

No. 12034/5/2015 PP-Estt

भारत सरकार/ Government of India

कृषि एवं किसान कल्याण मंत्रालय/ Ministry of Agriculture & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग/ Department of Agriculture, Cooperation & FW

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Krishi Bhawan, New Delhi-110001

Dated the 13th August, 2020

VACANCY CIRCULAR

Subject: Filling up one post of Senior Administrative Officer, General Central Services Group 'A' Gazetted (Non-Ministerial) posts in the Directorate of Plant Protection, Quarantine and Storage, Faridabad, on deputation basis.

One post of **Senior Administrative Officer**, Group 'A' in the Level 11 in Pay Matrix (Rs. 67700-208700/-) under Central Staffing Scheme, is proposed to be filled in the Secretariat of Central Insecticides Board & Registration Committee (CIB&RC), Directorate of Plant Protection, Quarantine & Storage (DPPQ&S), Faridabad, an attached office under the Ministry of Agriculture and Farmers' Welfare, Department of Agriculture, Cooperation and Farmers' Welfare on deputation basis. Details of the posts, eligibility conditions etc. are given in the **Annexure-I** (vacancy circular). The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No. 2/29/91-Estt.(Pay.II), dated 5.1.1994 and its subsequent orders issued from time to time.

2. 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-II**) (ii) Attested photocopies of ACRs for the last five years (ACRs to be attested by an officer not below the rank of Under Secretary) (iii) Vigilance clearance/Integrity Certificate/cadre clearance certificate, (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years (**Annexure-III**) and (v) Cadre Control Certification (**Annexure-IV**).

3. 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 Under Secretary (PP Estt), Department of Agriculture and Cooperation, Room No 572-A, Krishi Bhawan, New Delhi- 110 001 within a period of **60 days** from the date of issue/publishing of this advertisement in the Employment News. Advance copies of applications or applications received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.



(R Rajeev)

Under Secretary to the Government of India

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Copy for information and necessary action to:-

1. All Ministries/ Departments of the Central Government.
2. Chief Secretaries of all States and UTs.
3. Secretary (Agriculture) of all States & UTs.
4. Secretary (Rural Development) of all States & UTs.
5. Secretary (Planning Department) of all States and UTs.
6. The Secretary, Union Public Service Commission, New Delhi.
7. Department of Personnel & Training (Office of the EO-I), North Block, New Delhi.
8. All Divisional Heads in the Department of Agriculture, Cooperation and Farmers' Welfare.
9. All attached/subordinate offices under the Department of Agriculture, Cooperation and Farmers' Welfare.
10. All autonomous organizations under Agriculture, Cooperation and Farmers' Welfare.
11. NIC, DAC&FW (for uploading on the website of DAC&FW).
12. NIC (DOPT), Ministry of Personnel , Public Grievances and Pensions, North Block, New Delhi (for uploading on the website of Department of Personnel and Training).
13. CAO, DPPQ&S (for uploading on the website of DPPQ&S).
14. Under Secretary (Estt.I), Krishi Bhawan.
15. PPS to Secretary (AC&FW)/ JS (PP)/ Director (PP)
16. Guard File.

ANNEXURE-I

1. Name of the post	Senior Administrative Officer, CIB&RC, DPPQ&S, Faridabad.
2. Number of post	One (01)
3. Classification of post	Group 'A'
4. Pay Scale	Level 11 in the Pay Matrix (Rs. 67700-208700/-)
5. Age Limit	The Maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application
6. Eligibility Conditions	<p>(A) Officers under the Central Government:</p> <p>(i) holding analogous post on regular basis; or (ii) Officers with at least five years service in posts in Level-10 (pre-revised Pay Band-3, Rs 15600-39100 with Grade Pay of Rs 5400); or (iii) Officers with at least six years of regular service in posts in Level-8 (pre-revised Pay Band-2, Rs 9300-34800 and Grade Pay of Rs 4800); and</p> <p>(B) Possessing following educational qualification and experience:</p> <p>(i) Graduation degree from a recognized University; and (ii) Having five years experience of establishments and accounts work and having undergone training in Institute of Secretariat Training and management (ISTM), Delhi related to Administration.</p>
7. Place of posting	Faridabad.
8. Period of deputation	Period of deputation including period of deputation 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.
9. Duties and responsibilities attached to the post	<p>i. Holding of meetings of the Central Insecticides Board and Registration Committee. Periodical review of the Insecticides Act and Rules, By-laws etc, framed there under.</p> <p>ii. Keeping a watch on the enforcement of the Act in the States, Coordination of the activities between the States, giving clarification on various aspects of the Act/Rules.</p> <p>iii. Examination of the application for registration and issue of registration certificates.</p> <p>iv. To supervise the CIR(i) and CIR(ii) sections and act as controlling officer respect of the Section Officers and Staff of the section as well as other ministerial staff and non-gazette technical staff posted in the Secretariat of CIB&RC. Monitoring of the work relating to upkeep and maintenance of CIB&RC.</p>
10. Application Proforma	Application proforma and other details of the posts may be downloaded from the website of this Ministry.
11. Last Date	60 days from the date of issue/publishing of this advertisement in the Employment News.