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भारत सरकार / GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय

MINISTRY OF AGRICULTURE AND FARMERS WELFARE

कृषि, सहकारिता एवं किसान कल्याण विभाग

DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE

कृषि भवन, नई दिल्ली।

KRISHI BHAWAN, NEW DELHI.

Dated/दिनांक: 17/02/2017

Vacancy Circular

Subject:

Filling up of one post of Data Processing Manager (General Central Service, Group-'A' Gazetted, Non-ministerial) in the Department of Agriculture, Co-operation and Farmer's Welfare in the pay scale of (PB:3) Rs.15600-39100 with Grade Pay of Rs.6600/- (Pre-revised) on Composite method [Promotion/Deputation (including short term contract)]-regarding.

It is proposed to fill up one post of Data Processing Manager (General Central Service, Group-'A' Gazetted, Non-ministerial) in the Department of Agriculture, Co-operation and Farmer's Welfare in the pay scale of (PB:3) Rs.15600-39100 with Grade Pay of Rs.6600/- (Pre-revised) on Composite method [Promotion/Deputation (including short term contract) basis].

2. Eligibility Conditions: Deputation (including short term contract):

Officers of the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:

- (A) (i) holding analogous post 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 pay band-3 of Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (Pre-revised) or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experience:

Essential:-

- (i) Master's Degree in Computer Applications or M.Sc. (Computer Science or Information Technology) from a recognised University or Institute;

OR

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B.E. or B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognised University or Institute:

(ii) five years' post qualification experience in designing one or more programming languages viz., Dot Net (Net), JAVA SCRIPT, XML, SQL SERVER/statistics packages for data processing etc. in a Government Office or Public Sector Undertakings or Autonomous body or Statutory body or in any recognised institution.

Note 1:- The Departmental System Analyst in PB-3. Rs. 15600-39100 - with Grade Pay of Rs. 5400/- (pre revised) with five years regular service in the grade will also be considered along with Deputationists and in case he is selected for appointment to the post. the same shall be deemed to have been filled by promotion.

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

3. List of **duties / responsibilities** attached to the post of Data Processing Manager is as under:-

- a. To write programmes.
- b. To maintain records of Programmes in the proper documentation.
- c. To function as the coordinating officer between the operating staff and the senior officers for jobs relating to data analysis and input/output Programmer.
- d. To carry out any other work assigned by senior officer/ in-charge of the Computer service centre.

4. **Regulation of pay and other terms of deputation :-**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

5. **Age-limit:-**

The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of 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 some other organizations / departments of the Central Govt. shall ordinarily not to exceed four years.

7. Application (in duplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the

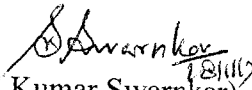
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certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) cadre clearance;
- (ii) Integrity certificate
- (iii) List of major/ minor penalties imposed if any, on the official during the last 10 years: **(if no penalty has been imposed a 'Nil' certificate should be enclosed).**
- (iv) Vigilance clearance certificate.
- (v) Attested photocopies of the ACRs for the last five years (2011-12 to 2015-16) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. Sunil Kumar Swarnkar, Under Secretary (Pers.-II), Room No. 37, Ground Floor, F-Wing, Krishi Bhawan, New Delhi - 110001, within 60 days of the publication of the circular in the Employment News/ Rozgar Samachar. **Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.**

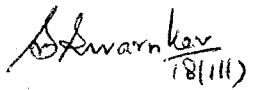
8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


(Sunil Kumar Swarnkar)
Under Secretary (Pers.-II)

Department of Agriculture, Cooperation & Farmers Welfare.
Tel. No. 011-23383053

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices and Regional Research Institutions under their administrative control.
2. The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi.
3. Principal Secretary/Secretary (Agriculture), All State Governments/ Administration of all Union Territories.
4. Vice-Chancellors of all Universities.
5. Chief Managing Directors of all Public Sector Undertakings,
6. Heads of all Semi Government/ Autonomous and Statutory Organizations.
7. All Organizations of the Department of Agriculture, Cooperation and Farmers Welfare.
8. JS (Admn.)/JS (Crops/Oil Seeds)/DDG (Agriculture Census)/ Director(P)/ System Analyst (Agriculture Census)/US(P.I)
9. Oil Seeds Division /Agriculture Census Division, Facilitation Centre, DAC&FW
10. Copy to NIC for uploading the above circular in Ministry of Agriculture and Farmers Welfare's website.
11. S.O. (E.II.)/Guard file/Spare Copies/Notice Board


(Sunil Kumar Swarnkar)
Under Secretary to the Govt. of India

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Annexure-I

Proforma for application for the post of Data Processing Manager on Composite method [Promotion/Deputation (including short term contract)] in the Department of Agriculture, Cooperation & Farmers Welfare.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) with telephone number		
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)		
Criteria	Qualifications/ Experience required	Qualification / Experience possessed by the officer
Essential	(i) Master's Degree in Computer Applications or M.Sc. (Computer Science or Information Technology from a recognised University or Institute; OR B.E. or B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognised University or Institute;	
	(ii) five years' post qualification experience in designing one or more programming languages viz., Dot Net (Net), JAVA SCRIPT, XML, SQL SERVER/statistics packages for data processing etc. in a Government Office or Public Sector Undertakings or Autonomous body or Statutory body or in any recognised institution.	
(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 pay band-3 of Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (Pre-revised) or equivalent in the parent cadre or department;

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

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

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

Office/ Organization	Post Held on regular basis	Period of service		*Pay Band and Grade Pay/Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad- hoc/ deputation	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		

***Important:** Pay band and Grade pay granted under MACP/ACP 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 under:

Office/ Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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 organization.

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

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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/ organization.		
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)		
<ul style="list-style-type: none"> 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 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 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 (STC)/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 _____

Countersigned

 (Employer/ Cadre Controlling Authority with Seal)

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Annexure-II

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)

Name & Designation:
Telephone No.:
Fax No.:
Office Seal:

Place:
Dated: