



**Krishi Vigyan Kendra**  
(National Horticultural Research and Development Foundation)  
Nafed Complex, Ujwa, New Delhi-110073, Phone: 9667971155  
E-mail: kvkujwa@yahoo.com, Website: www.kvkujwa.org



Advertisement No.: NHRDF/KVK/01/2022-23

## REQUIRES

National Horticultural Research and Development Foundation (NHRDF) requires the following positions at its Krishi Vigyan Kendra, Ujwa, New Delhi – A Project which is funded by Indian Council of Agriculture Research (ICAR), New Delhi.

### **1) Subject Matter Specialist (Agro Meteorology) (1 No.):**

#### **Qualification & Experience:**

**Essential:** Master Degree in Agriculture Meteorology/ Meteorology/ Agronomy/ Agriculture Physics or relevant subject or equivalent qualification from recognized University/ Institute with good academic record.

**Desirable:** 3 years experience or Doctorate or NET in relevant field.

**Pay Scale:** Pay Band of Rs.15600-39100+GP Rs.5400/-

### **2) Attendant (1 No.):**

#### **Qualification & Experience:**

**Essential:** Matriculation or equivalent pass or ITI pass from recognized Education Board.

**Pay Matrix:** Rs.18000-56900(Level-1)

**Age:** **Not more than 35 years for sr. no. 1 post and 25 years for sr. no. 2 post** as on the closing date of receipt of application as per this advertisement. However, age relaxation as per Govt. of India and NHRDF rules for its in-service candidate whichever applicable shall be considered.

#### **Note:**

- 1) The post of serial no. 1 is on fully contractual basis, Co-terminus under the GKMS scheme on year to year basis.
- 2) In addition to above pay, other allowances like DA, HRA, TA and EPF benefits etc. will be paid as per NHRDF rules for KVK for post mentioned at sr. no. 2.
- 3) The interested candidates who fulfill the above required criteria may please send their application in prescribed format available at our website [www.nhrdf.org](http://www.nhrdf.org) and [www.kvkujwa.org](http://www.kvkujwa.org) with self-attested copies of all certificates.
- 4) The Competent Authority of NHRDF is liable to reject the application without information to any candidate at any stage.
- 5) For details, see the instruction in page No. 2 & 3.

**THE DIRECTOR**

**National Horticultural Research and Development Foundation**

Bagwani Bhavan, 47, Pankha Road, Institutional Area, Janakpuri, New Delhi-110058

Phone: 011-28522211, Fax:011-28525129, E-mail: [delhi@nhrdf.com](mailto:delhi@nhrdf.com), website: [www.nhrdf.org](http://www.nhrdf.org)

**Offline Form Available : [VacancyForm.org](http://VacancyForm.org)**

## INSTRUCTIONS

### READ THESE INSTRUCTIONS CAREFULLY BEFORE COMMENCING FILLING APPLICATIONS FOR TECHNICAL POST.

1. The candidate should carefully read the details of posts, requisite qualifications & experience, terms & conditions, fee, and other details posted on the website [www.nhrdf.org](http://www.nhrdf.org) and [www.kvkujwa.org](http://www.kvkujwa.org).
2. Candidate should submit his/her 'Application Form' complete in all respect alongwith bank draft & enclosures through **registered post/speed post only on or before 24/04/2023 upto 5:00 pm.**
3. Candidates should fill up Application Form and attach documentary evidence for essential qualifications, Publications. Award/Fellowship/externally funded project.
4. Candidate should have domicile of India since birth.
5. Candidate should attach following documents with the Application Form:
  - (i) Bank draft with prescribed application.
  - (ii) One latest colored passport size self attested photograph should be pasted on the Application Form, do not staple.
  - (iii) No objection Certificate from Employer for in-service candidate, if any.
  - (iv) List of publication in given format with NAAS rating 2023.
  - (v) Self-attested copies of essential qualification including testimonials, transcripts, certificates, degrees, NET, etc.
  - (vi) Experience certificates, if any.
  - (vii) Other supporting documents, if any.
6. An application form will be summarily rejected in the following reasons:
  - (i) If a candidate submits more than one application form for a same post.
  - (ii) If the application is not in the prescribed form as available on our website.
  - (iii) If the application is unsigned/incomplete.
  - (iv) If the experience certificate is without details of salary per month received or not issued by Competent Authority of respective organization/institute.
  - (v) If the application form is received after the last date and time of closing.
  - (vi) If a candidate does not possess the requisite academic qualifications and experience on or before the closing date.
  - (vii) If bank draft of prescribed fee is not attached in original with the application.
  - (viii) NHRDF is not responsible for non-receipt of their application and any POSTAL delay.
7. **APPLICATION FEE:**  
Non-refundable application fee in the form of a bank draft from nationalized bank of **Rs. 2000/- for sr. no. 1 post and Rs. 1000/- sr. no. 2 post** in favour of **Krishi Vigyan Kendra** payable at **New Delhi**.

8. **GENERAL INSTRUCTION, TERMS & CONDITIONS:**

- i. The candidate must be a citizen of India.
- ii. The service of candidate as per applied NHRDF rule subject to change time to time.
- iii. NHRDF reserves the right to increase or decrease the number of posts, fill or cancel any posts at any stage without assigning any reason.
- iv. In-service candidate should send his/her application through proper channel. However, an advance copy of application (along with bank draft and relevant documents) must reach the NHRDF on or before the closing date and time.
- v. The envelope containing application form complete in all respect must be superscribed as 'Application for the post of "....."'and Advertisement No. "....."
- vi. Having fulfilled the essential qualifications will not entitle an applicant to be called for interview/ written test.
- vii. Canvassing in any manner directly or indirectly will result in the disqualification of the candidature.

9. **POSTAL ADDRESS FOR SUBMISSION OF APPLICATION:**

Candidate should submit his/her Application completed in all respect through registered post/speed post ONLY on following address:

**The Director,  
NATIONAL HORTICULTURAL RESEARCH & DEVELOPMENT FOUNDATION,  
Bagwani Bhavan, Plot No.47, Pankha Road, Institutional Area, Janakpuri,  
New Delhi - 110058.**

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# Krishi Vigyan Kendra

under

(National Horticultural Research and Development Foundation)

Nafed Complex, Ujwa, New Delhi-110073

E-mail: kvkujwa@yahoo.com Tel: 9667971155

Website: www.kvkujwa.org

Advertisement No.- NHRDF/KVK/01/2022-23



## **Application Form (Technical Post)- (A)**

Advertisement Reference and date: \_\_\_\_\_

Application for the post & S. No.: \_\_\_\_\_

1. Name of the candidate in Block letters :
2. Fathers Name :
3. Nationality :
4. Date of Birth (as per High School Certificate) & Place of Birth :
5. Age (as on closing date of Advertisement) : \_\_\_\_ Year \_\_\_\_ Months \_\_\_\_ Days
6. Gender (Male/Female) :
7. Marital Status :
8. Religion :
9. Category (Please tick) : GEN \_\_\_\_\_, OBC \_\_\_\_\_, SC/ST \_\_\_\_\_
10. (a) Full postal address with pin code :

Affix self  
attested recent  
colour  
passport size  
photograph  
(do not staple)

(b) Permanent address :

(c) Contact details : Phone: \_\_\_\_\_ Mob.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

(d) Aadhar Number :

11. Are you a citizen of India by birth/domicile?

12. Have you ever been convicted by a court of law for any offence? If so, give details thereof.

13. Educational Qualification (Commencing from Senior Secondary School): The self-attested all certificates and mark sheets should be enclosed with application.

Level	Year of Passing	Institute/University	Specialize Subject(s) with major field	Class/Division/Grade/Marks/Percentage	Remarks
12 <sup>th</sup>					
Graduation					
Masters					
Ph. D.					
Other qualifications					

**14. (a) Employment record (starting from the present position):**

Designation	Pay Scale	Major discipline of work experience	Nature of work	Organisation/Institute	Place of posting	Period	
						From (DD/MM/YYYY)	To (DD/MM/YYYY)

(b) Years of experience : (DD/MM/YYYY)\_\_\_\_\_

**15. Training Attended:**

Title	Organizing Institution	Duration	
		From (DD/MM/YYYY)	To (DD/MM/YYYY)

## 16. Recognitions & Awards:

Category of Recognition/ Award	field of Recognition/ Award	Year	Awarding organization

## 17. Teaching:

Course title/ Courses taught	Credit hours	Level of Teaching	Institute Name	Year

## 18. Extension:

### (a) Extension approaches for technology dissemination/adoption:

Activity	Program details	Institute Name	Salient achievement/ outcome	Duration

### (b) Capacity Development and Collaborative programme:

Type of programme	Program details	Institution	Co-ordination / associate	Duration

**19: Extra curriculum activities including sports :**

S. No.	Activity	Level of participation	Achievement	Remarks

**20: Externally Funded Projects:**

Title of the project	Level of Association (PI/CoPI)	Period		Value of the project (Rs. in lacs)	Sponsoring agency
		From (DD/MM/YYYY)	To (DD/MM/YYYY)		

**21. (a) Publications:**

Authors, Year of publication, Title of the paper	Journal Name, Volume and Page No.	NAAS Journal Id As per 2023	NAAS Rating As per 2023

**(b) Other publications:**

Category of publication	Name of publication	Authors	Year and number of pages	Publisher name
Practical/Training Manual/Books/ Monographs				
Book Chapters/ Policy Papers/ Economic Reviews				
Popular Articles/ Bulletins/ Short Communications				
Papers in Proceedings				

**22. Particulars of application fees : Rs.....**

D.D./P.O.No.....Date.....

Bank and Branch.....

23. Any other information candidate may like to add in separate page if any.

24. References details: (Give the name, designation and complete address of two person (not relative) from whom confidential report will be taken if needed :

S.No.	Particulars	First Reference	Second Reference
(a)	Name		
(b)	Designation		
(c)	Organisation/department		
(d)	Full address		
(e)	Phone no.		
(f)	Email		

25. Please write up in brief around 100 words about your contribution to this organisation if you selected for aforesaid post:

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**26. Declaration :** I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars/information given above being found false/incorrect and/or if any discrepancy in the particulars is detected after my appointment, or account of wilful suppression and /or distortion on my part, my application/candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

Place:

Signature .....

Date:

Name of the Candidate.....



**REMARKS OF THE PRESENT EMPLOYER**

**(In the case of those who are already in service in original letter head)**

The applicant .....Son/Daughter is holding a permanent/Temporary Adhoc post of ..... in the scale of pay ..... from ..... and his/her present basic pay is Rs.....P.M. His/ her application is forwarded and he /she will be relieved in case he/ she is selected for the post applied for.

Date:

Place:

Signature  
(Designation of Officer  
(with official seal)

Sign. with date:

Name:



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Advertisement No.- NHRDF/KVK/01/2022-23



## **Application Form (Non-Technical Post)-(B)**

Advertisement Reference and date: \_\_\_\_\_

Application for the post & S. No.: \_\_\_\_\_

1. Name of the candidate in Block letters :
2. Fathers Name :
3. Nationality :
4. Date of Birth (as per High School Certificate) & Place of Birth :
5. Age (as on closing date of Advertisement) : \_\_\_\_ Year \_\_\_\_ Months \_\_\_\_ Days
6. Gender (Male/Female) :
7. Marital Status :
8. Religion :
9. Category (Please tick) : GEN\_\_\_\_, OBC\_\_\_\_, SC/ST\_\_\_\_
10. (a) Full postal address with pin code :

Affix self  
attested recent  
colour  
passport size  
photograph  
(do not staple)

(b) Permanent address :

(c) Contact details : Phone: Mob.:

E-mail:

(d) Aadhar Number :

11. Are you a citizen of India by birth/domicile?

12. Have you ever been convicted by a court of law for any offence? If so, give details thereof.

13. Educational Qualification (Commencing from Matriculation): The self-attested all certificates and mark sheets should be enclosed with application.

**Educational Qualifications:**

Level	Year of Passing	Institute/University	Specialize Subject(s) with major field	Class/Division/Grade/Marks/Percentage	Remarks
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduation					
Masters					
Other qualifications					

14. (a) Employment record (starting from the present position):

S. No.	Designation	Pay Scale	Major discipline of work experience	Nature of work	Organisation/Institute	Place of posting	Period	
							From (DD/M/M/YYYY)	To (DD/MM/YYYY)

(b) Year of experience: (DD/MM/YYYY) \_\_\_\_\_

15: Extra curriculum activities including sports :

S. No.	Activity	Level of participation	Achievement	Remarks

16. Training Attended:

Duration	Title	Organised Institution	Period	
			From (DD/MM/YYYY)	To (DD/MM/YYYY)

17. Knowledge in Computer Application Yes/No if yes (Attach certificate, as the case may be):

18. Shorthand (Words/minute) 1. English : \_\_\_\_\_

Typing (Words/minute) 1. English: \_\_\_\_\_ 2. Hindi : \_\_\_\_\_

19. Detail's of Driving License (if any- LMV/HMV/Tractor etc.):

Registration No. .... Date of issue.....Expiry date.....

20. Any other relevant information the candidate may need to submit

(Attach separate sheets if necessary):

21. Particulars of application fees: Rs.....D.D./P.O. No.....

Bank and Branch..... .Date.....

22. References details: (Give the name, designation and complete address of two person (not relative) from whom confidential report will be taken if needed :

S.No.	Particulars	Reference	Reference
(a)	Name		
(b)	Designation		
(c)	Organisation/department		
(d)	Full address		
(e)	Phone no.		
(f)	Email		

23. **Declaration:** I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars/information given above being found false/incorrect and/or if any discrepancy in the particulars is detected after my appointment, or account of wilful suppression and /or distortion on my part, my application/candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

Place:

Signature .....

Date:

Name of the Candidate.....

**REMARKS OF THE PRESENT EMPLOYER**  
**(In the case of those who are already in service)**

The applicant .....Son/Daughter is holding a permanent post of ..... in the scale of pay ..... from ..... and his/her present basic pay is Rs.....P.M. His/ her application is forwarded and he /she will be relieved in case he/ she is selected for the post applied for.

Date:  
Place:

Signature  
(Designation of Officer  
with official seal)