

# 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/OCTOBER/2021**

## **VACANCY NOTIFICATION**

Applications from the eligible Indian citizens are invited for filling up the posts on Contractual & Consolidated Remuneration Basis as per RR as per detail given below :-

<i>Sr. No.</i>	<i>Post</i>	<i>No. of Post/s</i>	<i>Category</i>	<i>Qualification &amp; Experience</i>	<i>Consolidated Remuneration Per Month (₹)</i>	<i>Age Limit (Maximum)</i>
1.	Accountant-cum-Cashier	01 No.	UR	Graduate with 5 years 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.	₹ 57,230.00	28 years*

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

## **General Instructions :**

1. The appointment on the post will initially be for a period of 5 (five) years, extendable further based on satisfactory performance of the candidate during the period and after approval of Competent Authority.
2. The cut off date for deciding age or experience of the candidate would be the last date of receipt of application i.e. 15.12.2021.
3. The candidates should satisfy themselves about their eligibility for the post applied for IPFT shall determine their eligibility as per prescribed norms and only eligible short-listed candidates will be called for written/skill test, as the case may be.
4. 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.
5. The SC/ST/PWD candidates are exempted from payment of application fee subject to submission of documentary evidence issued by the authority. Woman candidates shall also be exempted from payment of application fee.
6. No TA/DA shall be payable for attending the written test/skill test, as the case may be.
7. The IPFT reserves the right to fill the post or cancel the recruitment process without assigning any reason, whatsoever.
8. If the candidate is not eligible or have knowingly or wilfully furnished incorrect or false particulars or suppressed material information, his / her candidature will be 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.
9. Applications received after due date i.e. **15.12.2021** 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.
10. The candidates are required to possess a valid e-mail id which is must to be mentioned / entered in the application form so that intimation regarding call letter etc. could be sent to them without any delay.
11. Canvassing in any form will be treated as a disqualification.
12. The decision of the IPFT, in all matters, would be final and binding to all and no correspondence in this regards will be entertained.
13. 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.
14. **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 Accountant-cum-Cashier**” 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)**

15. **The application must reach on the above address by 1700 hrs. on 15.12.2021.**
16. The court of jurisdiction for any related dispute shall be at Delhi / New Delhi.

17. 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)

Affix a recent  
passport size  
photograph  
duly attested  
by the  
candidate

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

**FOR OFFICIAL USE**

**APPLICATION FORM FOR THE POST OF ACCOUNTANT-CUM-CASHIER**

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

Post Applied For : \_\_\_\_\_

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>
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-----	-----
-----	-----
-----	-----
-----	-----
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