



NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION
Bagwani Bhawan, 47, Pankha Road, Institutional Area, Janakpuri,
New Delhi – 110058
E-mail: delhi@nhrdf.com, Website: www.nhrdf.org
Phone No.: 011-28524150, 28522211, 28525129, 45136697

Advertisement No.: NHRDF/01/2025

RECRUITMENT NOTICE

Applications are invited from eligible Indian citizens for recruitment to the following posts for its various Centers/Offices of NHRDF in India as under: -

S. No.	Name of the Post	Pay Matrix/ Level (Rs.)
1.	Joint Director (Research)	78800-209200 (L-12)
2.	Assistant Director (Horticulture)	53100-167800 (L-9)
3.	Assistant Director (Plant Breeding)	53100-167800 (L-9)
4.	Organic Chemist	53100-167800 (L-9)
5.	Technical Officer (Entomology)	35400-112400 (L-6)
6.	Technical Officer (Plant Pathology)	35400-112400 (L-6)
7.	Technical Officer (Plant Breeding)	35400-112400 (L-6)
8.	Technical Officer (Plant Physiology)	35400-112400 (L-6)
9.	Technical Officer (Seed Technology)	35400-112400 (L-6)
10.	Technical Assistant	19900-63200 (L-2)
11.	Assistant Director (Admin. & Civil)	53100-167800 (L-9)
12.	Accountant	35400-112400 (L-6)
13.	Section Officer	35400-112400 (L-6)
14.	Accounts Clerk	19900-63200 (L-2)

For qualification, eligibility criteria, other terms & conditions and format of Application Form, please visit our websites **www.nhrdf.org** or **www.kvkdelhi.org**. Interested candidates may apply within 30 days of publishing of this advertisement as per the format of Application Form with all self-attested certificates & documents alongwith a Bank Demand Draft/Indian Postal Order of Rs. 1000/- in favour of the '**National Horticultural Research and Development Foundation**' payable at '**New Delhi**' and send to the **CEO** at the above address.

(Chief Executive Officer)



NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION

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DETAILS OF POSTS, QUALIFICATIONS, AGE, EXPERIENCE, ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

S. No.	Post & Details
1.	<u>Joint Director (Research):</u> <u>Essential Qualification:</u> Doctorate in Plant breeding/ Veg. Sci./Horticulture/ Plant Pathology/ Entomology/ Agronomy or any relevant subject, relaxable to Master degree in the same subject from recognized university with good academic record and exceptionally distinguished record of productive research/ extension. <u>Experience:</u> Atleast 09 years Research/ Seed Production/ Extension experience (excluding the period spent for obtaining Doctorate degree) for candidate possessing Doctorate degree and 12 years for those having Master degree. <u>Preference:</u> Preference will be given to candidates having Doctorate degree in Plant Breeding/ Vegetable Science with research experience of development of new varieties of vegetables/horticultural crops. <u>Desirable:</u> Computer savvy and experience in Research & Administrative work. <u>Age:</u> Not more than 45 Years <u>Pay Matrix:</u> Minimum pay of Rs. 78800/- in the Pay Level-12 (Rs. 78800-209200/-) in the pay matrix.
2.	<u>Assistant Director (Horticulture):</u> <u>Essential Qualification:</u> Doctorate in Horticulture/ Vegetable Science relaxable to Master Degree in the same subject from recognized university with good academic record and exceptionally distinguished record of productive research/ extension. <u>Experience:</u> Atleast 03 years Research/ Seed Production/ Extension experience (excluding the period spent for obtaining Doctorate degree) for candidates possessing Doctorate degree and 06 years for those having Master degree. <u>Preference:</u> Preference will be given to candidates having Doctorate degree in the relevant subject with degree/diploma in Agribusiness Management and proficiency in computer operations. <u>Desirable:</u> Computer savvy and experience in Field/ Extension work. <u>Age:</u> Not more than 35 years <u>Pay Matrix:</u> Minimum pay of Rs. 53100/- in the Pay Level-9 (Rs. 53100-167800/-) in the pay matrix.

3.	<u>Assistant Director (Plant Breeding):</u> <u>Essential Qualification:</u> Doctorate in Plant Breeding/ Vegetable Science relaxable to Master Degree in the same subject from recognized university with good academic record and exceptionally distinguished record of productive research/ extension. <u>Experience:</u> Atleast 03 years Research/ Seed Production/ Extension experience (excluding the period spent for obtaining Doctorate degree) for candidates possessing Doctorate degree and 06 years for those having Master degree. <u>Preference:</u> Preference will be given to candidates having Doctorate degree in the Plant Breeding with Research experience of development of new varieties of vegetables/ horticultural crops. <u>Desirable:</u> Computer savvy and experience in Field Research/ Extension work. <u>Age:</u> Not more than 35 years <u>Pay Matrix:</u> Minimum pay of Rs. 53100/- in the Pay Level-9 (Rs. 53100-167800/-) in the pay matrix.
4.	<u>Organic Chemist:</u> <u>Essential Qualification:</u> Doctorate degree in Organic Chemistry/ Agriculture Bio-Chemistry/ Analytical Chemistry and relevant subject, relaxable to Master degree from recognized university with good academic record in the same subject with exceptionally distinguished record of Laboratory work. <u>Experience:</u> Atleast 03 years' experience in Pesticide Residue Analysis Lab and handling experience in Chromatographic Instruments like of LCMS/ MS, GCMS /MS, HPLC, ICP-OES, AAS etc. for candidate having Doctorate degree and 06 years for those having Master degree. <u>Preference/Desirable:</u> Knowledge of Indian/ International Standard Certification procedure of Laboratory with Computer Knowledge. <u>Age:</u> Not more than 35 years. <u>Pay Matrix:</u> Minimum pay of Rs. 53100/- in the Pay Level-9 (Rs. 53100-167800/-) in the pay matrix.
5.	<u>Technical Officer (Entomology):</u> <u>Essential Qualification:</u> Master degree in Entomology with Stats paper in experimental design/ Agril. Statistics. In case of TO for departmental candidates' qualification is further relaxable to Bachelor Degree in the same subject. <u>Experience:</u> 2 years' experience in relevant field for Master degree and 4 years for Bachelor degree holder. <u>Preference:</u> Preference will be given to candidate having Doctorate degree in Entomology with proficiency in computer operations. <u>Age:</u> Not more than 30 years. <u>Pay Matrix:</u> Minimum pay of Rs 35,400/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.

6.	<u>Technical Officer (Plant Pathology):</u> <u>Essential Qualification:</u> Master degree in Plant Pathology with Stats paper in experimental design/ Agril. Statistics. In case of TO for departmental candidates' qualification is further relaxable to Bachelor Degree in the same subject. <u>Experience:</u> 2 years' experience in relevant field for Master degree and 4 years for Bachelor degree holder. <u>Preference:</u> Preference will be given to candidates having Doctorate degree in Plant Pathology with proficiency in computer operations. <u>Age:</u> Not more than 30 years. <u>Pay Matrix:</u> Minimum pay of Rs 35,400/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.
7.	<u>Technical Officer (Plant Breeding):</u> <u>Essential Qualification:</u> Master degree in Plant Breeding/ Vegetable Science with Stats paper in experimental design/Agril. Statistics. In case of TO for departmental candidates' qualification is further relaxable to Bachelor Degree in the same subject. <u>Experience:</u> 2 years' experience in relevant field for Master degree and 4 years for Bachelor degree holder. <u>Preference:</u> Preference will be given to candidates having Doctorate degree in Plant Breeding/ Vegetable Science with proficiency in computer operations. <u>Age:</u> Not more than 30 years. <u>Pay Matrix:</u> Minimum pay of Rs 35,400/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.
8.	<u>Technical Officer (Plant Physiology):</u> <u>Essential Qualification:</u> Master degree in Plant Physiology with Stats paper in experimental design/ Agril. Statistics. In case of TO for departmental candidates' qualification is further relaxable to Bachelor Degree in the same subject. <u>Experience:</u> 2 years' experience in relevant field for Master degree and 4 years for Bachelor degree holder. <u>Preference:</u> Preference will be given to candidates having Doctorate degree in Plant Physiology with proficiency in computer operations. <u>Age:</u> Not more than 30 years. <u>Pay Matrix:</u> Minimum pay of Rs 35,400/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.
9.	<u>Technical Officer (Seed Technology):</u> <u>Essential Qualification:</u> Master degree in Seed Science/ Seed Technology with Stats paper in experimental design/ Agril. Statistics. In case of TO for departmental candidates' qualification is further relaxable to Bachelor degree in the same subject. <u>Experience:</u> 2 years' experience in relevant field for Master degree and 4 years for Bachelor degree holder. <u>Preference:</u> Preference will be given to candidates having Doctorate degree in Seed Science/ Seed Technology with proficiency in computer operations. <u>Age:</u> Not more than 30 years. <u>Pay Matrix:</u> Minimum pay of Rs 35,400/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.

