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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 : २३/४/२०२०

VACANCY CIRCULAR

Subject: Filling up one post of Deputy Commissioner (Credit/Cooperation) [earlier Joint Director] (General Central Service, Group 'A' Gazetted, Non-Ministerial) in the Department of Agriculture, Cooperation and Farmers Welfare in the scale of pay Level-12 of the pay matrix (corresponding to PB-3 Rs.15600-39100/- plus Grade Pay of Rs. 7600/-) on Deputation (Including Short-Term Contract) basis.

Applications from eligible and suitable officers for filling up one vacancy to the post of **Deputy Commissioner (Credit/Cooperation)[earlier Joint Director]** in the Department of Agriculture, Cooperation & Farmers Welfare on deputation (ISTC) are invited.

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

Officers of the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Autonomous or Semi-Government or Statutory Organizations:

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

(II) With 5 years regular service in the grade rendered after appointment thereto on a regular basis in Pay Band-3: Rs 15600-39100 with Grade Pay Rs 6600/- or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experiences:

Essential:-

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

(II) Eight 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 or equivalent.

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, the deputationists shall not be eligible for consideration for appointment by promotion.

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

(i) 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) Determination of plans and programmes relating to cooperatives received from state Governments, Cooperative organizations and others.

(iii) Review of the progress of cooperative development schemes/programmes in close coordination with the various central Departments, national Cooperative Development Cooperation, National level cooperative federations and other organizations.

(iv) Field study visit connected with the above items of work. Analyze field experience to evolve pattern of assistance.

(v) Work as a government nominee on the Committee/Board of selected national level cooperative Federations.

(vi) As a senior officer of cooperation Division, assist and work under guidance of Additional Commissioner (Cooperation/Credit).

4. **Regulation of pay and other terms of deputation:** - The pay of the officer selected for appointment on deputation (ISTC) 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.

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:-** The 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 of eligible candidates, whose services can be spared immediately on selection, may be forwarded in triplicate as per the prescribed proforma (Annexure-I), together with the certificate from the Forwarding Authority as per (Annexure-II) along with the following documents:

- (i) Cadre Clearance;
- (ii) Bio data as per proforma (**Annexure-I**)
- (iii) Integrity Certificate
- (iv) 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).
- (v) Vigilance Clearance Certificate,
- (vi) Photocopies of ACRs/APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of an Under Secretary to the Government of India level.

8. Complete advertisement, Bio-data format(Annexure-I) and certificate 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 (**Link→ Recruitment**).

9. Applications along with required document may be forwarded to Smt. Renu Mehra, Under Secretary (Pers.-II), Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Room No. 17, Ground Floor, Krishi Bhawan, New Delhi-110001 within a period of 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar. **Application not forwarded through proper channel or those received after due date or those received without the requisite certificate and necessary documents will not be entertained.**

10. The candidate who applies for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



(Renu Mehra)

Under Secretary to the Government of India

Tel. No. 011-23382013

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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. Heads of all Semi Government/ Autonomous and Statutory Organizations
6. JS(Admn.)/JS(Cooperation)/JS(Credit)/DS(Pers.)/US(Cooperation)/US(credit)
7. Facilitation Centre, DAC&FW
8. Copy to NIC for uploading the above circular in Ministry of Agriculture and Farmers Welfare's website.
8. Spare Copies/Notice Board



(Renu Mehra)

Under Secretary to the Government of India

Tel. No. 011-23382013

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Annexure-I

Proforma for application for the post of Deputy Commissioner [Earlier Joint Director] (Cooperation/Credit) on Deputation (ISTC) basis in the Department of Agriculture, Cooperation and Farmers Welfare.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) with telephone number		
2. Date of Birth		
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	Qualification 1 (i) Master's Degree in Agriculture or Agricultural Economics or Economics or Commerce or Statistics from a recognized university; (ii) Eight years experience in the field of cooperation or credit in a Government or a recognized cooperative or credit organisation	
Desirable	Diploma in Cooperation from a recognized institution or equivalent.	
<u>Experience</u>		
(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 the Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.6600/-(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. 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.
<p>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.</p> <p>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.</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>11. Additional details about present employment:</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>			
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

<p>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)</p>	
<p>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)</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"</p>	

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)

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: