

**MAHATMA PHULE KRISHI VIDYAPEETH**  
**Centre for Advance Agriculture Science and Technology (CAAST) on**  
**“Climate Smart Agriculture and Water Management”**  
**Department of Irrigation and Drainage Engineering**  
**Dr. A. S. College of Agricultural Engineering and Technology**

Rahuri-413 722, Dist-Ahmednagar

Phone: 02426-243176

e-mail : [caast.csawm2018@gmail.com](mailto:caast.csawm2018@gmail.com)

No. CAAST-CSAWM/Notification/DEO/579/2019

Date:06/02/2019

**NOTIFICATION**

Applications are invited from the eligible candidate for the posts of **Data entry operator** purely on temporary and contractual basis as ad-hoc arrangement in the Centre for Advance Agriculture Science and Technology (CAAST) Project entitled “Climate Smart Agriculture and Water Management” (CSAWM) operational in the University. These positions are available until the end of this project. The interested candidates are encouraged to apply in the prescribed format (provided in this notification) by sending the application along with the related self-attested certificates/material/documents by post, courier service or in person to CAAST-CSAWM Office at Rahuri so as to reach by the last date **22/02/2019 (5.15 pm)**.

**The postal address is:** "The Recruitment Officer, CAAST-CSAWM, Department of Irrigation and Drainage Engineering, Dr. A.S. College of Agricultural Engineering and Technology, Mahatma Phule Krishi Vidyapeeth, Rahuri, Dist; Ahmednagar-413722 (MS).

**For any questions/queries on application-procedure**, candidates can contact Recruitment Officer, CAAST-CSAWM, MPKV, Rahuri on email: [caast.csawm2018@gmail.com](mailto:caast.csawm2018@gmail.com) and Phone (02426-243176, 9595193388, 9960229790, 7709731678, 07775818077)

The applications will be scrutinized for the eligibility. If number of applications is more, mere fulfillment of essential qualifications will not be eligible for interview call and only short-listed candidates based on merit and desirable qualifications will be called for the interview. Candidates if called for an interview should bring all the original documents for verification of certificates/material/documents provided along-with the application form. In absence of the documentary proof of the original certificates/materials/documents at the time of interview, the candidate will not be eligible to appear for the interview. No additional documents other than those submitted with application will be accepted separately either before last date, after last date; or at the time of interview.

Written test may be conducted prior to the interview, depending on the number of eligible and shortlisted candidates and the number of posts to be filled in. The date of interview will be communicated to eligible candidates separately by email/text message. However, the candidates are also advised to visit regularly the website "[www.mpkv.ac.in](http://www.mpkv.ac.in)" or/and "[www.mpkv-caast.ac.in](http://www.mpkv-caast.ac.in)" for any updates.

The details of the post and required qualifications are given below:

Name of the Post	No. of Posts	Qualifications
<b>Data Entry Operator</b>	05 <i>(04 posts at Central Campus MPKV, Rahuri and 01 post at College of Agriculture, Pune)</i>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduation with proficiency in Computer Applications</li> <li>2. Typing- Marathi 30, English 40 or more</li> <li>3. MSCIT</li> <li>4. At least two years of experience in University/ State/ Central Govt. Managed projects/ Schemes.</li> </ol> <p><b>Desirable:</b> <i>(for four positions including one at College of Agriculture, Pune)</i> Experience of Meteorology/ Agriculture/ Irrigation related data entry.</p> <p><i>(for one position at Central Campus MPKV Rahuri)</i> Experience of working with accounting software and data entry into accounting software such as Talley.</p>

**Emoluments for Data Entry Operator:** Rs. 18,000=00 per month consolidated

**Age limit:** The Upper age limit for Data entry operator will be 40 years for men and 45 year for women.

#### Schedule of the selection process

- Last date of receipt of application to CAAST office : 22 Feb. 2019 (5.15 pm)
- Display of the list of eligible and ineligible candidates : 25 Feb. 2019\*  
on website [www.mpkv.ac.in](http://www.mpkv.ac.in) and/or [www.mpkv-caast.ac.in](http://www.mpkv-caast.ac.in)
- Last date of receipt of grievances (if any) by email to : 27 Feb. 2019 (5.15 pm)\*  
[caast.csawm2018@gmail.com](mailto:caast.csawm2018@gmail.com)
- Display of the revised list of eligible and ineligible : 28 Feb. 2019 \*  
candidates on website [www.mpkv.ac.in](http://www.mpkv.ac.in) and/or  
[www.mpkv-caast.ac.in](http://www.mpkv-caast.ac.in)

(**Note:** \*These dates are subjected to rescheduling and the candidates are advised to visit the website " [www.mpkv.ac.in](http://www.mpkv.ac.in)" and/or [www.mpkv-caast.ac.in](http://www.mpkv-caast.ac.in)" regularly for any updates)