10.	<u>Technical Assistant:</u> <u>Essential Qualification:</u> B.Sc. degree in Agriculture/ Horticulture/Vegetable Science or any relevant subject in Agriculture from recognized University with good academic record. <u>Experience:</u> Minimum 2 years' experience in Extension, Research, Seed and Laboratory work. <u>Preference:</u> Preference will be given to candidates having Master degree in relevant subject with experience in Field/ Seed and R & D in Agriculture/ Horticultural crops in a similar organization and having knowledge of computer. <u>Age:</u> Not more than 30 years. <u>Pay Matrix:</u> Minimum pay of Rs 19,900/- in the Pay Level-2 (Rs. 19900-63200/-) in the pay matrix.
11.	<u>Assistant Director (Admin. & Civil):</u> <u>Essential Qualification:</u> B. Tech/ BE in Civil Engineering from recognized University with good academic record. <u>Experience:</u> Atleast 05 years' experience in project management, infrastructure development, facilities management, or similar areas and also, good knowledge of administration. <u>Preference:</u> Preference will be given to candidates having additional qualification of BBA/ PGDM/ MBA in Human Recourse Management/ Master Degree in Personal Management with proficiency in computer operations. <u>Age:</u> Not more than 35 years <u>Pay Matrix:</u> Minimum pay of Rs. 53100/- in the Pay Level-9 (Rs. 53100-167800/-) in the pay matrix.
12.	<u>Accountant:</u> <u>Essential Qualification:</u> Master degree in Commerce/Chartered Accountant relaxable to Bachelor degree in the same subject. <u>Experience:</u> Atleast 3 years' experience for candidates having Master degree and 5 years for Bachelor degree in respective field. <u>Preference:</u> Preference will be given to candidates having Master degree in Commerce/ Chartered Accountant. <u>Age:</u> Not more than 30 years <u>Pay Matrix:</u> Minimum pay of Rs. 37,600/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.
13.	<u>Section Officer:</u> <u>Essential Qualification:</u> Master degree in Arts/Commerce/ MBA (HR) relaxable to Bachelor degree in the same subject. <u>Experience:</u> Atleast 3 years' experience for candidates having Master degree and 5 years for Bachelor degree in respective field. <u>Preference:</u> Preference will be given to candidates having Master degree in HR/ Personal Management/Law. <u>Age:</u> Not more than 30 years <u>Pay Matrix:</u> Minimum pay of Rs. 37,600/- in the Pay Level-6 (Rs. 35400-112400/-) in the pay matrix.

14.

Accounts Clerk:

Essential Qualification: B.Com./B.A. from a recognized University having English typing speed of 30 w.p.m. and sound knowledge of working on Tally and MS office software.

Experience: Minimum 2 years' experience of handling accounts related work including GST & other statutory matters in an organization of repute.

Preference: Preference will be given to candidates having M.Com./ MBA (Finance)/ MA degree from a recognized University.

Age: Not more than 30 years.

Pay Matrix: Minimum pay of Rs 19,900/- in the Pay Level-2 (Rs. 19900-63200/-) in the pay matrix.

INSTRUCTIONS

READ THESE INSTRUCTIONS CAREFULLY BEFORE FILLING UP APPLICATION FORM FOR THE POST IN THE PRESCRIBED FORMAT.

