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कृषि एवं किसान कल्याण मंत्रालय

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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: 5, Sep., 2017

Vacancy Circular

**Subject:- Filling up one post of Additional Commissioner(Crops)(General Central Service, Group-'A' Gazetted, Non-ministerial) in the Department of Agricultural, Co-operation and Farmer's Welfare in Level-13 of the Pay Matrix (Rs. 118500-214100/-) [pre revised pay of PB-4 Rs. 37400-67000/- with Grade Pay of Rs. 8700/-] on deputation (ISTC) basis.**

It is proposed to fill up one post of Additional commissioner(Crops) (General Central Service, Group-'A' Gazetted, Non-ministerial) in the Department of Agricultural, Co-operation and Farmer's Welfare in Level-13 of the Pay Matrix (Rs. 118500-214100/-) [pre revised pay of PB-4 Rs. 37400-67000/- with Grade Pay of Rs. 8700/-] on deputation (ISTC) basis.

**2. Eligibility Conditions for appointment on deputation basis (including short term contract basis):**

Officers of the Central/State Governments or Union Territory Administration or Recognized Research Institutions or Agriculture Universities or Public Sector Undertakings or Autonomous Organizations:-

(A).

- i. Holding analogous posts on regular basis in the parent cadre/Department; or
- ii. With five years' service in the grade rendered after appointment thereto on a regular basis in Level-12 of the Pay Matrix (Rs. 78800-209200/-) [pre revised pay of PB-3 Rs. 15600-39100 with Grade Pay of Rs. 7600/-] or equivalent in the parent cadre/Department. and

(B). Possessing the following Educational Qualifications and Experience:-

**Essential:**

Master's degree in Agricultural Economics or Agricultural Extension or Agronomy or Entomology or Nematology or Genetics and Plant Breeding or Agriculture Botany or Plant Bio-Technology or Plant Pathology or Plant Physiology or Seed Science and Technology or Soil Science and Agricultural chemistry with ten years experience

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in the area of production and productivity in food or cash crops, e.g., rice or wheat or pulses or millet or sugarcane or cotton or jute or oilseeds in a Central or State Government office or public sector undertaking or autonomous body or any recognized institution;

or

Bachelor's Degree in Agricultural Engineering from a recognized university or institute **with eleven years experience** in the area of production and productivity in food or cash crops, e.g., rice or wheat or pulses or millet or sugarcane or cotton or jute or oilseeds, in a central/state Government office or public sector undertaking or autonomous body or any recognized institution.

**Desirable:**

Doctorate in any discipline mentioned under essential criteria with seven years experience.

**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 Additional Commissioner (Crops) is as under:

- i. Assistance for various works related to Cotton, Sugarcane, Jute and tobacco and their National Development Schemes.
- ii. Maintaining liaison between Central and State Governments on the above mentioned crop/sector and their Schemes.
- iii. Dealing with papers/materials sent to the Ministry for action/comments on the above crop/Sector and their Schemes, and sometimes on various aspects of agriculture as a whole.
- iv. Supply of technical and other information on above to other Divisions/Ministries.
- v. Visits to States to monitor crop conditions/crop schemes.
- vi. Rendering technical support, guidance on above crop/sector and their schemes to Governments, farmers, interested groups etc.
- vii. Assistance for preparation of special work/documents and comments on others documents.
- viii. Preparation of notes for and to attend various intra/inter ministerial meetings/conference and preparation of speeches for Ministers/Officers on work assigned.
- ix. Liaisoning with International Cooperation, Trade and Marketing Divisions of the Department of Agriculture & Cooperation and the Ministry of Textiles.

- x. Assistance to higher officers on day to day work assigned including additional work on other crops during tour/leave of other officers.
- xi. Assisting Area Officers or higher officers visiting the States of A.P, Madhya Pradesh, Karnataka, Goa, Madhya Pradesh, Chhattisgarh, Pondicherry and work relating to Macro Management Scheme of these States.
- xii. Technical supervision of Directorates of Cotton, Sugarcane, Jute and Tobacco.
- xiii. Preparation of replies of parliamentary questions/materials/demands of grants etc on the crops/work assigned.
- xiv. Member/representing Crops Division in the Committees of Department of Agriculture & Cooperation, ICAR, Ministry of Consumer affairs, Food & Public Distribution System, Ministry of Textiles etc.
- xv. Assistance for organizing National level workshops/seminars/meetings.

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

The pay of the selected candidate will be regulated under the provisions contained in the DOPT 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 (ISTC) shall be not exceeding 56 years as on the closing date of receipt applications.

**6. Period of Deputation:-** Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 5(five) 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 (2012-13 to 2016-17) (attested on each page by an officer not below the rank of an Under Secretary to the Gov. 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 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 a period of 60 days of publication of the vacancy circular in 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.

*S. Swarnkar*  
25/8/11

(Sunil Kumar Swarnkar)

Under Secretary to the Government of India

Tel No.23383053

**Copy forwarded to:-**

1. All Ministries/Departments of the Government 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 agricultural Universities.
5. Chief Managing Directors of all Public Sector Undertakings,
6. Heads of all Autonomous Organizations.
7. All Organizations of the Department of Agriculture, Cooperation and Farmers Welfare.
8. JS (Admn.)/JS(Crops)/ Dir(Crops)/DS(P)/US(Crops)/(US(P)
9. Crops division, Facilitation Centre, Department of Agriculture, Cooperation and Farmers Welfare.
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.

*S. Swarnkar*  
25/8/11

(Sunil Kumar Swarnkar)

Under Secretary to the Govt. of India

Tel No.23383053

**Proforma for application for the post of Additional Commissioner (Crops)  
on Deputation (Including Short Term Contract) basis in the Department of  
Agriculture, Cooperation and Farmers Welfare.**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Postal Address(in Block Letters) with Tel. No.		
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
<b>Essential</b>	<p>Master's degree in Agricultural Economics or Agricultural Extension or Agronomy or Entomology or Nematology or Genetics and Plant Breeding or Agriculture Botany or Plant Bio-Technology or Plant Pathology or Plant Physiology or Seed Science and Technology or Soil Science and Agricultural chemistry <b>with ten years experience</b> in the area of production and productivity in food or cash crops, e.g., rice or wheat pulses or millet or sugarcane or cotton or jute or oilseeds in a Central or State Government office or public sector undertaking or autonomous body or any recognised institution;</p> <p align="center"><b>or</b></p> <p>Bachelor's Degree in Agricultural Engineering from a recognised university or institute <b>with eleven years experience</b> in the area of production and productivity in food or cash crops, e.g., rice or wheat or pulses or millet or sugarcane or cotton or jute or oilseeds, in</p>	

	a central/state Government office or public sector undertaking or autonomous body or any recognised institution.	
<b>Desirable:</b> Doctorate in any discipline mentioned under essential criteria with seven years experience.		
(i) Holding analogous post on regular basis in the parent Cadre/ Department; <b>or</b>		
(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level-12 of the Pay Matrix (Rs. 78800-209200/-) [pre revised pay of PB-3 Rs. 15600-39100 with Grade Pay of Rs. 7600/-] or equivalent in the parent cadre/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 work 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.	
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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 you belong.	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 application 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 cadre/ organization but still maintaining a lien in his parent cadre/ organization

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 Govt.
- b) State Govt.
- c) Autonomous Organisation
- 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

Basic pay in the PB	Grade Pay	Total Emoluments
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<p>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 Organization showing the following details may be enclosed:</p>		
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></p> <p>The candidates are requested to indicate information with regard to</p> <p>(i) Research publications and reports and special projects  (ii) Awards/Scholarship/Official Appreciation  (iii) Affiliation with the professional bodies/institutions /societies (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition  (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)**

Name of the candidate: \_\_\_\_\_  
Full address of office: \_\_\_\_\_  
Tel. No. / Fax No. \_\_\_\_\_

Dated:

**Countersigned**  
(Employer/Cadre Controlling Authority with Seal)

US MP

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**Annexure-II**

**(Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority)**

The information/details furnished by Shri/Smt. \_\_\_\_\_ are true and correct as per 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 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 ACRs/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)

**Countersigned**

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**(Employer/Cadre Controlling Authority with Seal)**

Place:  
Dated:

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