

No.16015/04/2018-SD.II
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare

Krishi Bhavan, New Delhi,
Dated January, 2019

To

1. The Chief Secretary, All State Governments/UTs
2. The Secretary (Agriculture), all State Governments/UTs
3. All State Seed Corporation/State Seeds Certification Agencies/ Central & State Agricultural Universities, etc.
4. Heads of all Semi-Governments/Research Institutes.

Subject : Filling up of One post of Chief Seed Analyst, One post of Seed Technologist, one post of Administration Account Officer and one post of Private Secretary in the National Seed Research and Training Centre, Varanasi (Uttar Pradesh)-a subordinate office under the Department of Agriculture, Cooperation & Farmers Welfare -Advertisement-regarding.

Sir,

I am directed to state that it is proposed to fill up one post of Chief Seed Analyst, one post of Seed Technologist, one post of Administration Account Officer and one post of Private Secretary in the National Seed Research and Training Centre, Varanasi (Uttar Pradesh). The mode of recruitment, eligibility, educational qualifications, experience and other eligibility conditions for the posts are as under:

1. Chief Seed Analyst (One post):

General Central Service, Group 'A' Gazetted, (Non-Ministerial) in Pay Matrix Rs.78,800-2,09,200/- in Level-12. The post will be filled up on **deputation (including short term contract) plus Promotion:**

Eligibility:

Deputation: Officers under the Central Government or State Governments or Union Territories or Agricultural Universities or Recognized Research Institutions or Autonomous Organizations or Semi Government Organizations or Public Sector Undertaking:

- (a) (i) Holding analogous post on regular basis in the parent cadre or Department: or
(ii) Having five years' service in the grade rendered after appointment thereto on a regular basis in Level-11, Rs.67,700-208700/- in the pay matrix or equivalent in the parent cadre or Department: and
- (b) (i) Possessing the following educational qualifications and experience.
(i) Master of Science (Agriculture) from a recognized University or equivalent.
(ii) Ten years experience in the field or Seed Production or Seed Marketing or Seed certification or Seed Testing or Seed Quality Control or Seed Development Programmes.

Promotion : Promotion from Departmental Seed Technologist in Level-11, Rs.67700-208700/- in the pay matrix having five years regular services shall also be considered along with outsider and in case he is selected the post shall be deemed to have been filled by promotion.

P. T. O.

[The 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 year. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date of receipt of applications].

2. Seed Technologist (One post)

General Central Service, Group 'A', Gazetted, (non-ministerial) in the Pay Matrix Rs.67700-208700/-, Level-11. The post will be filled up on **deputation (including short term contract)**.

Eligibility:

Officers under the Central Government or State Governments or Union Territories or Agricultural Universities or Recognized Research Institutions or Autonomous Organizations or Semi-Government Organizations or Public Sector Undertakings:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) having five years service in the grade rendered after appointment thereto on a regular basis in Level-10, Rs.56100-177500/- in the pay matrix or equivalent in the parent cadre or department ; or
- (iii) having eight years service in the grade rendered after appointment thereto on a regular basis in the posts in Level-7, Rs.44900-142400/- in the pay matrix or equivalent in the parent cadre or Department.

Qualifications:

- (b) Possessing the following educational qualifications and experience:
- (i) M.Sc. (Agriculture) from a recognized University or equivalent.
- (ii) Five years experience in the field of Seed Production or Seed Marketing or Seed Certification or Seed Testing or Seed Quality Control or Seed Development Programmes.

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. 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 application.

3. Administration/Account Officer (one post)

General Central Service, Group 'B', Gazetted, (non-ministerial) in Pay Matrix Rs.44900-142400/-, Level-7. The post will be filled up by deputation as per as per following eligibility.

Eligibility:

Officers under the Central Government or State Government or Union Territories:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) having five years service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Rs.35400-112400/-, Level-6 or equivalent in the Parent Cadre or Department; or

Qualifications:

- (b) possessing any one of the following qualifications:
- (i) A pass in the Sub-ordinate Accounts Services or equivalent examination conducted by any one of the organized Accounts Department of the Central Government.
- (ii) Successful completion of training on Cash and Accounts conducted by Institute of Secretarial Training and Management or equivalent and a minimum of four years experience in Cash Account and Budget work.

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 three years. 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 application.

4. Private Secretary (one post)

General Central Service, Group 'B' Gazetted, (non-ministerial) in Pay Matrix Rs.44900-142400/-, Level-7 **on Deputation (including Short Term Contract) or absorption.**

Eligibility:

Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or Agricultural Universities or Recognised Research Institutions or Semi-Government Statutory Autonomous Organisations :

- (a) (i) holding analogous post in the Stenographer's cadre in the Parent Cadre or Department; or
- (ii) having five years service in the Stenographer's cadre rendered after appointment thereto on a regular basis in Pay Matrix Rs.35400-112400, Level-6 or equivalent in the parent cadre or Department:.

Note: 1. Officers of only Central Government or State Governments or Union Territories shall be eligible for consideration for appointment on absorption basis;

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 to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of the receipt of application.

Note: 2. For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 the date from which the revised pay structure based on 7th 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 said 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 for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Applications (in duplicate) in the enclosed proforma, along with the complete and up to date Confidential Reports (photo copies of the APARs are to be got attested by an officer not below the rank of Under Secretary to the Government of India) and Integrity Certificate of eligible officers who could be spared in the event of their selection may kindly be forwarded to the Under Secretary (Seed), Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Room No.440, Krishi Bhawan, New Delhi-110001 within 60 days from the date of publication of this advertisement in Employment News.

While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or being contemplated against them and no major/minor penalty has been imposed on them during the last 10 years.

It may also be noted that the applications received without the Confidential Reports, Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete, he will not be considered.

Yours faithfully,

(A. K. Jha)

Under Secretary to the Govt. of India

Distribution:

1. All Ministries/Department of Govt. of India with the request that these posts may please be given wide publicity in their respective attached and subordinate offices, PSUs, Semi Govt./Autonomous under their administrative control.
2. All Divisional Heads/Director (Personnel)/All Sections/Desk/Units under DAC.
3. Deptt. of AH&D/ICAR/DARE/CACP/Dte. of Economics and Statistics.
4. All attached/ subordinate offices under DAC.
5. NIC, DAC for hoisting on the website.
6. NSC/PPV&FRA/DC(S)/DC(QC)/AC(S) for wider circulation.
7. Director (NSRTC) for wider circulation and also to hoist on the website of NSRTC.
8. Guard File/Spare copies.

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry in to 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 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.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied	

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 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 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
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.			
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			

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) Other		
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
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)		

<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p>(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>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)
Address.....
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Date.....