



**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, website: [www.manage.gov.in](http://www.manage.gov.in)

**EMPLOYMENT NOTICE**

Advt. No. MNG-01/Admn-473/2023

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 following Group – B post:

| Name of the post  | No. of Post | Pay scale                                                              | Mode of Recruitment | Category    | Last date                                          |
|-------------------|-------------|------------------------------------------------------------------------|---------------------|-------------|----------------------------------------------------|
| Senior Translator | 01          | Group – B<br>Pay matrix level – 07<br>(Rs. 44,900/- to Rs. 1,42,400/-) | Direct Recruitment  | Un-reserved | 30 days from date of publishing in Employment news |

**Age and eligibility criteria:**

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|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age limit                                                         | a) Not exceeding 30 years.<br>b) Relaxable for Govt. Servants up to 5 years in accordance to the instructions of GoI.<br>c) There is no age restriction for the regular employees of MANAGE.                                                                                                                                                                                                                                                                                                                                                                             |
| Educational and other qualifications required for direct recruits | <b>Essential:</b><br>1. Masters' degree of a recognized University in Hindi with English as a compulsory or Elective subject or as the medium of examination at the degree level.<br><b>(OR)</b><br>Masters' degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;<br><b>(OR)</b><br>Masters' Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium<br><b>(OR)</b> |



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|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <p>Masters' degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>(OR)</b></p> <p>Masters' degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;</p> <p><b>(AND)</b></p> <p>2. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.</p> <p>3. 3 years' experience of terminological work in Hindi and/or Translation work from English to Hindi or vice-versa, preferably of technical or scientific literature (or) 3 years' experience of teaching /research /writing or journalism in Hindi.</p> <p><b><u>Desirable:</u></b></p> <p>Appreciation of simple and spoken Hindi or Hindustani for effective communication.</p> |
| Period of probation, if any. | 2 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Method of Recruitment        | Direct Recruitment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

### **Application Fee:**

Candidates shall be required to pay application fee of Rs.500/- (Rupees five hundred only) for Group-B position (Non-Refundable) in the form of a demand draft from any scheduled bank drawn in favor of "MANAGE" payable at Hyderabad. Women, PWD, SC & ST 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.

### **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 15 days after the last date.
2. Mere eligibility will not entitle any candidate for being called for Written Test/Interview.
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 appointment.
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. Clear quality Photostat **self-attested copies** of Educational Qualifications, Experience, reservation certificate and any relevant certificates must be enclosed with the application.
9. 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.
10. 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.
11. In case of any ambiguity/ dispute that may occur in the process of selection, the decision of the Institute shall be final.
12. 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.
13. Application incomplete in any respect and not accompanied by relevant certificates /documents/ photograph will be summarily rejected.
14. Director General can relax any of the above conditions in case of exceptional or meritorious candidates.
15. Last date for receipt of application along with demand draft of Rs.500/- (Rupees five hundred only) 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.)**

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