

No. A-12023/3/2020- E.II
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare

Krishi Bhawan, New Delhi
Dated: 24/01/2022

VACANCY CIRCULAR

Subject: Filling up of one (01) vacant post of Assistant Director (Manures) in the Department of Agriculture and Farmers Welfare in the scale of pay of Level 10 of the Pay Matrix by Composite Method [Deputation (including short term contract) plus Promotion] - reg.

It is proposed to fill up one (01) post of Assistant Director (Manures) (General Central Service, Group 'A' Gazetted Non-ministerial) in the Department of Agriculture and Farmers Welfare in the scale of pay of Level 10 of the Pay Matrix by Composite method [Deputation (including short term contract) plus Promotion] basis.

2 **Eligibility conditions:** Officers of the Central Government or State Governments or Union Territories or agricultural universities or recognized research institutions or public sector undertakings or semi-Government or autonomous or statutory organizations:

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

(II) with two years' service in the grade rendered after appointment thereto on a regular basis in the pay band 2: Rs. 9300-34800 with Grade Pay of Rs. 4800 or equivalent in the parent cadre or Department; and,

(B) Possessing the following educational qualifications and experience:

Essential:

1(I) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognised university or institute; and

(II) one year experience in the field of development of manures or bio-fertilizers or fertilizers or soil testing or quality control of fertilizers.

Note 1: The Departmental Assistant Development Officer (Manures) in Pay Band 2, Rs. 9300-34800 with Grade Pay of Rs. 4800 with two years' regular service in the grade, will also be considered alongwith deputationists and in

case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: The Departmental officers in feeder category who are in 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 and responsibilities attached to the post of Assistant Director (Manures) is given below:**

- (1) Implementation of various schemes on balanced and integrated use of fertilizer, soil testing, quality control of fertilizer and development of organic manures, bio-fertilizer.
- (2) Implementation of fertilizer promotion programme/bio-fertilizer.
- (3) State-wise review of the schemes relating to fertilizer, bio-fertilizer development, organic manure and soil testing.
- (4) Annual Plan discussion with the State Governments on the subject.
- (5) To assist on various policies relating to price of fertilizer, new product pattern, new fertilizer projects and quality control of fertilizers.
- (6) Examination of various project proposals of fertilizer industries/manufactures.
- (7) Implementation of national project on bio-fertilizer.
- (8) To assist in formulation of new schemes, on manure, bio-fertilizer and fertilizer promotion and use of fertilizers.
- (9) All other aspects of development of fertilizer, bio-fertilizers, organic manures etc.

4 **Regulation of pay and other terms of deputation:** The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17th June 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 fifty-six years on the closing date for 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 other organization or Department of the Central Government shall ordinarily not to exceed three years.

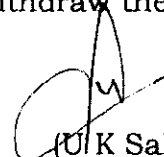
7 Application (in triplicate) of the eligible candidates whose services can be spared immediately on selection may be forwarded as per the prescribed proforma at Annexure-I together with certificate from the forwarding authority as per the prescribed proforma at **Annexure-II** along with the following documents:

- (i) Cadre clearance.
- (ii) Integrity certificate.
- (iii) List of major/minor penalties imposed on the Officer during the last ten years (if no penalty had been imposed, a "NIL" Certificate should be enclosed.
- (iv) Vigilance clearance certificate.
- (v) Photocopy of APARs of the preceding five years, each page attested by an Officer not below the rank of Under Secretary to the Government of India.
- (vi) Self attested copies of the requisite education qualification certificates.

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 and Farmers Welfare's website:- www.agricoop.nic.in (**Link**→ **Recruitment**).

9. The application alongwith required documents, may be forwarded to Shri Umesh Kumar Sah, Under Secretary (Pers.-II), Room No. 37-A, Ground Floor, 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.

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



(U.K Sah)

Under Secretary (Pers.-II)

Department of Agriculture and Farmers Welfare

Tel. No. 011-23389144

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. Vice-Chancellors of all Agricultural Universities.

6. Heads of all Semi Government/ Autonomous and Statutory Organizations/
Recognized Research Institutions.
7. JS(Admn.)/JS(INM)/DS(P)/US(INM)/US(P.II)/AIDO(INM)
8. INM Division. Facilitation Centre, DAC&FW
9. Copy to NIC for uploading the above circular in Ministry of Agriculture and
Farmers Welfare's website.
10. Spare Copies/Notice Board



(U.K. Sah)
Under Secretary (Pers.-II)
Department of Agriculture and Farmers Welfare
Tel. No. 011-23389144

Annexure-I

Proforma for application for the post of Assistant Director (Manures) by Composite Method [Deputation (including short term contract) plus Promotion] basis in the Department of Agriculture and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Government of India.

BIO DATA / CURRICULUM VITAE PROFORMA

01	Name and address (in BLOCK LETTERS) with telephone number	
02	Date of birth	
03	Date of entry in service	
04	Educational qualification	
05	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).	
	Qualification and experience required	Qualification and experience held by the applicant
	<u>Essential:</u> (I) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognised university or institute; and (II) one year experience in the field of development of manures or bio-fertilizers or fertilizers or soil testing or quality control of fertilizers, or Note 1: The Departmental Assistant Development Officer (Manures) in Pay Band 2, Rs. 9300-34800 with Grade Pay of Rs. 4800 with two years' regular service in the grade, will also be considered alongwith deputationists and in case he or she is selected for appointment to the post, the same shall be	

deemed to have been filled by promotion.					
<p>Note 2: The Departmental officers in feeder category who are in 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.</p>					
<p>Experience</p> <p>(A)(I) Holding analogous posts on a regular basis in the parent cadre or Department; or (II) with two years' service in the grade rendered after appointment thereto on a regular basis in the pay band 2: Rs. 9300-34800 with Grade Pay of Rs. 4800 or equivalent in the parent cadre or Department.</p>					
06	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and experience of the post.				
07	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.				
Name of office/ Organization	Post held on regular basis	Period of service: From- To-	Pay scale of the post held on regular basis, Pay Matrix Level (7 th CPC) and Grade Pay (6 th CPC).	Nature of appointment (whether regular or ad-hoc or deputation)	Nature of duties (in detail)

Important: Pay Band and Grade Pay granted under MACP/ACP are personal to the employee and therefore, should not be mentioned. Only the Pay in the Pay Band and Grade Pay/pay scale of the post held on regular basis is 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 (old pay scale)	To (new pay scale)
08	Nature of present employment, i.e., ad-hoc or temporary or quasi-permanent or permanent		
09	In case the present employment is held on deputation or contract basis, please state		
(a)	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 scale of the post held in substantive capacity in the parent organization.		
9.1	Note: In case of Officers already employed on deputation basis, the application of such officers should be forwarded by the parent cadre/ Department along with cadre clearance certificate, vigilance clearance certificate and integrity certificate.		
9.2	Note: Information under column 9(c) and 9(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.		
10	If any post held on deputation (including short-term contract) basis in the past by the applicant, date of return from the last deputation and 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		Total emoluments
	Basic Pay in Pay Band/ Pay Matrix	Grade Pay	
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
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 that prescribed in the vacancy circular/ advertisement. (Note: Please enclose a separate sheet, if the space is insufficient).	
	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: Please enclose a separate sheet, if the space is insufficient).	
17	Please state whether you are applying for deputation (including short-term contract) or absorption or re-employment basis. ** (**Options are available only if the vacancy circular specially mentions recruitment by these methods). (Note: Officers under Central Government or State Governments only are eligible for "absorption". Candidates of non-Government organizations are eligible only for short term contract).	
18	Whether belongs to SC/ST/OBC	

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 qualifications / 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 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) No vigilance or disciplinary case is pending or contemplated against Sh/Smt/ _____
- (ii) His/her integrity is certified.
- (iii) His/her APARs for the last five years are enclosed (in original) / Photocopies of the APARs for the last five years, each page duly attested by an Officer of the rank of Under Secretary to the Government of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last ten years (Or) a list of major/minor penalty imposed on him/her during the last ten years is enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Name and Designation:

Phone No:

FAX No:

Office Seal:

Place:

Date: