

No. 12034/5/2015 PP-Estt

भारत सरकार/ Government of India

कृषि एवं किसान कल्याण मंत्रालय/ Ministry of Agriculture & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग/ Department of Agriculture, Cooperation & FW

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Krishi Bhawan, New Delhi-110001

Dated the 13th August, 2020

VACANCY CIRCULAR

Subject: Filling up one post of Senior Administrative Officer, General Central Services Group 'A' Gazetted (Non-Ministerial) posts in the Directorate of Plant Protection, Quarantine and Storage, Faridabad, on deputation basis.

One post of **Senior Administrative Officer**, Group 'A' in the Level 11 in Pay Matrix (Rs. Rs.67700-208700/-) under Central Staffing Scheme, is proposed to be filled in the Secretariat of Central Insecticides Board & Registration Committee (CIB&RC), Directorate of Plant Protection, Quarantine & Storage (DPPQ&S), Faridabad, an attached office under the Ministry of Agriculture and Farmers' Welfare, Department of Agriculture, Cooperation and Farmers' Welfare on deputation basis. Details of the posts, 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 O.M. No. 2/29/91-Estt.(Pay.II), dated 5.1.1994 and its subsequent orders issued from time to time.

2. Applications of such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in duplicate) as in the Proforma given (**Annexure-II**) (ii) Attested photocopies of ACRs for the last five years (ACRs to be attested by an officer not below the rank of Under Secretary) (iii) Vigilance clearance/Integrity Certificate/cadre clearance certificate, (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years (**Annexure-III**) and (v) Cadre Control Certification (**Annexure-IV**).

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 Under Secretary (PP Estt), Department of Agriculture and Cooperation, Room No 572-A, Krishi Bhavan, New Delhi- 110 001 within a period of **60 days** from the date of issue/publishing of this advertisement in the Employment News. 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.



(R Rajeev)

Under Secretary to the Government of India

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Email: ppesttdac@gmail.com

Copy for information and necessary action to:-

1. All Ministries/ Departments of the Central Government.
2. Chief Secretaries of all States and UTs.
3. Secretary (Agriculture) of all States & UTs.
4. Secretary (Rural Development) of all States & UTs.
5. Secretary (Planning Department) of all States and UTs.
6. The Secretary, Union Public Service Commission, New Delhi.
7. Department of Personnel & Training (Office of the EO-I), North Block, New Delhi.
8. All Divisional Heads in the Department of Agriculture, Cooperation and Farmers' Welfare.
9. All attached/subordinate offices under the Department of Agriculture, Cooperation and Farmers' Welfare.
10. All autonomous organizations under Agriculture, Cooperation and Farmers' Welfare.
11. NIC, DAC&FW (for uploading on the website of DAC&FW).
12. NIC (DOPT), Ministry of Personnel , Public Grievances and Pensions, North Block, New Delhi (for uploading on the website of Department of Personnel and Training).
13. CAO, DPPQ&S (for uploading on the website of DPPQ&S).
14. Under Secretary (Estt.I), Krishi Bhawan.
15. PPS to Secretary (AC&FW)/ JS (PP)/ Director (PP)
16. Guard File.

ANNEXURE-I

1. Name of the post	Senior Administrative Officer, CIB&RC, DPPQ&S, Faridabad.
2. Number of post	One (01)
3. Classification of post	Group 'A'
4. Pay Scale	Level 11 in the Pay Matrix (Rs. 67700-208700/-)
5. Age Limit	The Maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application
6. Eligibility Conditions	<p>(A) Officers under the Central Government:</p> <p>(i) holding analogous post on regular basis; or (ii) Officers with at least five years service in posts in Level-10 (pre-revised Pay Band-3, Rs 15600-39100 with Grade Pay of Rs 5400); or (iii) Officers with at least six years of regular service in posts in Level-8 (pre-revised Pay Band-2, Rs 9300-34800 and Grade Pay of Rs 4800); and</p> <p>(B) Possessing following educational qualification and experience:</p> <p>(i) Graduation degree from a recognized University; and (ii) Having five years experience of establishments and accounts work and having undergone training in Institute of Secretariat Training and management (ISTM), Delhi related to Administration.</p>
7. Place of posting	Faridabad.
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 exceed five years.
9. Duties and responsibilities attached to the post	<p>i. Holding of meetings of the Central Insecticides Board and Registration Committee. Periodical review of the Insecticides Act and Rules, By-laws etc, framed there under.</p> <p>ii. Keeping a watch on the enforcement of the Act in the States, Coordination of the activities between the States, giving clarification on various aspects of the Act/Rules.</p> <p>iii. Examination of the application for registration and issue of registration certificates.</p> <p>iv. To supervise the CIR(i) and CIR(ii) sections and act as controlling officer respect of the Section Officers and Staff of the section as well as other ministerial staff and non-gazette technical staff posted in the Secretariat of CIB&RC. Monitoring of the work relating to upkeep and maintenance of CIB&RC.</p>
10. Application Proforma	Application proforma and other details of the posts may be downloaded from the website of this Ministry.
11. Last Date	60 days from the date of issue/publishing of this advertisement in the Employment News.

ANNEXURE-II
BIO-DATA/CURRICULUM VITAE PROFORMA

Application for the post of	
1.Name and Address (in block letter)	
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	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 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.</p>	

7. Details of employment in 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	*Pay Band and Grade Pay/Pay Scale of the post held on regular	Nature of Duties (in detail)

				basis	highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP and present Pay Band and Grade Pay 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 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/organization to which the applicant belongs.	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/organization 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 Govt. b) State Govt. c) Autonomous Organization 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 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 PB	Grade Pay	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 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 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 report 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 organization (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 (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).	
# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or '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.

(Signature of the candidate)

Date: _____

Address _____

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of _____ who has applied for the post of Senior Administrative Officer on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the level of Deputy Secretary or above)

Name & Office Seal: _____

Date _____

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against _____ who has applied for the post of Senior Administrative Officer on deputation basis.

{Authorised signatory}

Name & Office Seal: _____

Date _____

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on _____, who has applied for the post of Senior Administrative Officer on deputation basis, during the last ten years.

{Authorised signatory}

Name & Office Seal: _____

Date _____

CADRE CLEARANCE CERTIFICATE

This office has no objection to _____ applying for the post of Senior Administrative Officer on deputation basis. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

{Authorised signatory}

Name & Office Seal: _____

Date _____

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. She/he possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance case pending/contemplated against Shri/Smt._____.
- ii. His/her integrity is certified.
- iii. His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above 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)