



**NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT
(MANAGE)**

(An Autonomous Organization of the Ministry of Agriculture & Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030, Telangana
Tel: 040-24594509; www.manage.gov.in

EMPLOYMENT NOTICE

File No. MNG-01/Admn-417/2022-23

October 21, 2022

1. The National Institute of Agricultural Extension Management (MANAGE) is an autonomous organization under the Department of Agriculture and Farmers Welfare (DA&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India.
2. MANAGE invites applications in prescribed format for filling up the post of **Multi-Tasking Staff (MTS)** on direct recruitment basis under **Unreserved category**:-

Name of the post	Multi-Tasking Staff (MTS)
No. of Post	One
Category	Unreserved; Group-C
Pay Scale	Pay matrix level-01; (Rs.18,000 - 56,900)
Age limit for direct recruits	a) Between 18 to 27 years. b) Up to 40 years for departmental candidates who rendered 3 years of service in same line.
Educational and other qualifications	Essential : Matriculation (10th Class Pass) from a recognized Board; with one of the following: 1. Proficiency in Typewriting 2. Basic Certificate Course in Computer/ IT Desirable : Fluency in Hindi and Telugu Familiar with Office working/ Photocopying/ Driving of vehicles/ Binding/ Photography
Period of probation	2 years
Mode of recruitment	Direct Recruitment
Application fee	Rs.300/-
Last date	30 days from date of publishing in Employment news

Application Fee:

Candidates shall be required to pay application fee (Non-Refundable) of Rs.300/- in the form of Demand Draft from any nationalized banks in favor of "MANAGE" payable at Hyderabad. SC, ST, PwD and Women candidates are exempted from payment of application fees. Such candidates are required to attach valid certificates issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates may attach copy of Aadhar Card.



General Conditions:

1. Those who are in Govt. Service should forward their application through proper channel. However, an advance copy of the application may be submitted on or before the last date. Applications routed through proper channel should reach at MANAGE, Hyderabad within 10 days after the last date.
2. Clear quality Photostat **self-attested copies** of Educational & Technical Qualifications, Experience and any relevant certificates must be enclosed with the application.
3. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
4. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
5. No correspondence will be entertained from the candidates regarding postal delays, short-listing, and reasons for not being called for Written Test, Skill Test or interview.
6. MANAGE will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate.
7. Experience, age and qualification will be reckoned as on the last date of submission of application.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
9. The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The decision of Director General, MANAGE in all matters will be final and no appeal will be entertained.
10. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
11. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City courts have jurisdiction to decide or adjudicate.
12. Application incomplete in any respect and not accompanied by relevant certificates /documents/ photograph will be summarily rejected.
13. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
14. Last date for receipt of application along with demand draft from any Nationalized bank drawn in favour of "**MANAGE**" payable at Hyderabad is **within 30 days from the date of publishing the advertisement in Employment Newspaper** to the Deputy Director (Administration), National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad – 500 030. Hyderabad, Telangana.

Sd/-
Dy. Director (Admn.)