

Date: 22.03.2024

Vacancy Circular

Subject: Filling up of the post of Administrative Officer in Central Institute of Horticulture, Medziphema, Dimapur Distt., Nagaland on deputation (ISTC) basis, a subordinate office under Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare.

It is proposed to fill up one post of **Administrative Officer** (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Pay Level-10 in the Pay Matrix (Rs.56,100/-1,77,500/-) on deputation (ISTC) basis as per the existing notified amended RRs, G.S.R. 60 dated 17th February, 2022 in Central Institute of Horticulture, Medziphema, Dimapur Distt., Nagaland, a subordinate office under Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare.

2. Eligibility Conditions:- Deputation (including short-term contract):

Officers under the Central or State Government or Union territories administration or Public Sector Undertaking or Recognised Research Institutes or Recognised Universities or Statutory or Autonomous Organisations;

(A) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years service in the grade rendered after appointment thereto on a regular basis in level 9 (Rs.53,100-1,67,800) or level 8 (Rs.47,600-1,51,100) in the pay matrix or equivalent in the parent cadre or department; and

(B) possessing the educational qualifications and experience as prescribed for direct recruitment as under:-

Essential:

Qualification: Degree from a recognised University or Institute.

Note: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Experience: Three years experience in Administration or Accounts or Establishment work in the Central or State Government or Union territories administration or Public Sector Undertaking or Recognised Research Institutes or Recognised Universities or Statutory or Autonomous Organisations.

Note: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

3. Regulation of pay and other terms of deputation:-

The pay of the officer selected on "deputation" basis will be regulated in the scale of pay attached to the post in accordance with DOPT OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.



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दिनेश/DINESH
अवर सचिव/Under Secretary
भारत सरकार/Government of India
कृषि एवं किसान कल्याण विभाग, D/o Agriculture & Farmers Welfare
कृषि भवन, नई दिल्ली/Krishi Bhawan, New Delhi-110001

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4. Age-limit:-

The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeded fifty six years as on the closing date of receipt of applications.)

5. Period of deputation:-

Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

6. It is requested that applications (in triplicate) neatly typed out in A-4 Size paper in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (**in proforma Annexure-II**) along with the following documents may be forwarded to **Additional Commissioner (Hort.) Department of Agriculture & Farmers Welfare, Room No. 37-B, Krishi Bhawan, New Delhi-110001** within 60 days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar (**Advt. to be published in the edition of 23-29 March, 2024 of Employment News**):-

(i) Cadre clearance; (ii) Integrity certificate (iii) List of major/minor penalties imposed if any, on the official during the last 10 years; (**if no penalty has been imposed a 'Nil' certificate should be enclosed**) (iv) Vigilance clearance certificate (v) Attested photocopies of the ACRs/APARs for the last 5 (five) years (2015-16 to 2019-20) (attested on each page by an officer not below the rank of an Under Secretary to the Government of India) (vi) Last pay certificate duly certified by DDO/Administrative Officer indicating the scale of pay drawn by the officer in the revised & pre-revised (indicating Grade pay) scale of pay.

7. Complete advertisement, Bio-data format (Annexure-I) and certificate format for CC, IC, VC & MMP (Annexure-II) etc. can be downloaded from this department's website www.agricoop.nic.in (Link-Recruitment-Vacancies).

8. The crucial date for determining the eligibility will be the last date for receipt of applications. It is specifically mentioned that the candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,

(Dinesh)

Under Secretary to the Government of India

Ph.: 23389529

E-mail: dinesh.d13@nic.in

दिनेश/DINESH
अवर सचिव/Under Secretary
भारत सरकार/Government of India
कृषि एवं किसान कल्याण विभाग/Dio Agriculture & Farmers Welfare
कृषि भवन, नई दिल्ली/Krishi Bhawan, New Delhi-110001
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Proforma for application for the post of Administrative Officer in Central Institute of Horticulture, Medziphema, Dimapur Distt., Nagaland on deputation (ISTC) basis, a subordinate office under Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare.

