

F.No.A-12025/1/2021-EA
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
(Economic Administration Division)

Krishi Bhawan, New Delhi.
Dated the 2nd July, 2021.

To

1. The Chief Secretary
(All State Govts./ Union Territories)
2. All Attached and Subordinate Offices of Department of Agriculture, Cooperation & Farmers Welfare
3. Union Public Service Commission, Shahajahan Road, Dholpur House, New Delhi.

Subject: Filling up one vacancy of the post of Administrative Officer, Group 'A' post in Level 10 (Rs.56100-177500) in the Pay Matrix in the Commission for Agricultural Costs & Prices(CACP), on Composite method [Deputation (Including Short-Term Contract) plus promotion] basis- regarding.

Sir,

I am directed to state that one vacancy of the post of Administrative Officer in Level 10 (Rs.56100-177500) in the Pay Matrix in the Commission for Agricultural Costs & Prices (CACP), an attached office of this Department is required to be filled up by Composite method [Deputation (including Short-Term Contract) plus promotion] basis for which the educational and other qualifications have been prescribed as under:

Composite method [Deputation (including Short-Term Contract) plus promotion]:
Deputation (including Short-Term Contract):

Officers under the Central or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organisations.

- (A) (i) holding analogous posts on a 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 8 (Rs.47600-151100) in the Pay Matrix or equivalent in the parent Cadre or Department;
- (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level 7 (Rs.44900-142400) in the Pay Matrix or equivalent in the parent Cadre or Department; or

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- (iv) with eight 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 from a recognised University or Institute:
(ii) Three years' experience in accounts, administration and establishment work.

The Departmental Superintendent in Level 6 (Rs.35400-112400) in the Pay Matrix with eight years of regular service in the grade will also be considered alongwith outsiders and in case he is selected for appointment to the post, it shall be deemed to have been filled by promotion.

Note : The Departmental officers in the feeder category who are in the 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.

[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. The maximum age-limit for appointment on deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.]

2. The Headquarters of the post is in New Delhi but can be changed to a place anywhere in India.

3. Duties attached to the post of Administrative Officer, Commission for Agricultural Costs and Prices, in brief, are as follows:

(1) To assist the Head of Department in dealing with all Establishment, Administrative & Accounts matters relating to Gazetted & Non-Gazetted Staff; (2) To handle duties of Head of Office; (3) To act as Drawing & Disbursing Officer in respect of Officers & Staff of Commission for Agricultural Costs & Prices; and (4) To deal all the matters relating to Housekeeping jobs, Financial, Administrative, Vigilance & Stores etc in the Commission for Agricultural Costs and Prices.

4. The selected Departmental candidates will be appointed on promotion and outsiders will be appointed on deputation basis for a period of three years, which may be extended or curtailed in the interest of administrative exigencies. The officer selected on 'deputation' basis will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance DOPT's O.M. No.2/22(B)/2008-Estt. (Pay II) dated 3rd September, 2008 and O.M. No.6/8/2009 Estt. (Pay II) dated 17.06.2010 as amended from time to time.

5. Applications of only such officer will be considered as are routed through proper channel and are accompanied by (i) Bio-data (in triplicate) in the enclosed proforma (Annexure-I) (ii) Photocopies of Annual Performance Appraisal Reports of last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India) (iii) Integrity Certificate (iv) Certificate stating that no vigilance case is either pending or contemplated against the officer (v) No Penalty Certificate stating that no major/minor penalty has been imposed on the officer or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years.
6. Applications of willing, suitable and eligible officers and those who could be spared in the event of their selection, may kindly be forwarded to Shri Alok Nigam, Joint Director (EA), Department of Agriculture, Cooperation & Farmers Welfare, Room No.4-E, Krishi Bhawan, New Delhi - 110001, **within 60 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar.** While forwarding the application, it may also be verified and certified that the particulars furnished by the officers are correct. The applications in the prescribed format, received without being countersigned by the Head of Department in the manner provided for in the format, will be summarily rejected.
7. Applications received after expiry of last date or without the APARs attested as above, Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete, shall liable to be rejected.
8. The aforesaid vacancy may kindly be given wide publicity in your Department/Organisation. The application proforma can also be downloaded from the Department's website at <http://agricoop.nic.in/en/recruitment>.

Yours faithfully,



(Alok Nigam)
Joint Director (EA)
Tel:23384930

Copy to:

1. All Ministries/Departments of the Government of India with the request to circulate the post within their Ministry/Department and in the Organizations under their administrative control.
2. Member Secretary, Commission for Agricultural Costs and Prices, Krishi Bhawan, New Delhi.
3. NIC, DAC with the request to upload this advertisement on official website.
4. Guard file/US(EA)/Spare Copies.

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 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 basis	Nature of Duties (in detail) 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 with 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 Government b) State Government 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		
Basis 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 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. (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 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 _____

8

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;

- 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 enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of 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)