



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

VACANCY FOR MANAGER (AGRONOMY/AGRICULTURE ENGINEERING)

SGT University (NAAC A+ Grade Accredited), in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

Name of the Post:	Manager Agronomy/Agriculture Engineering
No. of vacancies:	One
Age:	Above 25 years
Salary:	50000/- to 60000/-

Qualification & Experience

Any One of the following: -:

- 1.) Bachelor's degree in Agronomy, Agriculture Engineering, or a related field. Master's degree preferred.
- 2.) Minimum of 5 years of experience in agronomy or agricultural engineering.
- 3.) Strong knowledge of agronomy, crop science, and agricultural engineering.
- 4.) Proficiency in agricultural software and technologies.
- 5.) Familiarity with sustainable farming practices and resource management.

Duties/Responsibilities:

Financial Management:

- Plan and oversee the Horticulture department budget including expenses in Agronomy crops and identifying cost-saving techniques.
- Initiate cost control measure while selecting high quality seeds to ensure expenses remain within budgetary constrain.
- Ensure that all the indents are approved after thoroughly checking and comparing the requirement for the relevant field/seasons.
- Ensure proper record of all expenses including petty cash is maintained.
- Monitor the quality and quantity of agriculture crops to be sold / consumed, only after approval from competent authority. Ensure the products are transported / stored without any damage. Maintain proper record and bills of all sales and deposit the payment against sale in Accounts department.
- Ensure proper record of disposal and scrap items.
- Ensure proper maintenance and up-dation of MIS reports.

Staff Management and Training:

- Assess the manpower requirements as per the workload of the designated areas.
- Ensure preparation of daily duty roster and deploy manpower accordingly.



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

- Ensure that all the staff is present and periodically check attendance registers.
- Plan activities for staff welfare like birthday celebrations etc.
- Ensure first aid kit is maintained with Supervisors.
- Ensure healthy, hygienic, and clean-living conditions for Horticulture staff using university accommodation.
- Overseeing the staff to ensure a safe working environment during agriculture farm activities.
- Conduct periodic briefings of Agriculture staff.
- Providing leadership and guidance to the staff.
- Ensure that Training to staff towards environmentally sustainable practices is imparted time to time.
- Agriculture staff to be aware of the use of fire extinguishers, First Aid Training, Disaster Management, behavioural etc.
- Ensure the resolution of grievances of staff in a timebound manner. Resolve the escalated grievance forwarded by Supervisor.
- Ensure Staff Uniform issue and recovery records are maintained.

Operations:

- Ensure scheduled maintenance of farm crops.
- Ensure that the designated areas are ready for seasonal crop requirements by timely sowing various crops and vegetables.
- Ensure the use of pesticides, fungicides, herbicides, insecticides only when necessary.
- Guide and help the staff in designated areas to discharge their duties effectively.
- Ensure the availability of agricultural tools, machinery, and equipment.
- Plan timely for the sale of grains, vegetables, and fruits during events.
- Ensure the following: conduct soil analysis (nutrient content, texture, pH), improve soil with organic matter (compost, manure, biochar), and select appropriate species.
- Ensure proper daily maintenance of filling cow dung sludge in the biogas plant to create biogas.
- Ensure proper maintenance of filtering out vermicompost, packing it in polybags for use in required places, and promoting in-house production.
- Ensure that mess waste products are optimally utilized for biogas production and that data is maintained.
- Prepare an annual calendar for cultivation and harvesting activities based on temperature, soil, and climatic conditions to ensure optimal and year-round utilization of cultivation areas.
- Ensure proper green waste management for vermicompost activities.
- Maintain all records as per the requirements of NAAC and other Regulatory Bodies and submit the same to IQAC as and when needed.
- Stay updated on the latest products or trends, technologies, and best practices, etc. and explore their viability and implementation in University Campus Sites. Promote innovation to set new trends in emerging areas.
- Any other duty assigned by competent authority / reporting officer.

How to apply:

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online or apply by Registered Post to the following Address:

Phone: 0124-2278183-85; Fax: 0124-2278151 Website: sgtuniversity.ac.in Email: career.nt@sgtuniversity.ac.in
Budhera, Gurugram-Badli road, Gurugram (Haryana)-122505.



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

HR Department (Non-Teaching)

SGT University

(Shree Guru Gobind Singh Tricentenary University)

Gurgaon-Badli Road, Budhera,

Gurugram, Haryana 122505

No TA/DA will be paid by the SGT University for attending the interview/test.

General Conditions:

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Panel Code,1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.
9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.