST/OBC Category : YES / NO  
(Please note that the benefit of reservation can only be claimed by the candidate when the post(s) has been reserved as such and the candidate has furnished the requisite certificate)
9. Postal Address :

<i>Correspondence Address</i>	<i>Permanent Address</i>
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
PIN _____ Mobile _____	PIN _____ Mobile _____
Phone _____ Fax _____	Phone _____ Fax _____
E-mail _____	E-mail _____

10. Details of Educational Qualifications : Please give particulars of all examinations passed and degrees obtained commencing with the High School (10<sup>th</sup> Standard/Matriculation) Examination. For Ph.D., please give details, even if it is not complete. Please attach self attested copies of certificates and mark sheets.  
(Higher to Lower Qualification)

<i>Examination / Degree / Diploma Passed</i>	<i>Institution/ University</i>	<i>Year of Passing</i>	<i>Subjects Studied</i>	<i>% of Marks</i>	<i>Remarks</i>

11. Details of Employment in Reverse Chronological Order (starting with current assignment) :  
(Attach separate sheet ..... as per column, if space found inadequate)

<i>Period From - To</i>	<i>Designation</i>	<i>Organization</i>	<i>Pay Scale</i>	<i>Basic Pay</i>	<i>Total Emoluments</i>	<i>Responsibilities</i>

12. Please name two references who are not your relatives (at least one of them must be your present employer / supervisor) :

<i>Sr. No.</i>	<i>Name &amp; Occupation</i>	<i>Address</i>	<i>Contact No.</i>	<i>E-Mail</i>
1.				
2.				

13. Have you ever been convicted by a court of Law or is there any criminal case/disciplinary action/vigilance enquiry pending / contemplated against you? If yes, specify : \_\_\_\_\_
14. Would you like to treat your personal information in this application with enclosures as confidential for RTI Act 2005 Provisions (Write Yes or No) : \_\_\_\_\_
15. If appointed, How much time would you require for joining the post ? \_\_\_\_\_
16. Any other relevant information : \_\_\_\_\_

### **DECLARATION**

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification etc. made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute; my services will be terminated forthwith.

There are ..... enclosures with total of ..... pages attached along with this form.

Place : .....  
Dated : .....

Signature of the Candidate  
Name \_\_\_\_\_  
Tel./Mobile No.  
E-mail



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Sector-20, Udyog Vihar, Gurugram – 122 016 (Haryana)

Appl. No.

**FOR OFFICIAL USE**

Affix a recent passport size photograph duly attested by the candidate

**APPLICATION FORM FOR POST OF ..... (CODE OF POST : .....) ON DEPUTATION BASIS**

1. Name (in Block Letters) : .....
2. Date of Birth (DD/MM/YY) : .....
3. Date of retirement under Central/State Government rules : .....
4. Service to which belong : .....
5. Educational Qualifications : .....
6. Whether Educational and other Qualification required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) :

<i>Qualifications/Experience required as mentioned in the advertisement</i>	<i>Qualification/ Experiences possessed by the officer</i>
Educational & other qualifications (1) (2) (3)	
Experience (1) (2)	

(Add additional sheet, if necessary)

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : .....
8. Details of employment in reverse chronological order(starting with current assignment)  
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

<i>Office/Institution/ Organization</i>	<i>Post held on regular basis</i>	<i>From</i>	<i>To</i>	<i>Level and pay in pay matrix held on regular basis</i>	<i>Nature of Duties (in detail) highlighting experience required for the post applied for</i>

9. Nature of present employment i.e., Ad-hoc or Temporary or Permanent : .....
10. In case the present employment is held on deputation/contract basis, Please state -
  - (a) The date of initial appointment : .....
  - (b) Period of appointment on deputation/contract : .....

(c) Name of the parent office/organization/ to which the applicant belongs : .....

(d) Name of the post and pay of the post held in Substantive capacity in the parent organization : .....

10.1 **Note** : In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

10.2 **Note** : Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintain a lien in his parent cadre/organization.

11. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details : .....

12. Additional details about present employment : Please state whether working under

- (a) Central Government : .....
- (b) State Government : .....
- (c) Autonomous Organization : .....
- (d) Government Undertaking : .....
- (e) Universities : .....
- (f) Others : .....

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. : .....

14. Total emoluments per month now drawn under 7<sup>th</sup> CPC/ if drawing under 6<sup>th</sup> CPC (pl .specify) : .....

Level in Pay Matrix	Pay drawn	Total Emoluments

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. : .....

16. Remarks : .....

Signature of the Candidate  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel./Mobile No. \_\_\_\_\_  
E-mail \_\_\_\_\_

Place :  
Date :

Countersigned  
(Employer)