



राष्ट्रीय बागवानी बोर्ड  
National Horticulture Board  
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार  
Ministry of Agriculture & Farmers Welfare, Government of India  
प्लॉट सं .85, इंस्टीट्यूशनल एरिया, सेक्टर-18, गुरुग्राम (हरियाणा)-122015  
Plot No. 85, Institutional Area, Sector-18, Gurugram (HR) –122015  
Tele: 0124-2342992, Email: md@nhb.gov.in  
वेबसाइट/Website : www.nhb.gov.in

Applications are invited for filling up following posts in National Horticulture Board :-

S. No.	Name of the Post	Nos. of posts	Pay Level with Pay Matrix as per 7 <sup>th</sup> CPC
1.	Personal Executive	02	Pay level 4 with Pay Matrix Rs. 25500-81100 of 7 <sup>th</sup> CPC
2.	Driver	01	Pay level 2 with Pay Matrix Rs. 19900-63200 of 7 <sup>th</sup> CPC
3.	Mali/Budder-grafter	01	Pay level 1 with Pay Matrix Rs. 18000-56900 of 7 <sup>th</sup> CPC

Applications complete in all respect may be submitted to the Managing Director, NHB at the above address, within 30 days of the publication of this advertisement in the Employment News.

Detailed information about the posts such as required Educational Qualification, Experience, Age limit etc. including prescribed Format for submitting the application are available at the website of NHB i.e. [www.nhb.gov.in](http://www.nhb.gov.in) under section/link "Tenders/Vacancies".

**Managing Director**



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The National Horticulture Board (NHB) invites applications for filling up the following posts on Direct Recruitment basis. The eligibility criteria and educational qualifications etc. for the posts are as under

Name of the Post	No. of Vacancies	Educational Qualification and Experience	Pay Level & Pay Matrix (as per 7 <sup>th</sup> CPC)	Age as on the date of closing of applications
Personal Executive	02	<p><b>Educational Qualification :</b></p> <p>Graduate in any discipline from a recognized University and having speed of 80 wpm in shorthand and 40 wpm in typing in English OR 80 wpm in shorthand speed and 30 wpm typing speed in Hindi</p> <p>Preference would be given to bi-lingual (both English and Hindi) applicants</p> <p>Experience : 2 years experience in Govt.Office/PSU/autonomous body/Recognized Institute</p>	Pay level 4 with Pay Matrix Rs. 25500-81100 of 7 <sup>th</sup> CPC	Not exceeding 25 years (Relaxation for govt. servants upto 40 years in accordance with the instructions or order issued by the Govt.). the crucial date for determining the age limit shall be the closing date of receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and pangi sub division of chamba district of Himachal Pradesh,

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				Andaman and Nicobar Islands or Lakshadweep)
Driver	01	Xth Class	Pay level 2 with Pay Matrix Rs. 19900-63200 of 7 <sup>th</sup> CPC	Not exceeding 25 years (Relaxation for govt. servants upto 40 years in accordance with the instructions or order issued by the Govt.). the crucial date for determining the age limit shall be the closing date of receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and pangi sub division of chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)
Mali/ Budder Grafter	01	10 <sup>th</sup> Pass and should have atleast one year experience of working as gardner/Mali in any nursery of repute.	Pay level 1 with Pay Matrix Rs. 18000-56900 of 7 <sup>th</sup> CPC	Not exceeding 25 years (Relaxation for govt. servants upto 40 years in accordance with the instructions or order issued by the Govt.). the crucial date for determining the age limit shall be the closing date of receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh,

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				Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi sub division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)
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***The last date for receipt of applications complete in all respects is 20.02.2022***

***No. of Vacancies may decrease/increase at the time of final decision.***

**Documents to be forwarded along with application:**

Eligible and willing candidate may apply in prescribed format (Annexure-I). The applicant who are already in Govt./Semi Pvt./PSUs/Autonomous organizations etc. may send their applications through proper channel and the application of only such candidates would be considered which are routed "Through Proper Channel " and are accompanied by following documents :-


- I. Vigilance Clearance/Integrity Certificate (Item No. 4 of Annexure-II)
- II. Photocopies of the ACRs/APARs for the last 02 years incase of Personal Executive and last 01 year in case of Mali/Budder-grafter (duly attested on each page by an officials not below the level of Under Secretary or equivalent (Item No. 5 of Annexure – II)

While forwarding the application it may also be certified by the cadre controlling authority that the particulars furnished by the applicant have been verified from his service records and found to be correct (Item no. 6 of Annexure-II).

