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F.No.6-7/2022 -INM [107696]

Government of India

Ministry of Agriculture and Farmers Welfare  
Department of Agriculture & Farmers Welfare

573-A, Krishi Bhawan, New Delhi

Dated, the, 14th March, 2022

DATE

To,

1. Principal Secretary/Secretary (Agriculture), All State Governments/ Union Territories,
2. The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi
3. Chief Managing Directors of all Public Sector Undertakings  
Heads of all Universities/Semi Government/Research Institutions/Autonomous and Statutory Organizations.
5. All Attached and Subordinate offices of DA&FW.

**Subject: Filling up one post of Director in the National Centre for Organic and Natural Farming (NCONF) (A subordinate office under the administrative control of Department of Agriculture & Farmers Welfare) in the Pay Band-4 (Rs. 37400-67000 with Grade Pay of Rs. 8700/-) (Revised Level-13 of Pay Matrix) on deputation (including short term contract)/ promotion basis.**

Sir,

I am directed to invite applications from eligible and suitable officials for filling up one post of Director in the National Centre for Organic and Natural Farming (NCONF) (A subordinate office under the administrative control of Department of Agriculture & Farmers Welfare) in the Pay Band-4 (Rs. 37400-67000 with Grade Pay of Rs. 8700/-) (Revised Level-13 of Pay Matrix) on deputation (including short term contract)/ promotion basis. Details of the post and eligibility conditions etc. are given in **Annexure-I**. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as per proforma (**Annexure-II**), (ii) Photocopies of APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, and (iii) **Certificate from the employer that particulars furnished by the official are correct and he/she possesses educational qualifications and experience mentioned in the vacancy Circular/ Advertisement, and certificates regarding Vigilance Clearance, Integrity and Major/Minor Penalty, at the end of the bio-data.**

3. Applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Under Secretary (INM), Room No. 573-A, F-Wing, Krishi Bhawan, New Delhi-110001, within a period of 60 days from the date of publication of the advertisement in the Employment News.

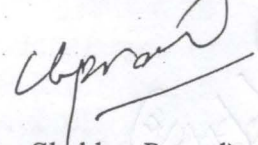
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4. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.

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

6. The vacancy may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,



(Chandra Shekhar Prasad)  
Under Secretary (INM)

E-mail:- chandra.sp@nic.in

Tel. No. 23381191

Copy for necessary information to:-

- (i) Facilitation Centre, Department of Agriculture & Farmers Welfare.
- (ii) Guard File/Spare copies/ Notice Board of DA&FW.
- (iii) NIC, DA&FW for uploading on official website of DA&FW - ([www.agricoop.nic.in](http://www.agricoop.nic.in)) (Link: Recruitment).
- (iv) Hindi Section, with the request to translate the circular.
- (v) Director, NCONF/Director, CFQC&TI/Sr. SSO, SLUSI.



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**Annexure-I**

1. Name of the post: Director, National Centre for Organic and Natural Farming (NCONF), Ghaziabad

2. Number of posts: 1 (One).

3. Classification of post: General Central Service, Group 'A', Gazetted, Non-Ministerial

4. Pay Scale: Pay band – 4 (Rs. 37400-67000 with Grade Pay of Rs. 8700/-) (Revised Level-13) in the Pay Matrix

5. Age Limit: The maximum age limit for appointment by deputation (istc) shall be not exceeding 56 (fifty six) years, as on the closing date of receipt of applications.

6. Method of Recruitment: By deputation (including short term contract)/ promotion.

7. Eligibility:

**Service**:- Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisations:

(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 in the scale of pay of 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, namely:-

**Essential**:- (i) M.Sc. in Microbiology from a recognized University or Institute;

Or

M.Sc. in Botany with specialization in Plant Pathology or Microbiology or Mycology from a recognized University or Institute;

Or

M.Sc. in Agriculture with specialization in Soil Science or Agricultural Chemistry or Agronomy or Microbiology or Plant Pathology or Horticulture or Agricultural Extension from a recognized university or Institute; and

(ii) twelve years experience in the field of bio-fertilizer or fertilizer use or recycling of organic waste or quality control of organic manure or compost use, quality control of bio-fertilizers or bio-pesticides, organic farming promotion and Certification or Agricultural Extension with emphasis on organic farming promotion.

**Desirable**:- (1) Ph.D. in any of the subjects specified in the essential educational qualifications above from a recognized University or Institutes.

(2) Administrative experience of implementing developmental programmes in the field of fertilizers, compost, manure development, biofertilizers, biopesticides and organic farming.

Note:- Departmental officers holding the post of Regional Director in the Pay Band-3 in the scale of Rs. 15600-39100 plus Grade Pay of Rs. 7600/- with five years regular service shall also be considered along with outsiders and if they are selected for appointment, the post shall be deemed to have been filled by promotion.

8. Place of posting:- National Centre for Organic and Natural Farming (NCONF), Ghaziabad

Note-1:- The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation including short-term contract. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note-2:- 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 organization or department of the Central government shall ordinarily not exceed five years.

Note-3:- The maximum age limit for appointment by deputation including short-term contract shall be not exceeding fifty six years as on the closing date of receipt of applications.

9. Duties and responsibilities attached to the post:

Director is the overall Administrative and Technical Head of NCONF & RCONFs.

Job Description :

1. To work as Head of the Department being Head of Administrative and Technical Head of NCONF & RCONFs.
2. Standardization of quality testing procedure and specification of Standards of Bio-fertiliser and organic fertilizer and their inclusion in the FCO, 1985.
3. Development of Innovative Technology for input management in organic farming.
4. To function as Secretary of PGS-India Programme to promote PGS India certification in the country.
5. Preparation of EFC for NPONF under NMSA in coordination with Ministry of Agriculture & Farmers' Welfare.
6. To coordinate with Department of Agriculture & Farmers Welfare in policy matter and preparation of various Central Sector Scheme for promotion of organic and natural farming including international cooperation with other countries for development of organic & natural farming.
7. Compilation of list of progressive farmers of organic and natural farming.
8. Creating awareness through Print media/electronic media about organic and natural farming/inputs.



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ANNEXURE-II

**Proforma for application for the post of Director, National Centre for Organic and Natural Farming (NCONF), Department of Agriculture & Farmers Welfare, on deputation (including short term contract)/promotion basis**

**BIO DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address(in Block Letters) and Contact No.	
2. Date of Birth (in Christian era)	
3.(i) Date of entry into service	
3. (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 (applicable for deputationists only)	Qualifications/ experience possessed by the officer
<b>Essential</b>	
A) <b>Qualification</b> M.Sc. in Microbiology from a recognized University or Institute; Or M.Sc. in Botany with specialization in Plant Pathology or Microbiology or Mycology from a recognized University or Institute; Or M.Sc. in Agriculture with specialization in Soil Science or Agricultural Chemistry or Agronomy or Microbiology or Plant Pathology or Horticulture or Agricultural Extension from a recognized university or Institute; and	A) <b>Qualification</b>
B) <b>Experience:-</b> twelve years experience in the field of bio-fertilizer or fertilizer use or recycling of organic waste or quality control of organic manure or compost use, quality control of bio-fertilizers or bio-pesticides, organic farming promotion and Certification or Agricultural Extension with emphasis on organic farming promotion.	B) <b>Experience</b>
<b>Desirable</b>	<b>Desirable</b>
(1) Ph.D. in any of the subjects specified in the essential education qualifications above from a recognized University or Institutes. (2) Administrative experience of implementing developmental programmes in the field of fertilizers, compost, manure development,	

biofertilizers, biopesticides and organic farming.	
<b>Note:-</b> 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 work experience of the post.	
<b>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 Biodata) with reference to the post applied.</b>	

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/ Level in the Pay Matrix 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/ Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale/ Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/ Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:-

Office/Institution	Pay, Pay Band, and Grade Pay/ Level in the Pay Matrix 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 deputation/ contract appointment	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			



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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

Level in the Pay Matrix and Basic 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/Union Territory Administrations 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 \_\_\_\_\_

**(Certificate 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 and he/she fulfils eligibility criteria mentioned in the vacancy Circular/Advertisement. If selected, he/she will be relieved immediately.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case either pending or contemplated against Shri/Smt. \_\_\_\_\_.
- (ii) His/her integrity is certified.
- (iii) His/her CR Dossier in original is enclosed/Photocopies of the APARs for the last 5 years duly attested on each page 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 penalty imposed on him/her during the last 10 years is enclosed. (as the case may be).

Place:

Dated:

Countersigned

(Employer/ Cadre Controlling Authority with seal)