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No.12023/05/2018-E.II

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: 17/11/2019

### Vacancy Circular

**Subject:** Filling up one post of Assistant Director (Cooperation/Credit) (General Central Service, Group-'A' Gazetted, Non-ministerial) in the Department of Agriculture, Co-operation and Farmer's Welfare in Level-10 (Rs. 56100-177500/-) of the Pay Matrix (pre revised PB-3 Rs.15600-39100/- with Grade Pay Rs. 5400/-) on deputation (including short term contract) basis.

It is proposed to fill up one post of Assistant Director (Cooperation/Credit) (General Central Service, Group-'A' Gazetted, Non-ministerial) in the Department of Agriculture, Co-operation and Farmer's Welfare in Level-10 (Rs. 56100-177500/-) of the Pay Matrix (pre revised PB-3 Rs.15600-39100/- with Grade Pay Rs. 5400/-) on deputation (including short term contract).

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

(i). Officers of the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Autonomous or Semi-Government or Statutory Organizations and national level cooperative federations:

(A) (I) holding analogous posts on a regular basis in the parent cadre or Department; or

(II) with 3 years' service in the grade rendered after appointment thereto on a regular basis in Level 7 of the pay matrix (Pre-revised; Pay Band-2 : Rs 9300-34800 with Grade Pay Rs 4600/-) or equivalent in the parent cadre or department; or

(III) with 8 years' service in the grade rendered after appointment thereto on a regular basis in Level 6 of the pay matrix (Pre-revised; Pay Band-2 : Rs 9300-34800 with Grade Pay Rs 4200/-) or equivalent in the parent cadre or department; and

(B) possessing the following educational qualifications and experiences:

Essential:-

DA (ESH) *[Signature]*  
7071 *[Signature]*  
05-04-2019

(I) Master's Degree in Agriculture or Agricultural Economics or Economics or Commerce or Statistics from a recognized university;

(II) One years' experience in the field of cooperation or credit in a Government or a recognized cooperative or credit organization.

Desirable: Diploma in Cooperation from a recognized institution.

**Note :-** 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**3. List of duties / responsibilities attached to the post of Assistant Director (Cooperation/Credit) is as under:-**

I To facilitate and assist formulation of policies, plans and programmes of cooperative development in general and cooperative marketing and processing of agricultural produce, supply, storage and inputs and other allied agricultural programmes in particular.

II Matters relating to Multi State Cooperative Societies under MSCS ACT, 2002.

III Matters relating to implementation of Price Support Scheme (PSS) and market intervention scheme.

IV Matters relating to implementation of Cooperative Education of Training Programmes.

V To review the progress of implementation of cooperative development schemes in close coordination with the various central Departments, National Cooperative Development Cooperation, National Level cooperative federation, etc.

VI Any other programmes which are designed for the development of cooperatives in future.

VII Planning & Monitoring for improving the qualitative and quantitative flow of credit to agriculture.

VIII Innovation, development & implementation/ operationalisation of farmer-friendly crop insurance programme to address diverse needs of farmers for all agricultural and allied risks to farmers.

**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.

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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 organization or department of the central government shall ordinarily not exceed four years.

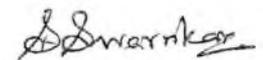
7. Application (in triplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

(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 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

Complete advertisement, Bio-data format (Annexure-I) and certificate format for CC, IC, VC & MMP (Annexure-II), etc. can be downloaded from the Department of Agriculture, Cooperation and Farmers Welfare's website:- [www.agricoop.nic.in](http://www.agricoop.nic.in) (Link-Recruitment -Vacancies).

The application alongwith required documents, 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. Chief Managing Directors of all Public Sector Undertakings.
5. Autonomous and Statutory Organizations.
6. JS(Admn.)/ JS(Crops)/Director(P) /US(Crops)/US(P.I)
7. Credit/Cooperation Division, Facilitation Centre, DAC&FW
8. Copy to NIC for uploading the above circular in Ministry of Agriculture and Farmers Welfare's website.
9. S.O.(E.II.)/Guard file/Notice Board



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

Proforma for application for the post of Assistant Director (Cooperation/Credit) on Deputation (including short term contract) basis 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	Master Degree in Agriculture or Agricultural Economics or Economics or Commerce or Statistics from a recognized university;  (II) One years' experience in the field of cooperation or credit in a Government or a recognized cooperative or credit organization.	
Desirable	Diploma in Cooperation from a recognized institution..	
Holding analogous posts on a regular basis in the parent cadre or department;		
(ii) With three years' regular service in the grade rendered after appointment thereto on regular basis in level-7 (Rs. 44900-142400/-) in the Pay Matrix or equivalent in parent cadre or department; or		
(iii) With eight years' regular service in the grade rendered after appointment thereto on regular basis in level-6 (Rs. 35400-112400/-) in the Pay Matrix or equivalent in parent cadre or department; or		

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. 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 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 Clearance and Integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a

<p>person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p>								
<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>								
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>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.</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1"> <thead> <tr> <th>Basis Pay in the PB</th> <th>Grade Pay</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basis Pay in the PB	Grade Pay	Total Emoluments			
Basis Pay in the PB	Grade Pay	Total Emoluments						
<p>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.</p> <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment</th> <th>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments						
<p><b>16.A</b> 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)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>								
<p><b>16.B Achievements:</b>  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</p>								

<p>registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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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**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)

Place:  
Dated:

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