It is, therefore, requested that the application in respect of suitable and eligible officials, enclosing documents listed as above may be forwarded to **The Managing Director, National Horticulture Board, Plot No. 85, Institutional Area, Sector-18, Gurugram – 122015 (Haryana)**. The last date for receipt of applications complete in all respects is 20.02.2022, candidate who apply for the post will not be allowed to withdraw their candidature subsequently.

Applications received after the last date or otherwise found incomplete shall not be entertained. National Horticulture Board reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

**Managing Director**



**National Horticulture Board**

(Candidates are requested to download the Application Form and fill in the information in his/her own handwriting in the space provided using blue ink only)

Application for the post of \_\_\_\_\_

**APPLICATION FORM**

Name in Block Letters				Are you a Govt. / Semi Govt. / PSU Employee? (Y/N)			
Father's / Husband's Name (in Block letters)				Latest self attested Photograph			
Address (For Communication alongwith postal Pin Code (in capital letter))							
Address (Permanent alongwith postal Pin Code (in capital letter))							
Contact Mobile No			Contact E-mail ID				
Age as on 20.02.2022	..... Yrs. ..... Months ..... days	Date of Birth (dd/mm/yyyy)	DD	MM	YY	Gender (Male/Female)	
Category: SC/ST/OBC/UR /Ex-Serviceman (attach self attested certificate if applicable)		Person with Disability (Yes/No), if yes, Disability type (attach self attested certificate if applicable)			Nationality		
Examination (strikeout whichever is not applicable)	Year	Class/ Division	Percent age/ CGPA	Board/ University	Subject/ Remarks		
Matriculation or equivalent							
XII Std. or equivalent							
Graduate in .....							
Diploma/ Degree in .....							
Post Graduate In.....							
Any other							

Work Experience								
Name and full address of the office	Post held/ Designation	Whether permanent/ temporary/ contractual	Period			Nature of work	Scale of pay/ total pay inclusive of all allowance	Reason for leaving the post
			From	To	Length of service DD/MM/YY			
<p>Have you ever been reprimanded, prosecuted kept under detention, or bound down/ fined/ convicted by a Court of law of any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam/ Selections or debarred from taking any Exam/ rusticated by any University or any other Educational authority/Institution ? If any case pending against you in any Court of law, University or any other Educational authority/ Institution. (If, yes provide details in separate sheets).</p>								

The candidates working in Central Govt./State Govt./Autonomous Organization(s) may sent their application alongwith self attested documents through proper channel. However, advance copy may be sent directly.

**UNDERTAKING**

I give the undertaking that I have read all the information and instructions given in Advertisement and on the website i.e. [www.nhb.gov.in](http://www.nhb.gov.in) and the above information given by me is correct to the best of my knowledge. I understand that my application can be rejected if, (i) the information is not correct or (ii) all the required certificates and documents are not attached or are found false/incorrect at any stage, or (iii) application is incomplete and (iv) the application is received after the due date.

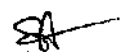
Date:...../...../2022

Place: .....

List of self attested documents attached:-

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. -----
8. -----
9. -----
10. -----

Signature of Candidate \_\_\_\_\_



**To be filled by the Cadre Controlling Authority**

**Annexure – II**

Office of .....

F.No.....

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in circular/advertisement.
4. The candidate is clear from Vigilance angle and his integrity is certified is "Beyond Doubt"
5. Photocopies of the ACRs/APARs for the last years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed
6. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent/Issuing Authority

Date :

Place :

