

F. No.4-29/2017-MIDH (CDB)
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare
(Horticulture - MIDH-CDB)

457, Krishi Bhawan, New Delhi.
Dated the 24th November, 2017.

To
The Chief Secretary,
(All State Governments and Union Territories),

Subject: Vacancy circular for filling up the post of Secretary in Coconut Development Board, Kochi, Kerala by transfer on deputation basis –reg.

Sir,

I am directed to refer to the subject mentioned above and to say that applications are invited for filling up one post of Secretary in Coconut Development Board, Kochi, Kerala, an autonomous organization under this Department (anticipated to fall vacant w.e.f 1.1.2018) in the pay scale of level 11 (Rs. 67,700/-- 2,08,700/- of the pay matrix of 7th CPC) by transfer on deputation from amongst officers holding posts in the scale of level 10 (Rs. 56,100 – 1,77,500 of the pay matrix of 7th CPC) or equivalent with 4 years service as such, or posts in the scale of level 7 (Rs. 44,900 – 1,42,400 of the pay matrix of 7th CPC) or equivalent with 6 years' service as such under the Central/State Governments/Public Sector Undertakings/Commercial Organizations and possessing the following qualifications:-

Essential:-

- (i) Degree in Arts, Science or Commerce from a recognized University.
- (ii) Not less than 4 years' service in a senior responsible assignment comparable to Group 'A' Junior scale posts/not less than 6 years' service in a responsible assignment comparable to Group 'B' Gazetted posts in Government of India with experience in administration of personnel, preparation of budget reports and documents, conducting meetings and liaison work in Government Offices, Public Sector Undertakings or Commercial Organizations.

Desirable:-

- (i) Degree in Law from a recognized University or Certificate in Company Secretary's Examination.
- (ii) Experience of working in supervisory capacity in a Public Sector Undertaking under the Central Government or the State Government.

2. The period of deputation shall ordinarily not exceed 3 years.

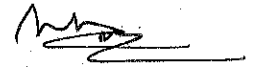
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3. The officer selected on deputation basis will have the option to draw his grade pay plus Deputation (Duty) allowance or to have his pay fixed in the scale of the post in accordance DoP&T's OM No.6/8/2009-Estt. (Pay II) dated 17.6.2010, as amended from time to time. Accordingly, there shall be a mandatory 'cooling off' period of 3 years after completion of previous deputation. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of the applications.

4. It is requested that applications (in triplicate) in the given enclosed Bio-data Proforma, along with complete and up to date annual confidential/assessment report dossiers (photocopies of the CRs 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 & willing officers, who could be spared in the event of his/her selection, may be forwarded to the Under Secretary to the Government of India, Horticulture Division, Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Room No.457, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001 within 60 days from the date of publication of this advertisement in the Employment News.

5. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officer are correct and that no Vigilance case is either pending or contemplated against him/her and no major/minor penalty has been imposed on the officer during the last ten years. Applications received after due date or without the CRs, Vigilance Clearance, Integrity Certificate and a statement showing major/minor penalty, if any, imposed on the officer during the last ten years or otherwise found incomplete will not be considered.

Yours faithfully



(S.N.Jasra)

Under Secretary to the Government of India

Tele: 011-23388795

Copy forwarded for similar action to:-

- (i) All Ministries/Departments/Government of India with the request that the vacancy may be circulated in the attached/Subordinate/Public Sector under taking/Commercial Organization under their administrative control.
- (ii) All attached/Subordinate/Public Sector under the Department of Agriculture, Cooperation and Farmers Welfare.
- (iii) PPS to JS (Admn)/JS (MIDH)/ Horticulture Commissioner/Director Personal/Deputy Secretary (MIDH).
- (iv) Chairman Coconut Development Board.

Bio –Data Proforma

1. Name and address in Block letters:
2. Date of Birth (in Christian era):
3. Date of retirement :
4. Educational qualification:

Level	Exam. Passed/Degree obtained	Division/ Grade and % of marks	Year of passing Degree/Diploma	Duration of the Degree/ Diploma course etc.	University	Subject	Subject of specialization

5. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Name of post	Employer/Organization	From	To	Scale of pay and its classification	Nature of appointment	Whether appointment through UPSC/State PSC or otherwise	Nature of duty performed (in brief)

6. Please state clearly whether you meet the eligibility criteria of the post in view of the entries made by you above.
7. Nature of present employment i.e. ad –hoc or temporary or quasi-permanent or permanent:
8. In case the present employment is held on deputation basis, please state:
 - a. The date of initial appointment :
 - b. Period of appointment on deputation:
 - c. Name of the parent office/Organization to which you belong:
9. Additional details about present employment. Please state whether working under:
 - (a) Central Government (b) State Government
 - (c) Public Sector Undertaking (d) Commercial organization
10. Please state whether you are working in the same Department and are in the feeder grade or in the feeder to feeder grade:
11. Are you in the revised scale of pay as per 7th CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale:
12. Total emolument per month drawn presently:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:
14. Remarks:

Signature of the candidate

Contd),

Certificate to be furnished by the Employer/Head of the Office/ Forwarding authority

Certificate that the particulars furnished by Shri/Smt \Kum_____are correct and he/she possesses the required educational qualifications and experience mentioned in the advertisement.

Also certified that:

- i. There is no vigilance case pending/contemplated against him/her.
- ii. His/her complete ACR dossier duly attested (on each page) by an officer not below the rank of Under Secretary to the Govt. of India are enclosed.
- iii. His/her Integrity is beyond doubt.
- iv. No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her and disciplinary enquiries started/pending during the last 10 years is enclosed.

Date:

Place:

Signature_____

Name & Designation_____

With seal_____