

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, Opposite Ambience Mall, NH-8
Gurugram – 122 016 (Haryana)

Advt. No. : IPFT/RECTT./JAN/2021

VACANCY NOTIFICATION

Applications from the eligible Indian citizens are invited for filling up the posts on Deputation/Direct Recruitment basis as per detail given below :-

<i>Sr. No.</i>	<i>Post</i>	<i>No. of Post/s</i>	<i>Qualification & Experience for Direct Recruitment</i>	<i>Eligibility for Deputation</i>	<i>Pay Matrix under 7th CPC (Rs.)</i>	<i>Age Limit (Maximum)</i>
1.	Dy. Chief (Bio-Science)	01 No.	Essential : M.Sc in Agriculture / Entomology / Plant Pathology with 7 years experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies. OR 1. Ph.D. in Agriculture/ Entomology / Plant Pathology with 4 years of experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies. 2. Evidence of contribution to research supported by published work / innovation.	Persons holding analogous post or equivalent post on regular basis. 5 years experience in the scale of Rs. 10000-15200 (5 th CPC)/ Rs.67700 -208700 (7 th CPC) 10 years experience in the scale of Rs. 8000-13500 (5 th CPC) / Rs. 56100 -177500 (7 th CPC)	78800 – 209200 (Level – 12)	35 Years*
2.	Specialist (Analytical)	02 No.	Essential : Master Degree in Organic/Analytical/Agricultural Chemistry with not less than 65% marks with 3 years experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies. OR 1. Ph.D. in any one of the above branches. 2. Evidence of contribution to research supported by published work / innovation.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the scale of Rs. 5500-9000 (5 th CPC)/ Rs. 35400–112400 (7 th CPC)	56100-177500 (Level – 10)	30 Years*
3.	Specialist (Bio-Science) Reserve for OBC	01 No.	Essential : M.Sc. in Agriculture / Entomology / Plant Pathology with not less than 65% marks with 3 years experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies. OR 1. Ph D in any one of the above branches. 2. Evidence of contribution to research supported by published work / innovation.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the scale of Rs. 5500-9000 (5 th CPC)/ Rs. 35400–112400 (7 th CPC)	56100-177500 (Level – 10)	30 Years*
4.	Establishment Officer	01 No.	Post Graduate with 5 years of experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies. OR Graduate with 7 years of experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the scale of Rs. 5500-9000 (5 th CPC)/Rs. 35400–112400 (7 th CPC)	56100-177500 (Level – 10)	35 years*
5.	Hindi Translator	01 No.	Master Degree in Hindi/English with English/Hindi as a compulsory subject at the Degree Level. He should have knowledge of Data Entry operation / typing. OR Bachelor Degree with Hindi & English and two years experience of translation work of Hindi to English & vice-versa. He should have knowledge of Data Entry operation / typing.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the just below of pay matrix Level -06.	35400 – 112400 (Level – 06)	28 years*
6.	Field Experimental Attendant	01 No.	Pass in 10 th Std. with higher grade course in agriculture for 2 years OR Pass in 10 th Standard with specialized training in agriculture for minimum period of 3 months and five years experience.	Only through Direct Recruitment basis.	19900 -63200 (Level – 02)	28 years*
7.	Scientist (OPCW)	02 No.	B.Sc with 65 % marks & minimum 2 years experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies. OR Master Degree in Organic / Analytical / Agricultural Chemistry with not less than 55% marks.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the just below of pay matrix Level - 06.	35400 – 112400 (Level – 06)	28 years*

<i>Sr. No.</i>	<i>Post</i>	<i>No. of Post/s</i>	<i>Qualification & Experience for Direct Recruitment</i>	<i>Eligibility for Deputation</i>	<i>Pay Matrix under 7th CPC (Rs.)</i>	<i>Age Limit (Maximum)</i>
8.	Scientist (Analytical)	01 No.	B.Sc with 65 % marks & minimum 2 years experience in the field in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies. OR Master Degree in Organic / Analytical / Agricultural Chemistry with not less than 55% marks.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the just below of pay matrix Level - 06.	35400 – 112400 (Level – 06)	28 years*
9.	Admin-cum-Purchase Asstt.	01 No.	Graduate with 5 years experience in Admn. / in Central / State Govt. / PSUs / Universities / Research Institute of repute / laboratories / reputed private companies.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the just below of pay matrix Level - 06.	35400 – 112400 (Level – 06)	28 years*
10.	Scientist (Formulation)	01 No.	B.Sc with 65 % marks & minimum 2 years experience in the field. OR Master Degree in Physical / Organic / Agricultural Chemistry with not less than 55% marks.	Persons holding analogous post or equivalent post on regular basis for 2 years. 5 years experience in the just below of pay matrix Level - 06.	35400 – 112400 (Level – 06)	28 years*

* “The relaxation in upper age limit is applicable to the candidates belonging Scheduled Caste (SC) / Scheduled Tribes (ST) / Other Backward Caste (Non-creamy layers) / Persons with Disabilities (PWD) and Ex-Servicemen under direct recruitment mode will be as per norms notified by the Government. However, upper age limit will not be applicable on the internal candidates and can be relaxed in deserving cases on the recommendations of the Screening / Scrutiny Committee followed by the approval of Competent Authority in respect of the candidates working with the Autonomous Bodies/PSUs/Corporations/Boards/Universities/Government Research Institutions”.

