

No. 12023/03/2011-E.II
Government of India
Ministry of Agriculture
Department of Agriculture and Cooperation

Krishi Bhawan, new Delhi
Dated, the 4th January, 2012

To,

1. Principal Secretary/Secretary (Agriculture)/ Secretary (Cooperation), All State Governments/ Administration of all Union Territories,
2. The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi,
3. Chief Managing Directors of all Public Sector Undertakings,
4. Head of all Semi Government/ Autonomous and Statutory Organizations,
5. Heads of all National Level Cooperative Federations.

Subject: Filling up of one post of Director (Cooperation/ Credit) in the pay scale of Rs.15600-39100/-/- with a Grade Pay of Rs.7600/- (PB-3) on deputation (ISTC)/ transfer basis.

Sir,

I am directed to say that applications are invited from eligible and suitable officials for filling up of one post of Director (Cooperation/Credit) in the Department of Agriculture and Cooperation by deputation (ISTC)/ transfer 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 OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as in the proforma given (**Annexure-II**), (ii) Photocopies of ACRs for the last five years attested on each page by an officer not below the rank of Under Secretary to the Government of India level, (iii) Vigilance Clearance Certificate, (iv) Integrity Certificate, (iv) No Penalty Certificate and a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years in the enclosed format (**Annexure-III**). It may also be verified and certified that the particulars furnished by the officers are correct.

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 (Pers.II), Ministry of Agriculture, Department of Agriculture and Cooperation, Room No. 399, Krishi Bhawan, New Delhi-110114 within a period of 60 days from the date of issue of this letter or the publishing of the advertisement, whichever is later.

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.

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5. The post may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,

(K. Sanjayan)
Under Secretary to the Government of India
Tel. No. 011-23383053

Copy for necessary information to:-

- (i) All Ministries/Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their attached and subordinate offices, PSUs, Semi Government/Autonomous or Statutory Organizations under their Administrative control.
- (ii) All organizations under the Department of Agriculture and Cooperation.
- (iii) JS(Admn.)/ JS (C&C)/ DS(P)/ US(P).
- (iv) Cooperation/Credit Division/ Facilitation Centre, Department of Agriculture and Cooperation.
- (v) S.O. (E,II)/ Guard File/Spare copies/ Notice Board.
- (vi) NIC, for uploading on official website.

(K. Sanjayan)
Under Secretary to the Government of India
Tel. No. 011-23383053

1. **Name of the post:** Director (Cooperation/Credit)
2. **Number of posts:** 1 (One)
3. **Classification of post:** General Central Service, Group 'A' Gazetted, Non-Ministerial
4. **Pay Scale:** Rs. 12000-375-16500/- (pre-revised) (Revised Pay scale, PB-3, Rs. 15600-39100/- with Grade Pay of Rs. 7600/-).
5. **Age Limit:** The maximum age limit for appointment by transfer on deputation (including short term contract) shall be, not exceeding 56 years, as on the closing date of receipt of applications.
6. **Method of Recruitment:** By deputation (ISTC)/ transfer.
7. **Eligibility:** Officers of the Central/State Government/Union Territories/Public Sector Undertakings/Autonomous/Semi Government or Statutory Organizations and National Level Cooperative Federations possessing the following service, educational qualifications and experience, are eligible:-
 - (a) **Service:**- (i) holding analogous post on regular basis; or
(ii) with 5 years regular service in the post in the scale of Rs.10000-15200/- (pre-revised) (Revised PB-3, Rs. 15600-39100/- + Grade Pay Rs. 6600/-).

(b) Educational Qualifications and experience:-

Essential:-

- (i) Master's Degree of a recognized University or equivalent;
- (ii) 8 years experience in the field of Cooperation/Credit in a Government or Cooperative/Credit organization.

Desirable:- Diploma in Cooperation from a recognized institution or equivalent.

Note-I:- The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment on promotion.

Note-II:- The 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 Government shall ordinarily not to exceed 4 (Four) years.

Note-III:- The crucial date of determining eligibility will be the last date for receipt of the applications.

8. Duties and responsibilities attached to the post:

- (i) Formulation of policies, plans and programmes of cooperative development in general and cooperative marketing and processing of agricultural produce, supply, storage and inputs and other allied agricultural programmes in particular.
- (ii) Determination of plans and programmes relating to cooperation received from State Governments, Cooperative organizations and others.
- (iii) Review of the progress of the cooperative development schemes/ programmes in close coordination with the various central Departments, National Cooperative Development Cooperation, National level cooperative federation and other organization.
- (iv) Field study visit connected with the above item of work. Analyze field experience to evolve pattern of organization and assistance.
- (v) Work as a Government nominee on the Committee/ Board of selected national level cooperative Federations.
- (vi) As a senior officer of Cooperation Division, assist and work under guidance of Chief Director (Cooperation).

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/Smt./Ms. _____, who has applied for the post of Chief Director (Cooperation) in the Department of Cooperation & 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 & 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 Chief Director (Cooperation) 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 Chief Director (Cooperation) in the Department of Agriculture & Cooperation on deputation basis during the last ten years.

[Authorised signatory]
Name & Office Seal: _____
Date: _____

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)

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.

Signature of the Candidate

Address _____

Date:

Countersigned

(Employer with Seal)