



No. 12-2/2019-M&T(Admn.)

Government of India

Ministry of Agriculture and Farmers Welfare

Department of Agriculture, Cooperation and Farmers Welfare

Krishi Bhawan, New Delhi-110001

Dated the 22/11/2019

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Dir, Agri

To,

The Secretary (Agriculture)  
All State Governments/Union Territory Administrations



Subject: Filling up of one vacant post of Administrative Officer [General Central Service, Group 'B' Gazetted in Level 7 (Rs. 44900-142400) in pay matrix, at North Eastern Region Farm Machinery Training and Testing Institute, Biswanath Chariali (Assam) on deputation basis. - regarding

I am directed to say that applications are invited from eligible and suitable officers for filling up one vacant post of Administrative Officer [General Central Service, Group 'B' Gazetted in Level 7 (Rs. 44900-142400) in pay matrix, at North Eastern Region Farm Machinery Training and Testing Institute, Biswanath Chariali (Assam), a subordinate office under Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare on deputation basis. Details of the post, eligibility conditions etc. are given in the **Annexure I** (vacancy circular). The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 2/29/91-Estt. (Pay.II) dated 05.01.1994 and its subsequent orders issued from time to time.

Uttam S.W.

2. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Curriculum vitae (in triplicate) as in the Proforma given (**Annexure-II**); (ii) Attested photocopies of Annual Performance Appraisal Reports for the last five years (APARs to be attested by an officer not below the rank of Under Secretary); (iii) Vigilance Clearance/Integrity Certificate/Cadre Clearance Certificate; and Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years (**Annexure-III**).

3. It is, therefore, requested that the applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the Joint Director (M&T), Room No. 116, Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within a period of **60 days** from the date of issue/publishing of this advertisement in the Employment News.

4. Advance copies of applications or applications received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

Yours faithfully,

(Raj Kumar)

Under Secretary to the Government of India

Tel. No. 23381557


Email: raj.kumar36@nic.in

DD (Estt) G.L.

12144,  
13-12-19.

Copy for information/necessary action to:-

1. All Ministries/Departments of Government of India. It is requested to give wide publicity to vacancy in all offices under their administrative control.
2. All Attached and Subordinate Offices under the Department of Agriculture, Cooperation and Farmers Welfare.
3. Guard file/Spare Copies/Notice Board

  
22/11/2019  
(Raj Kumar)

Under Secretary to the Government of India

Vacancy Circular

1. Name of the post: Administrative Officer
2. Number of posts: One
3. Classification of post: General Central Service, Group 'B' Gazetted, Ministerial
4. Pay Scale: Level 7 (Rs. 44900-142400) in pay matrix.
5. Age Limit: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
6. Eligibility Conditions for appointment on deputation basis:

Officers under the Central Government or State Government or Union Territory Administration :

(a) (i) holding analogous posts on regular basis in the parent cadre or department;  
or  
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level 6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or department;  
and

(b) Possessing the following educational qualifications and experience:-  
(i) Degree of a recognised University or Institute;  
(ii) Two years' experience in accounts, administration, establishment work in Central or State Government or Union Territory Administration.

Note 1- The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006, i.e., the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised grade pay or scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement level without any upgradation.
7. Place of posting : North Eastern Region Farm Machinery Training and Testing Institute, Biswanath Chariali (Assam)
8. Period of deputation: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed four years.
9. Application Proforma: Application Proforma and other details of the posts may be downloaded from the website of Department of Agriculture, Cooperation and Farmers Welfare [www.agricoop.nic.in](http://www.agricoop.nic.in) and the website of Farm Machinery Training and Testing Institutes [fnttibudni.gov.in](http://fnttibudni.gov.in) / [nrfmmtti.gov.in](http://nrfmmtti.gov.in) / [srfmmtti.dacnet.nic.in](http://srfmmtti.dacnet.nic.in) / [nerfmmtti.gov.in](http://nerfmmtti.gov.in)
10. Last date: 60 days from the date of issue/publishing of this advertisement in the Employment News.

BIO-DATA/CURRICULUM VITAE PROFORMA

Application for the post of.....

1. Name and Address (in Block Letters) :
2. Date of Birth (in Christian era) :
3. (i) Date of entry into service :
- (ii) Date of retirement under Central/State Government Rules
4. Educational Qualifications :

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).

Qualifications / Experience required as mentioned in the advertisement / vacancy circular

Qualifications / Experience possessed by the officer

Essential :

A) Qualification

A)Qualification

Degree of a recognised University or Institute; :

B) Experience

B) Experience

Two years' experience in accounts, administration, establishment work in Central or State Government or Union Territory Administration. :

Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

Note 1- The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006, i.e., the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the

Pay Commission except where there has been merger of more than one pre-revised grade pay or scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement level without any upgradation.

*Handwritten initials*

6. Please state clearly whether in the light of entries made :  
by you above, you meet the requisite Essential  
Qualifications and work experience of the post

Note: Borrowing Departments are to provide their :  
specific comments / views confirming the relevant  
Essential Qualification/Work experience possessed by  
the Candidate (as indicated in the Bio-data) with  
reference to the post applied.

7. Details of employment in the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	Level in the Pay Matrix / Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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

Office / Institution	Pay, Level in the Pay Matrix, 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, the 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 you 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 along with 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 the 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.

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13. Are you in the Revised Scale of Pay? If yes, give the date :  
from which the revision took place and also indicate  
the pre-revised scale.

14. Total emoluments, per month now drawn :

Basic Pay in the Level in the Pay Matrix	Level in the pay matrix	Total Emoluments

15. In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the organisation showing the following details may be enclosed.

Basic Pay in the Level in the Pay Matrix	Dearness Pay / Interim relief / other allowances etc., (with break-up details)	Total Emoluments

16.A. Additional information, if any, which you would like to mention in support of your suitability for the post. :

(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

16.B. Achievements:  
The candidates are requested to indicate information with regard to:

(i) Research publications and reports and special projects

(ii) Awards/Scholarship/Official Appreciation

(iii) Affiliation with the professional bodies/institutions/societies and;

(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 a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (including Short Term Contract) / Absorption / Re-employment Basis #. (Officers under Central / State Governments are only eligible for 'Absorption'. Candidates of non-Government Organisations are eligible only for Short Term Contract).

# (The option of Short Term Contract / Absorption / Re-employment are available only if the vacancy circular specially mentioned recruitment by Short Term Contract / Absorption / Re-employment

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 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.

Date.....

(Signature of the Candidate)

Address .....



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Annexure-III

**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. If selected he/she will be relieved immediately.

2. Also certified that:

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

(vi) His/Her integrity is certified.

(vii) His/Her CR Dossier in original is enclosed/photocopies of the Annual Confidential Report/Annual Performance Appraisal Report for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed.

(viii) No major or minor penalty was 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)