

No.12034/3/2011-PP(Estt)

Government of India
Ministry of Agriculture
Department of Agriculture and Cooperation

Krishi Bhavan, New Delhi
Dated the November, 2011

To

The Secretary(Agriculture)
All State Governments/Union Territories Administration

Subject:- Filling up the one post of Administrative Officer (Central Insecticides Board & Registration Committee) (General Central Service Group 'A') Pay Band-3 plus Grade pay of Rs. 6600/- on deputation basis in the Directorate of Plant Protection, Quarantine and Storage, Department of Agriculture and Cooperation.

1. Applications are invited from eligible and suitable officers for filling up the one post of Administrative Officer (Central Insecticides Board & Registration Committee) (General Central Service Group 'A') Pay Band-3 (15,600-39100) plus Grade pay 6600/- in the Directorate of Plant Protection Quarantine & Storage, Faridabad on deputation basis. Details of the post, eligibility conditions etc. are given in the Annexure-I. 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 order issued 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 triplicate) 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 and (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years in the enclosed format (Annexure.III).
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-I), Department of Agriculture and Cooperation, Room No. 478-A, Krishi Bhavan, New Delhi within a period of 60 days from the date of issue/publishing of this advertisement in the Employment News.
4. Advance copies of applications or received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

Yours faithfully,

(Jyoti Singhal)
Under Secretary to the Govt. of India
Tel.No.23387962

Copy for information and necessary action to:-

- 1.All Ministries/Departments of Government of India/Public Sector Undertaking/Semi-Government/Autonomous or Statutory Organisations/Agricultural Universities/Recognised Research Institutions. It is requested to give vide publicity to vacancy in all offices under their administrative control.
- 2.All Attached and Subordinate Offices under the Department of Agriculture and Cooperation.
- 3.All Sections/Units of Department of Agriculture and Cooperation.
- 4.JS(PP)/PPA/Director(PP-I).
- 5.Guard File/US(PP-I)/Spare Copies.
6. NIC for placing circular on website.

(Jyoti Singhal)
Under Secretary to the Govt. of India
Tel.No.23387962

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Dated the December, 2011

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Name of the post	Administrative Officer (CIB&RC)
Number of post	01
Classification of post	General Central Service, Group 'A', Gazetted,
Pay Scale	Pay Band –3 (15,600-39100) plus Grade pay Rs. 6600/-
Mode of fulfilment	Transfer on deputation from amongst officers of Central Government
Eligibility Conditions	Officers of the Central Government holding analogous posts or officers with 5 years' service in posts in the pay band-3 plus Grade pay of Rs. 5400/- or officers with 8 years' service in the posts in the pay band-2 plus Grade pay of Rs. 4800/- or equivalent and having experience of establishment and accounts work
Place of posting	Faridabad
Period of deputation	Period of deputation shall not ordinarily exceed 3 years.
Duties and responsibilities attached to the post	<ol style="list-style-type: none"> 1. Holding meetings of the Central Insecticides Board & Registration Committee, <ol style="list-style-type: none"> (a) Screening the cases mature for presentation in the said meetings & Preparing agenda items therefore; (b) Formulating agenda items on procedural / administrative matters to improve upon the functioning in the Sectt. Of CIB&RC. (c) Ensuring speedy follow-up action on the decisions in the said meetings. 2. Periodical review of the Insecticides Act & rules, by laws, etc., framed thereunder & draft amendment proposals for more effective implementation & administration of the Act, Rules etc. 3. Keeping a watch on the enforcement of the Act in the states, Co-ordination of the activities between the States giving clarification to the State Governments, manufacturers , traders, associations on various aspects of the Act/Rules. 4. Examination of the applications for registration from the procedural, quasi-technical, legal and administrative point of view.

ANNEXURE A

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)
2. Date of Birth
(in Christian era)
3. 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	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	
6. Please State clearly whether in
the light of entries made by
you above, you meet the
requirement 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	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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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 you belong

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

a) Central Govt.

- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

12. 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

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention 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).

15. 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 Organisations are eligible only for Short Term Contract.)

16. Whether belongs to SC/ST

17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

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 _____

Countersigned _____

(Employer with Seal)

ANNEXURE-A

1. Name and Address
(in Block letters)
2. Date of Birth
(in Christian era)
3. 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

Qualifications/
Experience possessed by the officer

Essential (1)
(2)
(3)
Desirable(1)
(2)

6. Please State clearly whether in
The light of entries made by you
Above, you meet the requirement of the
Post.

INTEGRITY CERTIFICATE

After Scrutinizing Annual Confidential Report of Shri/Smt./Ms.
_____ who has applied for the post
_____ in the Department of Agriculture & Cooperation
on deputation basis, it is certified that his / her integrity is beyond doubt.

(To be signed by an Officer of the rank of
Deputy Secretary or above)

Name of Office Seal: _____

Date: _____

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal
proceeding is either pending or contemplated against Shri/Smt./Ms.
_____ who has applied for the post of
_____ in the Department of Agriculture &
Cooperation on deputation basis.

[Authorised signatory]

Name & Office Seal: _____

Date: _____

NO PENALTY CERTIFICATE

Certified that no major / minor penalty has been imposed on Shri/Smt./Ms.
_____ who has applied for the post of
_____ in the Department of Agriculture & Cooperation on
deputation basis during the last ten years.

[Authorised signatory]

Name & Office Seal: _____

Date: _____