Terms and 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**. 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 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 cut off date for deciding age or experience of the candidate would be the last date of receipt of application.
2. The selection of the candidates through different mode of recruitment is only to attract the best talents from public/private sectors and there is no earmarking of posts in the one particular recruitment mode.
3. The candidates should satisfy themselves about their eligibility for the post applied for. IPFT shall determine their eligibility and only eligible candidates will be called for interview/skill test, as the case may be. One person can apply for one post only.
4. The candidates presently working in Government/Semi-government/PSUs and Autonomous/Statutory Bodies are required to submit their application through proper channel particularly the candidates who are desirous to apply for the post on deputation basis however candidates belonging to such group / bodies can submit their application in the prescribed manner who would be liable to present a “No Objection Certificate” from their present employer before the date and time of interview/skill test, as the case may be, failing which they will be considered as disqualified for the interview/skill test.
5. No application that is required to be routed through the employer will be considered if it reaches after due date of submission even though submitted to the employer before the due date. In such cases, application marked “Advanced Copy” should be sent to the IPFT and the regular copy should be routed through the employer which must be received at IPFT at-least three days before scheduled date of interview/skill test, as the case may be of the post.
6. The SC/ST/PWD/Woman candidates and candidates applying for the post on deputation basis are exempted from payment of application fee.
7. The candidate belonging to OBC (non creamy layer) must produce their latest caste certificate issued by concerned Competent Authority in the prescribed format in support of their claim. If fails to do so, the candidates will not be extended the benefits of relaxation etc. other the candidates of creamy layer. However, they will be treated at par of the candidates of the General Category.
8. No TA/DA shall be payable for attending the interview/skill test, as the case may be.
9. The IPFT reserves the right to fill all / any of the post besides to cancel the advertisement fully or partly without assigning any reason.
10. 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.
11. Applications received after due date will not be entertained. The IPFT takes no responsibility for any delay in receipt of application or loss thereof in postal transit.
12. 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. may be sent
13. Canvassing in any form will be treated as a disqualification.
14. The decision of the IPFT, in all matters, would be final and binding to all and no correspondence in this regards will be entertained.
15. Only candidates those found eligible by the Screening Committee as constituted by the IPFT shall be called for personal interaction / interview / skill test, as the case may be.
16. Relaxation in age & qualification may be considered in respect of internal candidates subject to recommendations of the Screening Committee and approved by the Competent Authority.
17. 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 relevant 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 the post applied for 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)**

18. The application must reach on the above address within 30 days from its publication in the Employment News.
19. The court of jurisdiction for any related dispute shall be at Delhi / New Delhi.
20. 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 POST OF 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 7th :
CPC/ if drawing under 6th 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)



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 NON-SCIENTIFIC POSITION

Advt. No. _____ Dated _____

DD No. Name of Bank Date of DD

Post Applied For : _____

1. Name in Full : _____
(In Capital letters)
2. Father's / Husband's Name _____
3. Date of Birth (DD/MM/YY) : _____
4. Nationality : _____
5. Sex (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/Internal candidate/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 (10th 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.

<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) :

<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 & 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



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 SCIENTIFIC POSITION

Advt. No. _____ Dated _____

DD No. Name of Bank Date of DD

Post Applied For : _____

- Name in Full : _____
(In Capital letters)
- Father's / Husband's Name : _____
- Date & Place of Birth : _____
- Nationality : _____
- Sex (Male/Female) : _____
- Whether belongs to SC/ST/OBC : YES / NO
(If Yes, attach a Certificate from the Authority prescribed under Government Rules)
- Are you seeking age relaxation : _____
If so, under which category? (SC/ST/OBC/Internal candidate/others (Pl. specify)
- 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)
- 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/ Qualification : Please give particulars of all examinations passed and degrees obtained commencing with the High School (10th 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.

<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) :

<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. Publications (Enclose reprint of the best papers (**only two**) in your judgment), if applicable

A. Papers in Refereed Journals (List those published and accepted separately)

<i>S. No.</i>	<i>Author(s)</i>	<i>Year</i>	<i>Title</i>	<i>Complete Reference of Journal</i>

B. Papers Published in Conference Proceedings

<i>S. No.</i>	<i>Author(s)</i>	<i>Year</i>	<i>Title</i>	<i>Name and Place of Conference</i>

C. Papers Presented in Conferences but Not Published

<i>S. No.</i>	<i>Author(s)</i>	<i>Year</i>	<i>Title</i>	<i>Publisher</i>

D. Books (List those published and in press separately)

<i>S. No.</i>	<i>Name/Title</i>	<i>Year</i>	<i>Title of Publisher</i>	<i>Author</i>

Please include an introduction of the book.

13. Awards / Recognitions & Fellowships:

<i>S. No.</i>	<i>Award Name</i>	<i>Awarding Organization</i>	<i>Awarded Work / Project</i>

14. Membership of Professional Societies / Institutions:

<i>Name of the Professional Institute / Society</i>	<i>Type of Membership</i>

15. Have you ever been abroad? If so give the following particulars :

<i>Country Visited</i>	<i>Duration of Visit</i>	<i>Purpose of Visit</i>

16. 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 & Occupation</i>	<i>Address</i>	<i>Contact No.</i>	<i>E-Mail</i>
1.				
2.				

17. 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 : _____

18. Would you like to treat your personal information in this application with enclosures as confidential for RTI Act 2005 Provisions (Write Yes or No) : _____

19. If appointed, How much time would you require for joining the post? _____

20. 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