1. The candidate should carefully read the details of posts, requisite qualifications & experience, age, terms & conditions, fee and other details posted on the website www.nhrdf.org or www.kvkujwa.org before filling up the Application form(s).
2. Candidate should submit his/her 'Application Form' complete in all respect alongwith Bank Demand Draft/ Indian Postal Order & enclosures through registered post/speed post only to reach **on or before 03rd November 2025 up to 05.00 pm.**
3. Candidates should fill up Application Form and attach documentary evidence (self-attested) for essential qualifications, publications, award/fellowship/externally funded project and Administrative/Managerial experience.
4. Candidates, who wish to apply for more than one post, should submit separate Application Form with separate Demand Draft/ Indian Postal Order for each post.
5. Candidate should have domicile of India since birth.
6. Candidate should attach following documents with the Application Form:
 - (i) Indian Postal Order/ Demand Draft from nationalized Bank with prescribed application.
 - (ii) One latest coloured passport size self-attested photograph should be pasted on the Application Form (do not staple).
 - (iii) No Objection Certificate (NOC) from the employer for in service candidate, if any.
 - (iv) List of publication in given format with NAAS rating 2025.
 - (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.
7. An Application form will be summarily rejected in the following reasons:
 - (i) If the application is not in the prescribed format as available on our websites.
 - (ii) If the application is unsigned/incomplete.
 - (iii) If the experience certificate is without details of salary per month received or not issued by Competent Authority of respective organization/institute.
 - (iv) If the application form is received after the last date and time of closing.
 - (v) If a candidate does not possess the requisite academic qualifications and experience on or before the closing date.
 - (vi) If Bank Demand Draft/Indian Postal Order of prescribed fee is not attached in original with the Application Form.
 - (vii) NHRDF is not responsible for non-receipt of their application and any POSTAL delay.
8. In addition to pay-matrix mentioned against each post, other allowances like DA, HRA, & facilities like PF, Gratuity, Leave Encashment, LTC, Medical Re-imbursement etc. are also payable as per existing rules of the NHRDF.

9. The selected candidates can be posted/transferred anywhere in India.
10. Management reserves the right not to fill any one or more posts as mentioned in the advertisement herein.
11. Application Forms for Technical & Non-Technical posts are available on the website:

(A) - TECHNICAL POSTS	
S. No.	Post
1.	Joint Director (Research)
2.	Assistant Director (Horticulture)
3.	Assistant Director (Plant Breeding)
4.	Organic Chemist
5.	Technical Officer (Entomology)
6.	Technical Officer (Plant Pathology)
7.	Technical Officer (Plant Breeding)
8.	Technical Officer (Plant Physiology)
9.	Technical Officer (Seed Technology)
10.	Technical Assistant
(B) - NON-TECHNICAL POSTS	
10.	Assistant Director (Admin. & Civil)
11.	Accountant
12.	Section Officer
13.	Accounts Clerk
14.	Assistant Director (Admin. & Civil)

12. **APPLICATION FEE:**

Non-refundable application fee in the form of a Demand Draft from Nationalized Bank/ Indian Postal Order of **Rs. 1000/- for each post** in favour of “**National Horticultural Research and Development Foundation**”, payable at ‘**New Delhi**’.

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

- (i) The candidate must be a citizen of India.
- (ii) The eligibility criteria for candidate regarding age limit for each post shall not exceed beyond the last date of submission of application i.e. 03rd November 2025.
- (iii) The services of the selected candidate shall be governed by the NHRDF Rules & Regulations as applicable from time to time.
- (iv) NHRDF reserves the right to increase or decrease the number of posts, fill or cancel any posts at any stage without assigning any reason.
- (v) In-service candidate should send his/her application through proper channel. However, an advance copy of filled Application Form (Alongwith Bank Demand Draft/Indian Postal Order and Documents) must reach the NHRDF before the last closing date and time.
- (vi) The envelope containing application form complete in all respect must be superscribed as Application for the post of “ ” and Advertisement No. “ ”.
- (vii) Having fulfilled the essential qualifications will not entitle an applicant to be called for interview/ written test.

- (viii) Canvassing in any manner directly or indirectly will result in the disqualification of the candidature.

14. POSTAL ADDRESS FOR SUBMISSION OF APPLICATION FORM:

Candidate should submit his/her Application Form completed in all respect through Registered Post/Speed Post ONLY on following address:

**Chief Executive Officer
National Horticultural Research & Development Foundation,
Bagwani Bhavan, Plot No. 47, Pankha Road, Institutional Area, Janakpuri,
New Delhi -110 058**
