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No.SFAC/1-3/7/2016-Admn. 4586

Dated: 20.02.2018

### VACANCY CIRCULAR

**Sub: Appointment to the posts of Director, Deputy Director and Executive Private Secretary on deputation basis – Reg.**

Small Farmers' Agribusiness Consortium (SFAC) is a Central Autonomous Body implementing various Central Sector Schemes like EGCGFS, VCA and NAM. The objective of the Society is to promote Farmer Producer Organizations and facilitate private investment in agri-business with the support of banks, thereby establishing forward and backward linkages with small and marginal farmers, providing assured market to their produce thereby generating rural employment and doubling farmers' income.

SFAC invites application for the following posts on deputation/short-term contract basis for its Head Office at New Delhi:-

S.No.	Name of the Posts	No. of Vacancies	Scale (Rs.)
1	Director	01	Pay Band-3, Rs.15,600-39,100/-with Grade Pay of Rs.7,600/- (Pre-revised) #
2	Deputy Director	01	Pay Band-3, Rs.15,600-39,100/-with Grade Pay of Rs.6,600/- (Pre-revised) #
3	Executive Private Secretary	01	Pay Band (PB-2) Rs.9,300-34,800/- with Grade Pay of Rs.4600/- (Pre-revised) #

# Revision of pay scale as per 7<sup>th</sup> CPC is under process.

**Director - 01 (one post):**

Pay Band-3 Rs.15,600-39,100/- with Grade Pay of Rs.7600/- (Pre-revised)

Officers of Central Govt./State Govt./UT/PSUs/Autonomous, Statutory Body, Export Promotion Councils, Commodity Boards, Marketing Board dealing in agriculture and agro industries activities funded by Government possessing the following qualifications:-

- Holding analogous post on regular basis; or with five years regular service in a post in the Pay Band-3, Rs.15,600-39,100 with Grade Pay Rs.6,600/- or equivalent; and
- Minimum twelve (12) years experience out of which at least five (05) years should be in appraisal, financing, monitoring, execution etc. of projects preferably in agri-business/ agro-processing/ agro-marketing/ agro-allied projects.

Contd...2/-

### **Small Farmers' Agribusiness Consortium**

(Society registered by Deptt. of Agriculture, Cooperation & Farmers Welfare, Govt. of India)  
5<sup>th</sup> Floor, NCUI Auditorium Building, August Kranti Marg, Hauz Khas, New Delhi - 110016  
Tel: 91-11-26966017, 26966037, Fax: 91-11-26862367  
Email: sfac@nic.in, Web: www.sfacindia.com



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### **JOB PROFILE FOR DIRECTOR:**

The candidate for the post of Director will be assigned to undertake the following major activities:-

- (i) In charge of implementation of projects/schemes in Agribusiness/agro processing/ agro-marketing/agro-allied/Farmers Producers Organization/Procurement. \$
- (ii) To supervise and monitor effective working of all sections under their charge.
- (iii) To aid and advise MD both on policy matters and implementation of Projects/Schemes.
- (iv) To coordinate with the Central Government/State Government and other stakeholders for implementation of the scheme/projects and formulation of Policy.
- (v) To attend various conferences, work-shops, meetings of working groups, exhibition etc.
- (vi) To organize awareness and capacity building programmes for farmers and stakeholders.
- (vii) To undertake basic administrative coordination and networking tasks as assigned from time to time.
- (viii) Any other activity assigned from time to time by MD.

\$ Details of the schemes/projects are available in SFAC website:www.sfacindia.com.

### **2. Deputy Director – 01 (one post):**

**Pay Band-3, Rs.15,600-39,100 with Grade Pay of Rs.6,600/- (Pre-revised)**

Officers of Central Govt./State Govt./UT/PSUs/Autonomous, Statutory Body, Export Promotion Councils, Commodity Boards, Marketing Board dealing in agriculture and agro industries activities funded by Government possessing the following qualifications:-

- (i) Holding analogous post on regular basis; or with five years regular service in a post in the Pay Band-3, Rs.15,600-39,100 with Grade Pay of Rs.5,400/- or equivalent; and
- (ii) Minimum ten (10) years experience out of which at least five (05) years should be in appraisal, financing, monitoring, execution etc. of projects preferably in agri-business/ agro-processing/ agro-marketing/ agro-allied projects.

### **JOB PROFILE FOR DEPUTY DIRECTOR:**

The candidate for the post of Deputy Director will be assigned to undertake the following major activities:-

- (i) To Assist the Director in project appraisal, financing, monitoring, execution etc. of projects preferably in Agribusiness/agro processing/agro-marketing/agro-allied projects
- (ii) To Assist in organizing/ attend conferences, training, awareness programmes, work-shops, exhibitions, meetings of working groups etc.
- (iii) To prepare internal notes, reports, plans and documents.
- (iv) Undertake basic administrative coordination and networking tasks as assigned from time to time.
- (v) Responsible for preparation of field reports on project visits, News letter, Bulletin, Annual Report etc. for the schemes.
- (vi) To liaison with Central/State Govt. and other stakeholder for implementation of schemes/projects and formulation of policy.
- (vii) Any other job or duty assigned by Senior Officer from time to time.

\$ Details of the schemes/projects are available in SFAC website:www.sfacindia.com.

Contd...3/-



**3. Executive Private Secretary-01(One) post**

**Pay Band (PB-2) Rs.9,300-34,800/- with Grade Pay of Rs.4600/- (Pre-revised)**

Holding analogous post on regular basis; or with three years regular service in a post in the Pay Band of Rs.9,300-34,800/- with Grade Pay of Rs.4200/- or equivalent with minimum three (03) years experience in English Shorthand, Typing and working knowledge of computer applications in MS Office, Excel, Internet, E-mail etc.

**General Conditions:**

The maximum age-limit for appointment on deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications for determining eligibility. Slight relaxation in age may be considered provided all other eligibility conditions are met satisfactorily. Maximum period of deputation shall be three (3) years. Applications of such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in duplicate) as in the proforma given (Annexure-I) (ii) attested photocopies of ACRs for the last five years 2012-13 to 2016-17 (ACRs to be attested by Competent Authority of the organization) (iii) Vigilance clearance/Integrity Certificate/cadre clearance certificate and (iv) statement given details of major or minor penalties imposed on the officer, if any, during the last 10 years (if no penalty has been imposed a 'Nil' certificate should be enclosed). (Annexure-II)

Candidates can also send advance copy which shall be considered only after getting NOC from the employer/through proper channel. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No.6/8/2009-Estt. (Pay.II), dated 17.06.2010 as amended from time to time. The short-listed candidates will be called for interview before the Selection Committee. Employees on deputation can avail residential accommodation facility under SFAC pool of flats as available.

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

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 Managing Director, Small Farmers' Agri-Business Consortium, NCUI Auditorium Building, 5<sup>th</sup> Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi -110016 within 45 days of the publication of the circular in the Employment News/Rozgar Samachar clearly super scribing on the envelop "Application for the post of \_\_\_\_\_".

The vacancy notification is published in Employment News, 17-23 February, 2018 edition.

Yours faithfully,



(D. Bhuyan)

Director(Projects)

Encl: As above.

FORM OF APPLICATION

1. Post applied for : .....  
(In block letters)

2. Name of applicant : Mr./Mrs./Miss .....  
(In block letters)

3. Father's/ Husband's Name : .....

4. Marital Status : .....

5. Present postal address for Communication: .....  
in block letter with pin code .....

6. (a) Telephone No.(with STD Code) : .....(b) Mobile No. : .....  
(c) E-mail Address : .....

7. Date of Birth : .....  
(and age as on date)

8. Nationality : .....

9. Catgory (SC/ST/OBC/PH/GEN) : .....

(Please attach attested photocopy of certificate of the Competent Authority in prescribed proforma)

10. Educational Qualification starting with Secondary Education:

(Please attach attested photocopies of certificates/mark sheets)

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

11. Experience (please start with the latest) :

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work (Please attach separate sheet if required)
		From	To		

12. Training Programmes attended :

13. Have you ever been discharged/ : .....  
reprimanded/suspended from any position?  
If yes, state reason:

14. Have you ever been convicted under the Law : .....

15. Reference : 1.

2.

### DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed / distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Place:

Signature of the

Candidate

Date:

Name.....



### INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of.....who has applied for the post of .....in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank  
Deputy Secretary or above Secretary of above)  
Name & Office Seal: -----  
Date: -----

### VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against .....who has applied for the post of ..... in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis.

(Authorized signatory)  
Name & Office Seal: -----  
Date: -----

### NO PENALTY CERTIFICATE

Certified that no major /minor penalty has been imposed on ..... , who has applied for the post of ..... in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis during the last ten years.

(Authorized signatory)  
Name & Office Seal: -----  
Date: -----

### CADRE CLEARANCE CERTIFICATE

This office has no objection to .....applying for the post of .....in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation . In the event of his /her selection, he/she will be immediately relieved to take charge of the assignment.

(Authorized signatory)  
Name & Office Seal: -----  
Date: -----