

F.No. L-12011/1/2010-I&P
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation

Krishi Bhavan, New Delhi
Dated: 7th, October, 2010

To

The Chief Secretary
All State Governments/Union Territory Administrations

SUB: Filling up the post of Deputy Managing Director (DMD) in the pay scale of PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 8900/- (pre-revised Rs. 16400-450-20900/-) in the National Cooperative Development Corporation (NCDC), New Delhi on deputation basis – reg.

Sir,

I am directed to invite applications for filling up 1 (one) post of Deputy managing Director (DMD) in the Pay Band PB-4 (Rs. 37400-67000) with Grade Pay Rs. 8900/- on deputation basis in the National Cooperative Development Corporation an statutory organization established by the Central Govt. under the Ministry of Agriculture, Department of Agriculture and Cooperation. Details of the post, eligibility conditions etc. are given in the Annexure- I. The pay of the officer selected for appointment on deputation basis shall be regulated in terms of DOPT's OM No. 2/29/91-Estt.(Pay II), dated 5.1.1994 as amended from time to time.

Applications of only such officers will be considered which are routed through proper channel and are accompanied by (i) bio date (in duplicate) as in the proforma given in Annexure II. (ii) Photocopies of ACRs for the last five years attested by an officer not below the rank of Under Secretary to the Government of India/equivalent (iii) vigilance clearance/Integrity Certificate (iv) statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years.

It is requested that this may be circulated to the eligible officers of the State Government/Autonomous/Statutory organizations of the rank of Deputy Secretary/Director to the Govt. of India or equivalent. Applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to Deputy Director (Cooperation), Department of Agriculture & Cooperation, Ministry of Agriculture, Room No. 479-B, Krishi Bhavan, New Delhi-110001, so that the same may reach within a period of 60 (sixty) days from the date of publication of this vacancy circular in Employment News.

Advanced copies of the application or received after the prescribed closing date or not accompanied with the required certificate/documents are liable to be rejected. The officers who had already applied in response to circular of even number dated 7.7.2010 need not apply again, their application will be duly considered if otherwise complete in all respect. However, they may provide information in the Annexure II.

The vacancy circular may also be visited on the website of the Department of Agriculture and cooperation.

Enclosure: Annexure-I & II

Yours faithfully,

(Sebastian Joseph)
Deputy Director(Cooperation)

Copy for information and necessary action to:-

- (i) All Ministries/Departments of the Govt. of India. It is requested that the vacancy may please be given wide publicity in their offices attached and subordinate offices/ Autonomous/Statutory Organization under their administrative control.
- (ii) All attached and subordinate offices autonomous/Statutory organizations of the Department of Agriculture & Cooperation
- (iii) Establishment Officer, DOPT, North Block, New Delhi.
- (iv) The Managing Director, NCDC, New Delhi for putting the vacancy circular on its website.
- (v) Senior Technical Director, NIC. It is requested to post the contents of the vacancy circular along with the Annexures on the website of the Department of Agriculture & Cooperation.
- (vi) Facilitation Centre, Department of Agriculture & Cooperation.
- (vii) JS(Credit & Cooperation)
- (viii) Guard file/Spare copies/Notice Board.

(Sebastian Joseph)
Deputy Director(Cooperation)

Annexure-I

1. Name of the Post : Deputy Managing Director (DMD)
2. Number of Post : 1 (one)
3. Pay Scale : PB 4(Rs. 37400-67000/-)with Grade Pay Rs. 8900/- (pre-revised Rs. 16400-450-20900/-). 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 post in accordance with the DOPT's O.M. No.2/8/97-Estt. (P.II) dated 11.3.1998 as amended from time to time.
4. Age Limit : The maximum age limit for appointment by deputation shall be not exceeding 56 years as on 6.8.2010. The closing date for receipt of applications invited vide circular dated 7.7.2010 for the post.
5. Eligibility Conditions: a) Officer of the Central/State Govt./UTs/Public Sector Undertakings/Autonomous/Statutory Organizations of the rank of Deputy Secretary/Director to the GOI.

b) Possessing experience in the field of Cooperation and Administration.
6. Place of Posting : New Delhi
7. Period of Deputation : Including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed three years which can be extended up to five years.

Annexure-II

Curriculum Vitae Proforma

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules
4. Educational Qualifications
5. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post
6. 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	From	To	Scale of Pay and Basic Pay	Nature of Duties (in details)
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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/organsiation to which you belong.
9. Additional details about present employment. Please state whether working (indicate the name of your employer against the relevant column).
 - a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organization
 - d) Govt. Undertaking
 - e) Others
10. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
11. Total emoluments per months now drawn.
12. Additional information, if any, which would you like to mention in support of your suitability for the post.
13. Whether belongs to SC/CT.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date

Signature of the Candidate
Address

FOR THE USE OF FORWARDING DEPARTMENT/OFFICE ONLY

1.	Whether the officer meets Eligibility requirement as on the crucial date of eligibility.	Yes/No
2.(a)(i)	Whether any vigilance/s are pending or Contemplated against the Officer	Yes/No
(ii)	If yes, please give details	
(b)(i)	Whether any penalty has been imposed on the proposed officer in the past ten years	Yes/No
(ii)	If so, please give details	
(iii)	Indicate (if any) penalty is in operation as on date.	

Date

Signature
Name
Designation