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No. 12026/2/2018-E-II  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agriculture, Cooperation and Farmers Welfare

Krishi Bhawan, New Delhi.  
Dated: 29/11/2019

Vacancy circular

Subject: Filling up of one post of Additional Commissioner (Integrated Nutrients Management) in the Department of Agriculture, Cooperation and Farmers Welfare in the scale of pay of Level 13 of the Pay Level Matrix (corresponding to PB-4: Rs. 37400-67000 with Grade Pay of Rs. 8700 as per 6<sup>th</sup> Central Pay Commission) by composite method [Deputation (including short term contract) plus Promotion] basis.

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It is proposed to fill up one post of Additional Commissioner (Integrated Nutrients Management) (General Central Service, Group 'A' Gazetted Non-ministerial) in the Department of Agriculture, Cooperation and Farmers Welfare in the scale of pay of Level 13 of the Pay Level Matrix (corresponding to PB-4: Rs. 37400-67000 with Grade Pay of Rs. 8700 as per 6<sup>th</sup> Central Pay Commission) by composite method [Deputation (including short term contract) plus Promotion] basis.

2 Eligibility conditions: Officers of the Central Government or State Governments or Union Territories or agricultural universities or recognized research institutions or public sector undertakings or semi-Government or autonomous or statutory organizations:

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(A)(I) Holding analogous posts on a 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 the pay band 3: Rs. 15600-39100 with Grade Pay of Rs. 7600 or equivalent in the parent cadre or Department; and,

(B) Possessing the following educational qualifications and experience:

Essential:

1(I) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognised university or institute; and (II) Ten years experience in the field of promotion of organic manures or bio-fertilizers or quality control of fertilizers, or

2(I) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognised university or institute; (II) Ph. D. in any of the specialization indicated at 2(I) above from a recognised university or institute; and

(III) Seven years experience in the field of promotion of organic manures or bio-fertilizers or quality control of fertilizers.

Note 1: The Departmental Deputy Commissioner (Integrated Nutrients Management) in Pay Band 3: Rs. 15600-39100 with Grade Pay of Rs. 7600 with five years' regular service in the grade, shall also be considered alongwith deputationists and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: The departmental officers in feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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3 List of duties and responsibilities attached to the post of Additional Commissioner (Integrated Nutrients Management) is given below:

- (1) To assess the requirement of fertilizers.
- (2) To advise on all matters relating to Integrated Nutrients Management and effective implementation of related programmes in all States.
- (3) Implementation of Soil Health Card Scheme and Soil Health Management (SHM) and development of a portal for Soil Health Card and regular monitoring of programme implementation with State Government through video conference.
- (4) Implementation of Paramparagat Krishi Vikas Yojana (PKVY) for promotion of Organic Farming in a focussed manner through cluster approach through States aims at a sustainable and eco-friendly model of chemical residue free agricultural production.
- (5) Examination of RKVY proposals with respect to sub-schemes of SHC, SHM, PKVY and MOVCDNER for consideration of State SLSCs..
- (6) Examination of the proposals received from States for Soil Health Card, Soil Health Management and Organic Farming, preparation of agenda notes, organizing meetings of PSC and for financial concurrence of IFD for release of sanctioned budget to the States.
- (7) Participation in the zonal conferences on Agricultural Inputs for Kharif and Rabi, with reference to SHC & Soil Health Management as well as Organic Farming Components.
- (8) Providing information, being the Appellate Authority of CPIOs under the INM Division, to the applicants under the RTI Act, 2005 on matters related to soil health management, balanced and integrated use of fertilizers, organic farming, use of manures and biofertilizers etc.
- (9) Issuance of administrative approval, monitoring of physical and financial progress of NPOF, monitoring of unspent balances, requesting the States for refund of unspent amount. Interaction with NABARD for implementation of Capital Investment Subsidy Scheme (CISS) for fruits and vegetables waste compost units and biofertilizer production units. Also, examination of the proposals related to export of organic inputs, new organic inputs and participatory guarantee scheme (PGS) etc.
- (10) Preparation of draft replies of Starred and Un-Starred questions related to soil health, fertilizer use, organic farming, biofertilizers etc. under INM Division. Preparation of supplementary of Starred Questions and replies for Standing Committee on Agriculture for Demands for Grants.

4 Regulation of pay and other terms of deputation: The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June 2010, as amended from time to time.

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

6 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 other organization or Department of the Central Government shall ordinarily not to exceed five years.

7 Application (in duplicate) of the eligible candidates whose services can be spared immediately on selection may be forwarded as per the prescribed proforma at Annexure-I together with certificate from the forwarding authority as per the prescribed proforma at Annexure-II along with the following documents:

- (i) Cadre clearance.



- (ii) Integrity certificate.  
 (iii) List of major/minor penalties imposed on the Officer during the last ten years (if no penalty had been imposed, a "NIL" Certificate should be enclosed).  
 (iv) Vigilance clearance certificate.  
 (v) Photocopy of APARs of the preceding five years each page attested by an Officer not below the rank of Under Secretary to the Government of India.

8 Complete advertisement, bio-data specimen (Annexure-I) and certificate format for cadre clearance, integrity certificate, vigilance clearance and Major/Minor Penalty Statement etc. can be downloaded from the Department of Agriculture, Cooperation and Farmers Welfare's web-site [www.agricoop.nic.in](http://www.agricoop.nic.in) (link recruitment-vacancies).

9 Application along with requisite documents may be forwarded to the Under Secretary (Personnel-II), Department of Agriculture, Cooperation and Farmers Welfare, Room No. 37, Ground Floor, F Wing, Krishi Bhawan, Dr Rajendra Prasad Road, New Delhi - 110 001 within sixty days of publication of the vacancy circular in the Employment News/Rozgar Samachar. Applications not forwarded through proper channel or those received without requisite certificates and documents will not be entertained.

10 Applicants will not be allowed to withdraw their applications subsequently.



(Sunil Kumar Swarnkar)  
 Under Secretary to the Government of India  
 Ph: 2338 3053

Copy forwarded to:

1 All Ministries and Departments of the Government of India. It is requested that the vacancy circular may be given wide publicity in the attached offices, subordinate offices, public sector undertakings, research institutions, semi-Government bodies, autonomous organizations and statutory organizations under their administrative control.

2 The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi.

3 Principal Secretary/Secretary (Agriculture) of all State Governments and Union Territories.

4 Chief Managing Directors of all Public Sector Undertakings.

5 Vice-Chancellors of all Agricultural Universities/Heads of recognized research institutions.

7 All attached/subordinate offices, autonomous bodies, public sector undertakings and national-level cooperative organizations of the Department of Agriculture, Cooperation and Farmers Welfare.

8 JS (A)/JS (INM)/Additional Commissioner (INM)/DS (INM)/US (INM)/INM Section

9 Facilitation Centre, Department of Agriculture, Cooperation and Farmers Welfare.

10 National Informatics Centre, Department of Agriculture, Cooperation and Farmers Welfare, Krishi Bhawan, with the request to upload the circular in the web-site of the Department.

11 Notice Board/Guard File/Spare copies.



(Sunil Kumar Swarnkar)  
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**Annexure-I**

Proforma for application for the post of Additional Commissioner (Integrated Nutrients Management) by composite method [Deputation (including short term contract) plus Promotion] in the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Government of India.

