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DR YS PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY, NAUNI 173 230 SOLAN (HP) INDIA  
DIRECTORATE OF RESEARCH

**DIRECTOR RESEARCH**

No. UHF/DR/Rectt/IV-27/2020/-3536-80

Dated: 04.11.2020

ADVERTISEMENT NO. 6/2020

“ WALK IN INTERVIEW’

Walk in Interview will be held for filling up of various temporary posts under INSTITUTIONAL DEVELOPMENT PLAN (IDP) project running in Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni-Solan (H.P.) -173 230. The application form can be downloaded from the University website [www.yspuniversity.ac.in](http://www.yspuniversity.ac.in). The candidate should fill in the prescribed application form and attend the Walk-in-Interview in the Directorate of Research, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni-Solan (H.P.) 173 230 as per schedule below:

S/N	Name of the post	Date and Time of interview
1. to 3.	Young Professional (YP-I)	17 Nov 2020 at 10.30 AM
4. to 6.	Young Professional (YP-II)	18 Nov 2020 at 10.30 AM
7. to 9.	Young Professional (YP-II)	19 Nov 2020 at 10.30 AM
10. & 11.	JRF and Project Assistant	20 Nov 2020 at 10.30 AM

The processing fee is Rs. 250/- for general category candidates and Rs. 63/- for reserved category candidates (enclose self-attested copy of category certificate). The processing fee should be in the name of “Comptroller, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni, Solan” in the shape of IPO/Bank Draft payable at Nauni-Solan -173230 (H.P.).

S/N	Position	No. of posts	Essential qualification	Desirable	Consolidated emoluments	Job Description
1.	Young Professional (YP-I)	4	B.Com./B.A. with Economics /B.B.A./B.Sc. from UGC recognized university with 3 years experience in office work	-	Rs. 15,000 per month (Fixed)	- To assist in the execution of the policies of social equity, environmental sustainable and grievances cell and procurement cell and PME cell.
2.	Young Professional (YP-I)	3	B.C.A./B.Sc. (IT) from UGC recognized university with 1 year experience in data analysis	-	Rs. 15,000 per month (Fixed)	- Data Entry of records, Typing letters, reports etc. maintenance of Data in computer, data processing, reporting, documentation, taking care of first level maintenance of computer hardware & LAN, operating and application software and troubleshooting etc.
3.	Young Professional (YP-I)	3	B.Sc. (Horticulture/ Forestry/ Agriculture /Biotechnology) from ICAR recognized university. In case above candidates are not available then the posts will be filled from the candidates with B.Sc. (Medical/Non-medical) from UGC recognized university.	-	Rs. 15,000 per month (Fixed)	- To assist in instructional farms and agri-incubation centres for skill Up gradation of students
4.	Young Professional (YP-II)	2	M.B.A. with graduation in commerce/M.Com. from UGC recognized university	-	RS. 25,000 per month (fixed)	- To assist Comptroller's office, Financial Manager and PI-HDP - To ensure that the financial management and financial management issues are dealt with as per World Bank guidelines - To assist FO and Implementing Agencies on financial matters relating to the project; Oversee implementation within the provisions of the Financial Management Manual - Maintain the accounts of the Project in a computerized accounting package ;

						<ul style="list-style-type: none"> <li>- Generate periodic financial reports including Interim Unaudited Financial Reports for submission to the NAHEP and World Bank</li> <li>- Prepare annual Project Financial Statements in line with consistently applied accounting policies in the manner provided in the Project Financial Management Manual;</li> <li>- Ensuring compliance with all statutory and tax laws, i.e. filing of returns, obtaining tax exemption certificates, deduction and deposit of TDS and service etc.</li> <li>- Ensuring proper internal controls in the processing of payments carrying out monthly bank reconciliations;</li> <li>- Coordinate with the consultants, Implementing agencies, other staff etc. for the effective implementation of the Project.</li> <li>- Any other work assigned by the Financial Controller/PI from time to time</li> </ul>
5.	Young Professional (YP-II)	1	M.B.A. (H.R.) from UGC recognized university with 3 years experience in event management	The preference will be given to candidates with Ph.D. (HR) from UGC recognized university.	Rs. 25,000 per month (Fixed)	<ul style="list-style-type: none"> <li>- Event management</li> <li>- Conduct of trainings on skill up gradation and capacity building</li> <li>- Handling students data for international exposure/training programmes at the national levels.</li> <li>- Visa arrangements and travel plans for students/faculty</li> <li>- Recruitment policy for guest faculty /adjunct faculty</li> <li>- Preparation &amp; submission of statutory records and reports of the staff ad other to the concerned quarters</li> <li>- Arrangement for trainings to the staff</li> </ul>

						<p>and others and communicating and explaining the organizations HR policies to the employees</p> <ul style="list-style-type: none"> <li>- Help in organizing trainings and capacity building exercises planned in Project Implementation Report (PIP)</li> <li>- Preparation of feedback and training reports</li> <li>- Engaging with employees on a regular basis to understand the motivation levels of people in the organization.</li> </ul>
6.	Young Professional (YP-II)	1	B. Tech. in Computer Science from UGC recognized university	Experience in website designing, newsletter publishing and organizing webinars	Rs. 25,000 per month (Fixed)	<ul style="list-style-type: none"> <li>- Designating and printing of newsletter, chronicles and related publications, webinar brochures</li> <li>- Organization of webinar on you tube, webex, Microsoft team, google meet, Jio meet and other platforms.</li> <li>- Management of webinars with funding agency</li> <li>- Coordination for online courses for students and faculty</li> <li>- Maintenance of website links of IDP-UHF</li> <li>- Monitor progress and compile reports of project sites</li> <li>- Perform any other project relevant activity assigned by the PI/superiors</li> </ul>
7.	Young Professional (YP-II)	1	Post graduation in Psychology from UGC recognized university	Experience in counseling	Rs. 25,000 per month (fixed)	<ul style="list-style-type: none"> <li>- Arrangement of Counseling sessions for weak students</li> <li>- Coordination with experts</li> <li>- Maintenance of database of weak students</li> <li>- Monitoring of weak students</li> <li>- Ensuring equal opportunity for weaker students</li> <li>- Organizing stress management sessions</li> <li>- Expert lectures</li> </ul>

8.	Young Professional (YP-II)	1	Postgraduate in language (Sanskrit/French/Spanish) from UGC recognized university	-	Rs. 25,000 per month (fixed)	<ul style="list-style-type: none"> <li>- Maintenance of the language lab</li> <li>- To invite expert on foreign language</li> <li>- Even management on foreign languages</li> </ul>
9.	Young Professional (YP-II)	2	Postgraduate in Economics from UGC recognized university with 5 years experience in agriculture related research projects	-	Rs. 25,000 per month (fixed)	<ul style="list-style-type: none"> <li>- To maintain complete data base, project monitoring, evaluation, baseline surveys</li> <li>- Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;</li> <li>- Review requisition submitted by the stake holders of IDP for completeness and compliance with object of IDP, World Bank procurement policies and procedures, guidelines and best practice;</li> <li>- Prepare draft Invitation for Bid/Bidding document/requests for expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of re-proposal conference, taking into account applicable policies, procedures, guidelines/best practice;</li> <li>- Prepare draft Bid Evaluation Report/Technical Evaluation Report/Combined Technical and Financial Report/Contract document/Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/best practices;</li> <li>- Assist in review invoices/request for payment submitted for accuracy and process for payment, ensuring that all payment requests are processed on a timely basis.</li> <li>-</li> </ul>

10	Junior Research Fellow	2	M.Sc. in Horticulture /Forestry /Agriculture /MBA (Agribusiness) from ICAR system <b>Note: The candidates having 3 years Bachelor's degree and 2 years Master's degree should have NET qualification and 2 years of Research Experience</b>	-	Rs. 31,000+HRA for 1 <sup>st</sup> , 2 <sup>nd</sup> year and Rs. 35,000 + HRA for third year	- To coordinate the activities of IDP and preparation of progress reports in coordination with the funding agencies.
11	Project Assistant	1	Postgraduate from UGC recognized university with 10 years of experience in report writing, monitoring and evaluation, conducting of awareness camps, trainings, workshops and preparation of DPRs	Experience in maintaining office records, purchasing/billing /contingent bill preparations/ adjustment of advances	Rs. 22,000/- per month (Fixed)	- To support office work of the project, auditing, bills preparation, timely completion of audit,/billing/contingent bill preparations, adjustment of advances etc. - To conduct awareness camps, trainings, workshops and preparation of DPRs

## TERMS AND CONDITIONS

1. The candidates coming for the interview must bring with them the duly filled in application form downloaded from the university website and attach all the necessary self-attested photocopies of the required documents in sequence.
2. The applicant must be a Citizen of India.
3. The upper age limit for temporary posts is as under:  
Young Professional: 21 to 45 years; Project Assistant: Below 50 years; Junior Research Fellow: 35 years for men and 40 years for women. The age relaxation will be given to reserve category candidates as per the norms of Government of India.
4. The degree of the essential qualification should have been notified before the interview, the proof of which should be produced/attached at the time of interview.
5. The candidates having marks issued in the form of CGPA/OGPA should also attach the approved conversion table/formula with the application form.
6. The appointments on these posts will be purely temporary on co-terminus basis and availability of funds whichever is earlier.
7. The candidates applying for these posts shall have no claim for their regularization against the said posts.

8. A candidate may also apply for more than one post. In such cases he/she should submit a separate application form along with all documents and the requisite processing fee for each post/position.
9. The number of posts may vary depending upon the need of the project.
10. Applicants already working in any project should produce NOC from the respective PI/HoD/Organization concerned.
11. The university reserves the right not to fill all or any of the posts, without assigning any reason.
12. Once paid, in no case the processing fee will be refunded.
13. The University will not accept as valid any arguments or plea such as breakdown of transportation, mail , communication, illness etc for non-attendance of the interview.
14. Candidates must have all the original testimonials (also thesis wherever applicable) at the time of interview.
15. No TA/DA will be paid for appearing in the interview.
16. Though every care has been taken, yet any mistake crept inadvertently is subject to correction.



Director of Research

Dated

Endst. No. Even

Copy of the above is forwarded to the following for information and wide publicity :

1. All the Statutory Officers, UHF, Nauni-Solan
2. The Deans, College of Horticulture and Forestry, Neri, Dist. Hamirpur (H.P.) and Thunag, Dist. Mandi (H.P.)
3. All the Professors and Head, College of Horticulture and College of Forestry, UHF, Nauni-Solan
4. All the Associate Directors (R&E)/incharges of Outstations /KVKs.
5. The Incharge, CIC, UHF, Nauni-Solan for uploading on the University website.
6. The Registrar, HPU, Shimla/CSKHPKV, Palampur/ PAU, Ludhiana/HAU Hisar, IARI, New Delhi.
7. Secretary to the Vice-Chancellor, UHF, Nauni-Solan.
8. The Professor & Head-cum-PI, IDP, Department of Business Management, COH, UHF, Nauni-Solan, w.r.t. his letter No. UHF/IDP/HR/2-3/2020/300 dated 4.11.2020



Director of Research