BIO DATA/CURRICULUM VITAE PROFORMA

1.	Name and Address (In Block Letters)							
2.	Date of Birth (In Christian era)							
3.	(i) Date of entry into Govt. Service							
	(ii) Date of Retirement under Central/State Govt. rules							
4.	Educational qualifications							
5.	Whether Educational and other qualifications required for the post are satisfied (if any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)							
Criteria	Qualifications/Experience required	Qualifications/Experience possessed by the officer						
Essential	Degree from a recognised University or Institute. Experience: Three years experience in Administration or Accounts or Establishment work in the Central or State Government or Union territories administration or Public Sector Undertaking or Recognised Research Institutes or Recognised Universities or Statutory or Autonomous Organisations.	<u>Essential</u> A) Qualification B) Experience <u>Desirable</u> A) Qualification B) Experience						
<u>Desirable</u>	No							
(A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years service in the grade rendered after appointment thereto on a regular basis in level 9 (Rs.53,100-1,67,800) or level 8 (Rs.47,600-1,51,100) in the pay matrix or equivalent in the parent cadre or department; and								
Note. In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.								
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualification and work experience for the post.							
7. Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)								
Office/Institute	Post held on regular basis	Period of service		Pay Band and Grade Pay of the post held on regular basis			Nature of appointment whether regular/ad-hoc/deputation	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		


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 सचिव/Under Secretary
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 कृषि, एवं किसान कल्याण विभाग./Min. Agriculture & Farmers Welfare
 कृषि भवन, नई दिल्ली/Krishi Bhawan, New Delhi-110001

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***Important:** Pay Band and GP granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only PB and GP of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and GP where such benefits have been drawn by the candidate may be indicated as below

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Ad hoc or temporary or quasi permanent or permanent		
9.	In case of present employment is held on deputation/contract basis please state		
a) The date of initial appointment	b) period of appointment on deputation/contract	c) Name of the parent office/organisation to which the applicant belong	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith cadre clearance, vigilance clearance and integrity certificate.			
9.2 Note: Information under column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.			
10.	If any post held on deputation in the past by the applicant date of return from last deputation and other details.		
11.	Additional details about present employment: (Please state whether working under (indicate the name of your employer against the relevant column)) a)Central Government b)State Government c)Autonomous organisation d)Government Undertaking e)Universities f)Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in the revised scale of pay? If yes, give the details from which the revision took place and also indicate pre revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total emoluments
15. In case the applicant belongs to an organisation which is not following the Central Govt. pay scales, the latest salary slip issued by the organisation showing the following details may be enclosed.			
Basic pay with Scale of pay and rate of increment	Dearness pay/interim relief/other allowances etc (with break-up of details)		Total emoluments

दिनेश /DINESH

अवर सचिव/Under Secretary

भारत सरकार/Government of India

कृषि एवं किसान कल्याण विभाग, Mo Agriculture & Farmers Welfare

कृषि, एवं किसान कल्याण विभाग, D/o Agriculture & Farmers Welfare

कृषि भवन, नई दिल्ली/Krishi Bhawan, New Delhi-110001

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16.	Additional information if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualification(ii)professional training (iii) work experience over and above prescribed in the vacancy circular/advertisement) (Note: enclose separate sheet, if the space is insufficient)	
16.A	Achievements: The candidates are requested to indicate information with regard to:- (i) Research publication, reports and special projects (ii)Awards/Scholarships/Official appreciation (iii) Affiliation with professional bodies/institution/societies (iv)patents registered in own name or achieved for the organisation (v)Any research/innovative measure involving official recognition (vi)Any other information (Note: enclose separate sheet, if the space is insufficient)	
17.	Please state whether you are applying for deputation(ISTC)/Absorption/Re-employment basis (officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-Government Organizations are eligible only for Short Term Contract)	
<i>Note : (The option of STC/ Absorption /Re employment are available only if the advertisement/vacancy circular specifically mention the recruitment by STC/Absorption or re employment, as the case may be.</i>		
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum vitae duly supported by the documents in respect of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address _____

Date _____

Countersigned

(Employer/ Cadre Controlling Authority with Seal)


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कृषि, एवं किसान कल्याण विभाग/Ministry of Agriculture & Farmers Welfare
एनईए, नई दिल्ली/Krishu Bhawan, New Delhi-110001

Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular/ advertisement. If selected he/she will be relieved immediately.

2. Also certified that;

(i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____

(ii) His/her integrity is certified.

(iii) His/her CR Dossier in original is enclose/ photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of an Under Secretary to the Government of India are enclosed.

(iv) No major/ minor penalty has been imposed on him/ her during the last 10 years

Or

A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Place:

Dated:

Name & Designation:

Telephone No.:

Fax No.:

Office Seal:


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अवर सचिव/Under Secretary
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कृषि एवं किसान कल्याण मंत्रालय/Min. Agriculture & Farmers Welfare
कृषि, एवं किसान कल्याण विभाग/Min. Agriculture & Farmers Welfare
कृषि भवन, नई दिल्ली/Krishi Bhawan, New Delhi-110001