

No. 12-15/2016-M&T(Admn.)

Government of India

Ministry of Agriculture and Farmers Welfare

Department of Agriculture, Cooperation and Farmers Welfare

Krishi Bhawan, New Delhi-110001

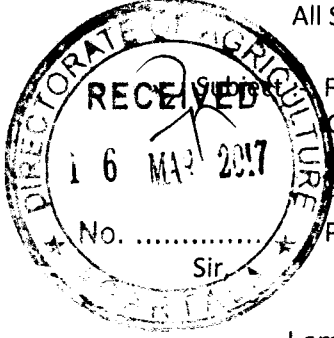
Dated the 6/3/17

To

The Secretary (Agriculture)

All State Governments/Union Territory Administrations

*Div. Agri*



Filling up of one vacant post of Administrative Officer [General Central Service, Group 'B' Gazetted in Level 7 (Rs. 44900 - Rs. 142400) in pay matrix (Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 of the 6<sup>th</sup> Pay Commission)], at Central Region Farm Machinery Training and Testing Institute, Tractor Nagar P.O., Budni (Madhya Pradesh) on deputation basis – regarding

I am directed to say that applications are invited from eligible officers for filling up of one vacant post of Administrative Officer [General Central Service, Group 'B' Gazetted in Level 7 (Rs. 44900 - Rs. 142400) in pay matrix (Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 of the 6<sup>th</sup> Pay Commission)], at Central Region Farm Machinery Training and Testing Institute, Tractor Nagar P.O., Budni (Madhya Pradesh), a subordinate office of 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.

*UHAM*

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 (iv) 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 Director (M&T), Department of Agriculture, Cooperation and Farmers Welfare, Room No. 398-A, Krishi Bhawan, 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,

(Rajesh Malik)

Director (M&T)

Tel No. 011-23384348

Email: rajesh.malik1@gov.in

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18/3/17, DD (ESH)*

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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) JS(M&T)/Dir(M&T)/US(M&T).
- (4) Facilitation Centre, Department of Agriculture, Cooperation and Farmers Welfare.
- (5) Guard file/Spare Copies/Notice Board

  
(Rajesh Malik)  
Director (M&T)

**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 - Rs. 142400) in pay matrix [Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 of the 6<sup>th</sup> Pay Commission]
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 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 posts in Level 6 (Rs. 35400 - Rs. 112400) in pay matrix [Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4200 of the 6<sup>th</sup> Pay Commission] or equivalent in the parent cadre or department;  
and  
(b) Possessing the following educational qualifications and experiences:-  
(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.- 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.
7. **Place of posting :** Central Region Farm Machinery Training and Testing Institute, Tractor Nagar P.O., Budni (Madhya Pradesh)
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 three 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 [cfmtti.dacnet.nic.in](http://cfmtti.dacnet.nic.in) / [nrfmtti.gov.in](http://nrfmtti.gov.in) / [srfmtti.dacnet.nic.in](http://srfmtti.dacnet.nic.in) / [nerfmtti.nic.in](http://nerfmtti.nic.in).
10. **Last date:**  
60 days from the date of issue/publishing of this advertisement in the Employment News.

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CURRICULUM VITAE PROFORMA

Application for the post of.....

- 1. Name and Address (in Block Letters) :
- 2. Date of Birth (in Christian era) :
- 3. 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

Qualifications / Experience possessed by the officer

- (i) holding analogous posts on regular basis in the parent cadre or department :
- (ii)with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 6 (Rs. 35400 - Rs. 112400) in pay matrix [Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4200 of the 6<sup>th</sup> Pay Commission]or equivalent in the parent cadre or department. :
- (iii)Degree of a recognised University or Institute. :
- (iv) Two years' experience in accounts, administration, establishment work in Central or State Government or Union Territory Administration. :

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. :

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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)

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 :

10. 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 :

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- 11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. :
- 12. 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. :
- 13. Total emoluments, per month now drawn :
- 14. 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 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 in insufficient)

- 15. 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).

- 16. Whether belongs to SC/ST :

- 17. Remarks. (The candidate may 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; (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date.....

Signature of the Candidate.....  
Address .....

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

The information / details provided in the above application by the applicant are correct as per the facts available on records. He/she possess 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 Confidential Report 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.
- (iv) No major or minor penalty was imposed on him/her during the last 10 years or a list of major/minor penalties imposed on hi/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer / Cadre Controlling Authority with Seal)

P. B. B. B.

INTEGRITY CERTIFICATE

The records of service of .....who has applied for the post of .....at Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh), Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare on deputation basis have been carefully scrutinized and it is certified that his/her integrity is beyond doubt.

(to be signed by an officer of the rank of Deputy Secretary or above)

Name & Office Seal :

Date:

VIGILANCE CLEARANCE CERTIFICATE

The records of service of .....who has applied for the post of .....at Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh), Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare on deputation basis have been carefully scrutinized and it is certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against him/her.

(Authorised signatory)

Name & Office Seal :

Date:



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NO PENALTY CERTIFICATE

The records of service of .....who has applied for the post of .....at Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh),Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare on deputation basis have been carefully scrutinized and it is certified that no major/minor penalty has been imposed on him/her in the last ten years.

(Authorised signatory)

Name & Office Seal :

Date:

CADRE CLEARANCE CERTIFICATE

This office has no objection to .....applying for the post of .....at Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh),Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare 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: