



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

VACANCY FOR MANAGER HORTICULTURE

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 Horticulture
No. of vacancies: One
Age: Above 25 years

Qualification & Experience

Any One of the following: -:

- 1.) Bachelor's degree in Horticulture, Agriculture, or a related field. Master's degree preferred..
- 2.) Minimum of 5 years of experience in horticulture.
- 3.) Strong knowledge of horticulture, plant science, and sustainable practice
- 4.) Proficiency in horticultural software and technologies.
- 5.) Familiarity with pest control, soil management, and plant care techniques.

Duties/Responsibilities:

Financial Management:

- Plan and oversee the Horticulture department budget including expenses in procuring supplies and identifying cost-saving techniques.
- Initiate cost control measure while selecting high quality seed/plants to ensure expenses remain within budgetary constrain.
- Approve all the indents after thoroughly checking and comparing the requirement for the relevant field/seasons.
- 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.
- Promote the high quality of in-house Indoor plant, and seedling production, and proper maintenance Miyawaki, Permaculture.
- Ensure proper maintenance and up-dation of MIS reports.
- Ensure proper record of disposal and scrab items.

Staff Management and Training:

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



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- Assess the manpower requirements as per the workload of the designated areas.
- Ensure preparation of daily duty roster and deploy manpower accordingly and ensure that no plantation is left unattended on any day.
- 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 gardening activities.
- Conduct periodic briefings of Horticulture staff.
- Providing leadership and guidance to the staff.
- Ensure that Training to staff towards environmentally sustainable practices is imparted time to time.
- Horticulture 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 plants.
- Ensure that the designated areas are ready for seasonal requirements by timely planting seedlings of various flowers, shrubs, etc.
- Ensure the use of pesticides, herbicides, insecticides, fungicides only when necessary.
- Ensure that net houses and greenhouses are maintained as per the prescribed design.
- Ensure the availability of topiaries, bonsai, and designer structures of flowerpots/plants in the nursery.
- Guide and help the staff in designated areas to discharge their duties effectively.
- Scaling, balancing, simplifying, variation, emphasis, and sequence related to line, shape, texture, and colour in landscaping activity.
- Ensure the operational work of Miyawaki and permaculture natural forests by arranging saplings in a mixed, random pattern, high-density planting, preparing pits, applying organic mulch, regular watering, and ensuring diversity.
- Prepare an annual calendar for plantation activities based on temperature, soil, and climatic conditions to ensure optimal and year-round utilization of plantation and landscaping areas.



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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:

HR Department (Non-Teaching)
SGT University
(Shree Guru Gobind Singh Tricentenary University)
Gurgaon-Badli Road, Budhera,
Gurugram, Haryana 122505

The last date of submission of online applications is 30th July 2023.

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.



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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.