**Terms and conditions:**

1. The Data entry operator will be under the administrative control of the concerned Co-PI and PI/Head of the Department.
2. The appointment for the Data entry operator is initially for a fixed term of 11 month or less; and purely on contractual, temporary and ad-hoc basis.
3. The engagement/appointment will stand terminated on completion of the tenure of the scheme or on the date stated in the appointment order whichever is earlier; whether so communicated formally on individual basis or not. The University (MPKV) or this project (CAAST-CSAWM) holds no responsibility for regularization/ appointment by absorption or otherwise against any regular post on termination of the project as it is purely temporary; time bound arrangement on contractual and co-terminus basis with the project.
4. The Data entry operator shall have no legal right to claim his/her regularization/ appointment by absorption or otherwise against any regular posts or any further contractual engagement on termination of this CAAST-CSAWM Project. The engagement in the scheme is purely time-bound, non-regular and on co-terminus basis with the CAAST-CSAWM Project. The services of the incumbent shall stand terminated automatically on expiry of the project/appointment order whichever is earlier.
5. If any Data entry operator leaves his/her assignment without permission for one month, he/she will stand terminated from the date of his/her absence.
6. The appointment of Data entry operator will be terminated at any time by issue of 24 hours' notice if the Data entry operator found to be negligent in his/her work or found guilty of gross negligence in his/her duties or of grave misconduct or of discipline.
7. Data entry operator will not leave the project in the middle of his/her tenure. Further, however, if he/she intends to do so he/she must give one month notice in writing in advance or remit the amount of one month's salary. Alternatively, CAAST-CSAWM Project, MPKV can terminate the services of Data entry operator by giving one month notice by citing no reasons thereof. The Data entry operator has not any right of claiming permanency benefit of the said post or such posts by virtue of this appointment.
8. While leaving the job, Data entry operator has to hand over the complete charge to a person nominated by Principal Investigator and obtain No Objection Certificate from Principal Investigator.
9. Since Data entry operator are engaged for the CAAST-CSAWM Project work full time, the Data entry operator will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
10. Data entry operator will devote whole time to the assignment given and will not be allowed to accept or hold another appointment paid or otherwise during period.
11. Data entry operators are full time workers and are required to adhere to the administrative, financial and disciplinary regulations of University/Institute where the incumbent is working. Regular attendance of the Data entry operator may be ensured by the concerned Co-PI/PI by keeping an attendance register.

12. Actual working place of the Data entry operator will be Central Campus, MPKV, Rahuri (04 posts) and/or College of Agriculture Pune (01 post). However, the Data entry operator will have to work anywhere in the jurisdiction of MPKV as and when need arises. Further, as a part of duty, the Data entry operator will have to assist in field, research, extension and office duties besides assisting in the work of survey, demonstrations on farmer's fields, training programmes, etc.
13. Data entry operator has to perform all duties, responsibilities that will be assigned to him/her by the Principal Investigator/Co-Principal Investigator authorities as per the requirements of the project.
14. The work done by the Data entry operator will be property of the CAAST-CSAWM Project, Mahatma Phule Krishi Vidyapeeth and the Data entry operator will have no control or right on the same.
15. The Data entry operator shall settle their claims within one month and in no case after the final settlement of the accounts of the scheme.
16. The Data entry operator should execute the bond on bond paper of Rs. 100/- stating the terms and conditions are acceptable to him/her and will abide by the same as per the format provided from time to time.

The candidates should apply giving full details as per the enclosed prescribed format (**Application Form for Recruitment of Data Entry Operator under CAAST-CSAWM**) to the **Recruitment Officer, CAAST-CSAWM, Department of Irrigation and Drainage Engineering, Dr. A. S. College of Agricultural Engineering and Technology, Mahatma Phule Krishi Vidyapeeth, Rahuri-413 722 (MS), Dist. Ahmednagar** on or before **22/02/2019 (5.15 pm)** by using the means stated in the beginning of this Notification.



