



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, India

**Advertisement for the post of Programme Executive (MIS) in AC&ABC Scheme-MANAGE**

**Offline Interview**

|                                    |  |
|------------------------------------|--|
| Name of the Centers                | Center for Entrepreneurship Development (CAD)  |
| Name of the position               | Programme Executive (MIS) under AC&ABC scheme  |
| Last date of application           | 13-04-2024, 02:00 pm   |
| Link for submission of application | <a href="https://forms.gle/xjgCoqZwEo11LS1t8">https://forms.gle/xjgCoqZwEo11LS1t8</a>  |
| Date and time of Interview         | 15-04-2024, 10:30 am   |
| Number of positions                | One  |
| Place of work                      | MANAGE, Hyderabad  |
| Duration of Assignment             | Initially for one year, extendable further based on performance and requirement.   |
| Monthly Salary                     | Rs.36,000/- per month  |
| Essential Qualification            | <ul style="list-style-type: none"><li>• Bachelor of Technology (Computer Science and Engineering)</li><li>• 05 years' experience in areas mentioned below;<ul style="list-style-type: none"><li>✓ Management Information System (MIS).</li><li>✓ Software coding and maintenance.</li><li>✓ Programming Languages.</li><li>✓ Handling of Visual Basics supported database software's</li><li>✓ Monitoring of biometric attendance</li><li>✓ Maintenance of biometric server and biometric software.</li><li>✓ Maintenance of websites.</li><li>✓ Sound knowledge of handling operating systems.</li></ul></li></ul>  |
| Desirable                          | <ul style="list-style-type: none"><li>• Communication Skill</li><li>• Good presentation and documentation skills.</li><li>• Fluency in Hindi and English Language.</li><li>• Willing to travel for MANAGE activities across the country.</li></ul>   |
| Age                                | Not more than 35 years   |
| Nature of Job                      | <ul style="list-style-type: none"><li>• Maintenance of local Database for AC&amp;ABC project and generating crystal reports.</li><li>• Maintenance of AC&amp;ABC website and updating of website.</li><li>• Maintenance of Management Information System (MIS) portal.</li><li>• Preparation and Submission of monthly progress report of AC&amp;ABC to Ministry of Agriculture and Farmer welfare</li><li>• Linking of biometric device of NTIs to MANAGE biometric server.</li><li>• Maintenance of biometric software and generating comprehensive reports.</li><li>• Preparation and designing of AC&amp;ACB training certificates.</li><li>• Submission of DPRs soft copies for first handholding and updation on local database of AC&amp;ABC.</li><li>• Final verification and updation of success stories.</li><li>• Record keeping of all database.</li><li>• Writing research articles</li></ul> |

The Director General, MANAGE, reserves the right to alter, modify in age/technical qualification or cancel this advertisement without any notice.

- 1. All the interested candidates are requested to apply in the prescribed application Form through Google Form indicated above.**
- 2. Shortlisted candidates will be intimated for offline interview.**
- 3. Last date for submission of application through Google form is 13-04-2024: 02:00 pm**

Sd/-  
Principal Coordinator, AC&ABC

The Principal Coordinator, AC&ABC  
Center for Entrepreneurship Development (CAD)  
National Institute of Agricultural Extension Management (MANAGE)  
Rajendranagar, Hyderabad -500 030  
Telengana state