

NATIONAL ACADEMY OF CONSTRUCTION: HYDERABAD

NOTIFICATION No.: 02/2019, Dt: 15-05-2019

Horticulture Assistants (Graduates) and Horticulture Assistants (Diploma)
on Outsourcing basis to work in GHMC projects

1. Applications are invited online from qualified candidates through the proforma Application to be made available on NAC Website (www.nac.edu.in) to the post of Horticulture Assistants (Graduates) and Horticulture Assistants (Diploma)
 - Online Application start from 17.05.2019.
 - Last date of submission of application: 25.05.2019 up to 5.00 p.m.
 - Short list candidates list will be announced on 28.05.2019 through NAC Website.
 - Verification of original certificates of selected candidates on 31.05.2019@10.30 am to 4.00 pm
 - Provisionally selected candidates list will be announced on 04.06.2019
 - Issue of appointment orders by outsourcing agency 10.06.2019
2. **IMPORTANT NOTE:** Candidates are requested to keep the details of the following documents ready while uploading their online Application if necessary.
 - i. Aadhar number, Phone number, E-mail Id
 - ii. Educational Qualification details i.e., SSC, Intermediate, Diploma, Degree, etc. and their Roll numbers, Year of passing etc.
 - iii. Community/ Caste Certificate/ Non-Creamy Layer Certificate in case of BC's obtained from Mee Seva/ E Seva.

3. **NO. OF VACANCIES**

S No	Name of the Post	No. of Vacancies	Age as on 01/05/2019 Min. Max.	Salary Rs.
1	Horticulture Assistants (Graduates)	12	18-44*	22,500/-
2	Horticulture Assistants (Diploma)	12	18-44*	17,500/

4. **EDUCATIONAL QUALIFICATIONS:** Applicants must possess the qualifications from a recognized University/ Institution as detailed below
Minimum educational qualification:
 - i. Graduation in Horticulture or Forestry for Horticulture Assistants (Graduates) from recognized University/Institutions with Min.50% marks
 - ii. Diploma in Horticulture or Forestry for Horticulture Assistants (Diploma) from recognized University/Institutions with Min.50% marks
5. **AGE:** Minimum 18 years & Maximum 44* years.

6. **FEE:** Fee exempted for all categories

7. **HOW TO APPLY:** The Candidates have to visit the NAC WEBSITE www.nac.edu.in to submit application and click on the link to fill the application. While filling the online application form, the candidates have to ensure that there are no mistakes in it. The NAC bears no responsibility for the mistakes, if any, made by the candidates.

8. The following certificates must be kept ready by the candidates for the purpose of verification and also at the time of making online application

- i. Aadhar card.
- ii. Proof of Educational Qualifications.
- iii. Date of Birth Certificate/SSC.
- iv. School Study Certificate.
- v. Declaration by the Unemployed.
- vi. No Objection Certificate from Employer (if anywhere employed)

9. The following Certificates should be obtained from Govt. of Telangana State in prescribed proforma for the purpose of verification.

- vii. Community Certificate (Issued in the name of candidate as S/o ORD/o)
- viii. Non-Creamy Layer Certificate as per Form-VIIB /Creamy Layer Certificate as per Form-VIIC vide Memo. No. 3009/BCW/OP/2001 Government of Telangana BC welfare Department Dt.18/12/2015.(Certificate issued in the name of candidate as S/o ORD/o)
- ix. Certificate of Residence / Nativity(where the Candidates not studied in School / Private Study)

10. The following Certificate should be obtained from Competent Medical authority for the purpose of verification.

- x. Medical Certificate for the Blind
- xi. Certificate of Hearing Disability and Hearing Assessment
- xii. Medical Certificate in respect of Orthopedically Handicapped Candidates

11. **RESERVATION TO LOCAL CANDIDATES:** The candidates claiming reservation as Local candidates should obtain the required Study certificates (from IV Class to X Class or SSC).

12. Candidates shall meet local status requirements of Telangana state.

13. **PROCEDURE OF SELECTION:** The selection of candidates for appointment to the posts will be made by merit and caste roster system.

14. Break Up Of Provisional Vacancies For The Post Of Horticulture Assistants (Graduates)

S No	Category	Total No. of Vacancies
1	OC General	3
2	OC Women	2
3	SC General	1
4	SC Women	2
5	BC-A Women	1
6	BC-D Women	1
7	BC-E Women	1
8	PH Women	1
TOTAL		12

15. Break Up Of Provisional Vacancies For The Post Of Horticulture Assistants (Diploma)

S No	Category	Total No. of Vacancies
1	OC General	5
2	OC Women	3
3	SC General	1
4	BC-C General	1
5	BC-E Women	1
6	PH Women	1
TOTAL		12

16. The above status indicates the present vacancy position, category wise. Depending upon the vacancy arise, the vacancy of posts may increase in the above categories or required in other categories also.

17. **PERIOD OF EMPLOYMENT:** Outsourcing basis for a period of One year only.

18. **JOB DESCRIPTION:**

1. Supervision and monitoring of all the parks in GHMC at Greater Hyderabad Municipal Corporation (GHMC) Projects, Hyderabad.
2. Maintenance of lawns, landscaping, plants, orchards, grafting, tracing, pitting, sparing waters etc and monitoring of gardeners, workers allocated to him/her.

3. Maintenance of flower beds, flower pots and beautifying the gardens and office compounds and corridors etc allocated to him/her.
4. Implementation of all Horticulture development scheme in his area.
5. Prepare the Horticulture development plans in his area.
6. Stocking of plants material, horticulture inputs, pesticides and plant protection equipments etc in his area.
7. Shall attend meetings as and when called by contracting officer.
8. Any other duties assigned by the superior officer

(Before filling the online Registration form, Candidates should read 'Eligibility Criteria' and local status carefully).

Sd/-
Director General
National Academy of Construction
Hyderabad.