**Recruitment Officer**  
CAAST-CSAWM

Dept. of Irrigation and Drainage Engineering  
Dr. A. S. College of Agril. Engg. and Technology  
MPKV, Rahuri

**Copy submitted with respects for favour of information to (to be sent by email only):**

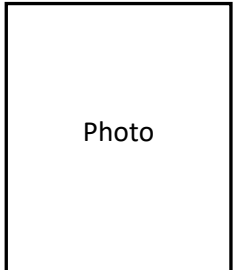
- 1) Finance and Account Officer, PIU-NAHEP, Krishi Anusandhan Bhawan-II, Pusa, New Delhi 110 012
- 2) National Director and Dy. Director General (Agril. Education), ICAR, Krishi Anusandhan Bhawan-II, Pusa, New Delhi 110 012
- 3) Under Secretary, NAHEP, ICAR, Krishi Anusandhan Bhawan-II, Pusa, New Delhi 110 012
- 4) National Coordinator, M&E, NAHEP, ICAR, Krishi Anusandhan Bhawan-II, Pusa, New Delhi 110 012

- 5) National Coordinator (CAAST), NAHEP, ICAR, Krishi Anusandhan Bhawan-II, Pusa, New Delhi 110 012
- 6) The Director General, MCAER, 13218, Bhosalenagar, Bhamburda, Pune-411007
- 7) Various SAUs/ICAR Institutes/Engineering and Social Science Colleges in India
- 8) The Dean, F/Agri. and Director of Instruction, MPKV/Dr.PDKV/Dr.BSKKV/VNMKV
- 9) The Director of Research, MPKV/Dr.PDKV/Dr.BSKKV/VNMKV
- 10) The Director of Extension Education, MPKV/Dr.PDKV/Dr.BSKKV/VNMKV
- 11) The Associate Deans (All),
- 12) The Associate Director of Research, (NARP) (All)
- 13) The Specialists (All)
- 14) The Heads of Departments (All), MPKV, Rahuri
- 15) The Planning Officer, MPKV, Rahuri
- 16) The Comptroller, MPKV, Rahuri
- 17) The Deputy Registrar (Admn.) MPKV, Rahuri
- 18) The Asstt. Registrar, (Admn.) MPKV, Rahuri
- 19) The PA to Hon'ble Vice-Chancellor, MPKV, Rahuri

**Copy f.w.c.s. for information to:**

- 1) Associate Dean, CAE & T, Dr. PDKV, Akola / VMKV, Parbhani / Dr. BSKKV, Dapoli.
- 2) Head, Dept. of Horticulture/Agronomy/SWCE/IDE/FMPE/Agri. Entomology/Plant Pathology/Agri. Botany/Bio Technology/Agro-meteorology, MPKV, Rahuri/Dr. PDKV, Akola/VNMKV, Parbhani/Dr. BSKKV, Dapoli  
2/- It is requested to give wide publicity to this notification.
- 3) In-charge ARIS Cell, MPKV, Rahuri.  
2/- It is requested to upload this notification on University web site for wide publicity.

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Rahuri-413 722, Dist-Ahmednagar



**Application form for Recruitment of Data Entry Operator**

**Ref: No. CAAST-CSAWM/Notification/DEO/579/2019; Date:06/02/2019**

<b>1</b>	<b>Post applied for</b>	Data Entry Operator				
<b>2</b>	<b>Full Name (in Block letters)</b>					
<b>3</b>	<b>Father's /Husband Name</b>					
<b>4</b>	<b>Gender (tick appropriate)</b> [✓]	Male [    ]                  Female [    ]				
<b>5</b>	<b>Date of Birth</b>					
<b>6</b>	<b>Age as on 22.02.2019*</b>					
<b>7</b>	<b>Marital Status</b>					
<b>8</b>	<b>Mobile Number</b>					
<b>9</b>	<b>E-mail Address</b>					
<b>10</b>	<b>Correspondence Address (with pin code)</b>					
<b>11</b>	<b>Permanent Address</b>					
<b>12</b>	<b>Educational Qualification*:</b>					
	<b>Sr. No.</b>	<b>Name of degree</b>	<b>Board/ University</b>	<b>Year of passing</b>	<b>Marks/ Percentage OGPA</b>	<b>Class</b>
	<b>1.</b>	<b>10<sup>th</sup> Class equivalent</b>				
	<b>2.</b>	<b>10+2/ Higher Secondary equivalent</b>				
	<b>3.</b>	<b>Bachelor's Degree</b>				
	<b>4.</b>	<b>Master's Degree</b>				

	5.	MSCIT				
	6.	Typing Marathi (min 30 wpm)				
	7.	Typing English (min 40 wpm)				
	8.	Others (Specify)				
13	Work experience*:					
	Sr. No	Designation	Name of employer	Period		Subject/Nature of experience
				From	To	
	1.					
	2.					
	3.					
14	Present employment details					
15	Additional Information, If any*					

(Note: \*- The self-attested copies of the certificate/documentary evidences should be provided along-with the application)

The information given above by me are true to the best of my knowledge and belief. If any information is being found false, my candidature/Services, if selected, may be terminated without any notice.

**Date:**     / 02   /2019

**Signature of Applicant**

**Note:** 1. Please enclose only true copies of the relevant documents

2. Please take care that e-mail and mobile/phone number are mentioned properly as the further correspondence (if required) will be done through SMS/email only.