**Bio data / Curriculum Vitae Proforma**

01	Name and address (in BLOCK LETTERS) with telephone number	
02	Date of birth (in Christian era)	
03	Date of entry in service	
04	Educational qualification	
05	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).	
	Qualification and experience required	Qualification and experience held by the applicant
	<u>Essential:</u> 1(I) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognised university or institute; and (II) Ten years' experience in the field of promotion of organic manures or bio-fertilizers or quality control of fertilizers, or  2(I) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognised university or institute; (II) Ph. D. in any of the specialization indicated at 2(I) above from a recognised university or institute; and (III) Seven years experience in the field of promotion of organic manures or bio-fertilizers or quality control of fertilizers.	
	<u>Experience</u> (A)(I) Holding analogous posts on a 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 the pay band 3: Rs. 15600-39100 with Grade Pay of Rs. 7600 or equivalent in the parent cadre or Department;	
06	Please state clearly whether in the light of	



entries made by you above, you meet the requisite essential qualifications and experience of the post.					
07 Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.					
Name of office/ Organization	Post held on regular basis	Period of service: From- To-	Pay scale of the post held on regular basis, Pay Matrix Level (7 <sup>th</sup> CPC) and Grade Pay (6 <sup>th</sup> CPC).	Nature of appointment (whether regular or ad- hoc or deputation)	Nature of duties (in detail)

Important: Pay Band and Grade Pay under MACP/ACP are personal to the employee and therefore, should not be mentioned. Only the Pay in the Pay Band and Grade Pay/pay scale of the post held on regular basis is to be mentioned.

Details of ACP/MACP with present Pay Band and Grade Pay, where such benefits have been drawn by the candidate may be indicated as under:

Office/Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From (old pay scale)	To (new pay scale)
08	Nature of present employment, i.e., ad-hoc or temporary or quasi-permanent or permanent		
09	In case the present employment is held on deputation or contract basis, please state		
(a)	Date of initial appointment.		
(b)	Period of appointment on deputation/contract.		
(c)	Name of the parent office/ organization to which the applicant belongs		
(d)	Name of the post and pay scale of the post held in substantive capacity in the parent organization.		
9.1	Note: In case of Officers already employed on deputation basis, the		

	application of such officers should be forwarded by the parent cadre/ Department along with cadre clearance certificate, vigilance clearance certificate and integrity certificate.	
9.2	Note: Information under column 9(c) and 9(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.	
10	If any post held on deputation (including short-term contract) basis in the past by the applicant, date of return from the last deputation and details.	
11	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous organization  d) Government undertaking  e) Universities  f) Others</p>	
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 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 Pay Band/ Pay Matrix	Grade Pay
		Total emoluments
15	In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization 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 details)
		Total emoluments
16	A	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 qualifications (ii) professional training and (iii) work experience over and above that prescribed in the vacancy circular/ advertisement.



	(Note: Please enclose a separate sheet, if the space is insufficient).	
B	<p><b>Achievements:</b> The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official appreciation (iii) Affiliation with the professional bodies/institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information.</p> <p>(Note: Please enclose a separate sheet, if the space is insufficient).</p>	
17	<p>Please state whether you are applying for deputation (including short-term contract) or absorption or re-employment basis. ** (**Options are available only if the vacancy circular specially mentions recruitment by these methods).</p> <p>(Note: Officers under Central Government or State Governments only are eligible for "absorption". Candidates of non-Government organizations are eligible only for short term contract).</p>	
18	Whether belongs to SC/ST/OBC	

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 qualifications / 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 applicant)  
Name:

Date:

Countersigned  
(Employer/ Cadre Controlling Authority with official seal)

**Certification by the Employer / Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per 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**

(i) No vigilance or disciplinary case is pending or contemplated against Sh/Smt/ \_\_\_\_\_.

(ii) His/her integrity is certified.

(iii) His/her APARs for the last five years are enclosed (in original) / Photocopies of the APARs for the last five years, each page duly attested by an Officer of the rank of Under Secretary to the Government of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last ten years (Or) a list of major/minor penalty imposed on him/her during the last ten years is enclosed.

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)  
Name and Designation:  
Phone No:  
FAX No:  
Office Seal:

Place:  
Date: