

**N. 12023/6/2011-E.II
Government of India
Ministry of Agriculture
Department of Agriculture and Cooperation**

**Krishi Bhawan, New
Delhi.
Dated**

To

- 1. The Chief Secretaries of all State Governments**
- 2. Chairman and Managing Directors of all Public Sector Undertakings**
- 3. Chief Executives of all Autonomous & local bodies**

Subject : Filling up one post of Senior Analyst (O&M) in the Department of Agriculture and Cooperation on Deputation (including Short Term Contract) basis in the scale of pay of Rs. 10000-325-15200 (pre-revised) corresponding to PB 3 Rs. 15600-39100 with Grade Pay Rs. 6600 -- regarding.

Sir,

I am directed to invite applications from eligible and suitable officers for filling up of one post of Senior Analyst (O&M) in the Department of Agriculture and Cooperation on Deputation (including Short Term Contract) basis. The post is in the revised scale of pay of PB 3 Rs. 15600-39100 with Grade Pay Rs. 6600 (Pre-revised Rs.10000-325-15200). Details of the post, eligibility conditions etc. is given at Annexure-I. Pay of the officer selected for appointment on deputation basis will be regulated in terms of Department of Personnel and Training's Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17th June 2010.

2 Applications of only such officers/candidates will be considered that are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per proforma (Annexure-II) (ii) Photocopies of ACRs for the last five years duly attested on each page by an officer not below the rank of Under Secretary (iii) Vigilance Clearance (iv) Integrity Certificate (v) Statement giving details of Major or Minor Penalties imposed on the officer, if any, during the last 10 years and (vi) Cadre Clearance Certificate, in the prescribed format given at Annexure-III.

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3 It is, therefore, requested that 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), Department of Agriculture and Cooperation, Krishi Bhawan, New Delhi- 110 001 within a period of 60 days from the date of issue of advertisement in the Employment News.

4 Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/documents are liable to be rejected.

Yours faithfully,

(K. Sanjayan)
Under Secretary to the Government of India
Ph : 2338 3053

Copy for information/ necessary action to :-

- 1 All Ministries / Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices and Public Sector Undertakings and Autonomous or local bodies under their administrative control.
- 2 J.S. (Admn.)/ D.S. (O&M and PG & Pers)/ U.S. (Pers II)
- 3 Facilitation Centre, Department of Agriculture and Cooperation
- 4 NIC, Department of Agriculture and Cooperation -- for placing this vacancy circular on the website of the Department of Agriculture and Cooperation
- 5 Notice Board /Guard File/ Spare copies

(K. Sanjayan)
Under Secretary to the Government of India

ANNEXURE-I

Designation of the post : Senior Analyst (O&M)

Number of post : 1 (one)

**Classification of post : General Central Service, Group 'A'
Gazetted Non-Ministerial**

**Pay Scale : Rs. 10000-325-15200 (pre-revised) corresponding
to PB 3 Rs. 15600-39100 with Grade Pay Rs. 6600.**

**Age limit : Maximum age limit for appointment on Deputation
(including short term contract) shall not exceed 56 years as on
the closing date of receipt of applications.**

**Eligibility conditions for appointment on Deputation (including
short term contract) basis : Officers of the Central
Government, failing which officers from the State Government
or public sector undertakings or autonomous or local bodies
according to requirement having the following qualifications
and experience :**

(i) a Degree of a recognized University or its equivalent

**(ii) rendered at least 5 years regular service in posts in the
scale of Rs. 8000-275-13500 (pre-revised) or 8 years regular
service in posts in the scale of Rs. 6500-200-10500 (pre-
revised) or equivalent and**

**(iii) completed successfully or be eligible to undergo the
Advanced Management Services Course of the Institute of
Secretariat Training and Management, Defence Institute of
Work Study or a comparable training in any other recognized
institute.**

**Explanation : If an officer has not already undergone the said
course is selected, he shall be required to undergo the said
course at the earliest and his continued retention in the post
shall be subject to the condition that he completes the said
course successfully within one year of the date of his
appointment OR**

**(iv) acquired at least 3 years' experience as Junior Analyst
(Work Study) in the Central Government offices/ Ministries.**

Place of posting : New Delhi.

**Period of Deputation : Period of deputation (including short
term contract 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 exceed 5 years.**

**Duties and responsibilities attached to the post : Given in the
Statement enclosed.**

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No. _____

Dated the

INTEGRITY CERTIFICATE

The records of service of Shri _____, a regular _____ who is being considered for appointment to the post of _____ in the Department of Agriculture and Cooperation on deputation basis, have been carefully scrutinized and it is certified that there is no doubt about his integrity.

Employer with Seal
(to be signed by an Officer not below the rank
of Deputy Secretary and equivalent)

No. _____

Dated the

NO PENALTY CERTIFICATE

Certified that no Major/Minor penalty has been imposed during the last ten years on Shri _____, a regular _____ who is being considered for appointment to the post of _____ in the Department of Agriculture and Cooperation on deputation basis.

Employer with Seal
(to be signed by an Officer of the rank
of Under Secretary and equivalent)

No. _____

Dated the

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri _____, a regular _____ who is being considered for appointment to the post of _____ in the Department of Agriculture and Cooperation on deputation basis.

Employer with Seal
(to be signed by an Officer of the rank of
Under Secretary and equivalent)

Duties of Senior Analyst

- a) Work measurement studies: monitoring of all activities in the Deptt. of Agriculture & Cooperation : preparing and monitoring of programmes for O&M inspection of various Sections/Unit etc. of the Department of Agriculture & Cooperation and its attached and Sub Offices and also nominate Inspecting Officers for these inspections; enforcing arrears clearance drives in the Department which includes recording, indexing and weeding out of old records etc. Organisational Chart: office lay out; allocation of disputed receipts; monitoring of OTA expenditure and clarification on office procedure etc.**
- b) All work relating to Public Grievances Cell and Citizen Charter.**
- c) Implementation of the recommendations of the Right-sizing committee & Expenditure Reforms Commission etc.**
- d) Implementation of Cash Award Scheme of high performance of O&M activities.**
- e) Providing material for Annual Report and Performance Budget of the Department etc.**
- f) Work relating to Right to Information Act, 2005**

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)