

No. 5-14/2017-INM
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
Krishi Bhawan, New Delhi
Dated, the, 7th November, 2017

To,

1. Chief Secretaries of all State Governments/ Union Territories Administrations
2. The Director General, ICAR, Krishi Bhawan, New Delhi
3. All Autonomous Bodies/ Statutory/ Semi-Government Organizations
4. All Universities/Agricultural Universities
5. All recognized Research Institutions/ Councils
6. Chairman & Managing Director of Public Sector Undertakings

Subject: Filling up one post of Director in Central Fertiliser Quality Control & Training Institute, Faridabad (A subordinate office under the Department of Agriculture, Cooperation & Farmers Welfare) in the Level-13 (Rs. 1,18,500/- to Rs. 2,14,100/-) in the Pay Matrix by composite method [deputation (including Short Term Contract) plus promotion].

Sir,

I am directed to invite applications from eligible and suitable officers for filling up one vacancy of Director in Central Fertilizer Quality Control & Training Institute, Faridabad (A subordinate office under the Department of Agriculture, Cooperation & Farmers Welfare) in the Level-13 (Rs. 1,18,500/- to Rs. 2,14,100/-) in the Pay Matrix by composite method [deputation (including Short Term Contract) plus promotion]. Details of the post and eligibility conditions etc. are given in **Annexure-I**. The pay of the officer selected for appointment on deputation 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.

2. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as per proforma (**Annexure-II**), (ii) Photocopies of APARs/ACRs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, (iii) Vigilance Clearance Certificate, (iv) Integrity Certificate, (v) No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years, (vi) **Certificate from the employer that particulars furnished by the officer are correct and he/she possesses educational qualifications and experience mentioned in the vacancy Circular/ Advertisement, at the end of the bio-data.**

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3. Applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Ms. Oruganti Phani, Under Secretary (INM), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, Room No. 479-B, F Wing, Krishi Bhawan, New Delhi-110001 within a period of 60 days from the date of publication of the advertisement in the Employment News.
4. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of Qualification and Experience (Ten years experience in the field of Fertilizer Quality Control including five years' experience in the analysis of chemical fertilizers) claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.
5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. The vacancy may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,

(Oruganti Phani)
Under Secretary to the Government of India
Tel No.011-23389357

Copy for necessary information to:-

- (i) All Ministries/ Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their attached/ subordinate offices.
- (ii) All attached and subordinate offices under the Department of Agriculture, Cooperation & Farmers Welfare.
- (iii) All Sections/ Desk in the Department of Agriculture, Cooperation & Farmers Welfare. The eligible officers may send their applications through the concerned Establishment Sections within 60 days from the date of publication of this vacancy in the Employment News.
- (iv) Facilitation Centre, Department of Agriculture, Cooperation & Farmers Welfare.
- (v) Guard File/Spare copies/ Notice Board.
- (vi) NIC, for uploading on official website.
- (vii) Hindi Section, with the request to translate the circular.

Annexure-I

1. **Name of the post**: Director, Central Fertilizer Quality Control & Training Institute, Faridabad
 2. **Number of post**: 1 (One).
 3. **Classification of post**: General Central Service, Group 'A', Gazetted, Non-Ministerial
 4. **Pay Scale**: Level-13 (Rs. 1,18,500/- to Rs. 2,14,100/-) in the Pay Matrix
 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 the receipt of applications.
 6. **Method of Recruitment**: By composite method [deputation (including short term contract) plus promotion].
 7. **Eligibility**: Officers under the Central Government or State Governments or Union Territory Administration or recognized Research Institutions or Universities or Public Sector Undertakings or Semi- Government or Autonomous Bodies or Statutory Bodies possessing the following service, educational qualification and experience, are eligible:-
 - (a) **Service**:- (i) holding analogous post 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 posts in the Level 12 in the Pay Matrix or equivalent in the parent cadre or Department; or
(iii) with ten years' regular qualifying service in the level 11 in the Pay Matrix or equivalent in the parent cadre or Department; and
 - (b) **Educational Qualifications and experience**:- (i) Master's Degree in Chemistry with specialization in Inorganic or Organic or Analytical Chemistry from University recognised by the Central Government or State Government; or
Master's Degree in Agriculture with specialization in Soil Science or Agricultural Chemistry from University recognized by the Central Government or State Government; and
(ii) 10 years' experience in the field of Fertilizer Quality Control including five years' experience in the analysis of chemical fertilizers.
- Desirable**:- (i) Experience in organising training programs in a training Institute; and
(ii) Two years' administrative experience

8. **Place of posting:-** Central Fertilizer Quality Control & Training Institute (CFQCTI), Faridabad.

Note-1:- The departmental Joint Director in the Level 12 in the Pay Matrix with five years' regular service in the grade will also be considered alongwith outsiders and if 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 the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.

Note-3:- 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 five years.

Note-4:- The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding 56 years as on the closing date of the receipt of application.

Note-5:- For the purpose of appointment on deputation basis the service rendered on the regular basis by an officer prior to 01-01-2006 (date from which the revised pay structure based on Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the VI Central Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Note-6:- The crucial date of determining eligibility will be the last date for receipt of the applications.

9. **Duties and responsibilities attached to the post:**

- (i) Overall In-charge of Central Fertilizer Quality Control & Training Institute (CFQC&TI) Faridabad and Regional Fertilizer Control Laboratories (RFCLs).
- (ii) Responsible for all the technical programmes and financial matters of the Institute.
- (iii) To supervise the analysis of all the chemical fertilizers for quality purpose under Fertilizer Control Order (FCO), 1985.
- (iv) Monitoring of inspection of imported fertilizers at ports.
- (v) To organize the training programmes on Fertilizer Quality Control for the State Fertilizer Analysts, Fertilizer Inspectors and Fertilizer Dealers.
- (vi) To guide the State Fertilizer Quality Control Laboratories on technical matters related to Quality Control of Fertilizers.
- (vii) Development/Standardization of methods of fertilizer analysis for inclusion in FCO.
- (viii) To advise the Central Government on matters related to FCO as and when required.

Proforma for application for the post of Director, Central Fertiliser Quality Control & Training Institute, Faridabad on composite method [Deputation (including short term contract) plus promotion] basis in Department of Agriculture, Cooperation & Farmers Welfare

BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address(in Block Letters) and Contact No.	
2. Date of Birth (in Christian era)	
3.(i) Date of entry into service	
3. (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)	
Qualifications/ Experience required as mentioned in the advertisement/vacancy circular	Qualifications/ experience possessed by the officer
Essential	
A) Qualification Master's Degree in Chemistry with specialization in Inorganic or Organic or Analytical Chemistry from University recognised by the Central Government or State Government; or Master's Degree in Agriculture with specialization in Soil Science or Agricultural Chemistry from University recognized by the Central Government or State Government;	A) Qualification
B) Experience :- 10 years experience in the field of Fertilizer Quality Control including five years' experience in the analysis of chemical fertilizers.	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience (i) Experience in organising training programs in a training Institutes; and	B) Experience

(ii) Two years' administrative experience	
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/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale/ Level in the Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important : Pay Band and Grade Pay granted under ACP/MACP 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 below;

Office/Institution	Pay, Pay Band, and Grade Pay/ Level in the Pay Matrix drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Adhoc 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 organisation
<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/ organisation</p>			
10. 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 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		
Level in the Pay Matrix and Basic Pay		Total Emoluments
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 Organisation 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 prescribed in the Vacancy circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
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)		
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)	
# (The option of 'STC' / 'Absorption/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" 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 _____

(Certificate 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 (Ten years experience in the field of Fertilizer Quality Control including five years' experience in the analysis of chemical fertilizers) 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 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).

Place:

Dated:

Countersigned

(Employer/ Cadre Controlling Authority with seal)

