

F.No.A-12025/1/2021-EA
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
(Economic Administration Division)

Krishi Bhawan, New Delhi.
Dated the 2nd July, 2021.

To

1. The Chief Secretary
(All State Govts./ Union Territories)
2. All Attached and Subordinate Offices of Department of Agriculture, Cooperation & Farmers Welfare
3. Union Public Service Commission, Shahajahan Road, Dholpur House, New Delhi.

Subject: Filling up one vacancy of the post of Administrative Officer, Group 'A' post in Level 10 (Rs.56100-177500) in the Pay Matrix in the Commission for Agricultural Costs & Prices(CACP), on Composite method [Deputation (Including Short-Term Contract) plus promotion] basis- regarding.

Sir,

I am directed to state that one vacancy of the post of Administrative Officer in Level 10 (Rs.56100-177500) in the Pay Matrix in the Commission for Agricultural Costs & Prices (CACP), an attached office of this Department is required to be filled up by Composite method [Deputation (including Short-Term Contract) plus promotion] basis for which the educational and other qualifications have been prescribed as under:

**Composite method [Deputation (including Short-Term Contract) plus promotion]:
Deputation (including Short-Term Contract):**

Officers under the Central or State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organisations.

- (A) (i) holding analogous posts on a regular basis in the parent Cadre or Department; or
- (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Level 8 (Rs.47600-151100) in the Pay Matrix or equivalent in the parent Cadre or Department;
- (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level 7 (Rs.44900-142400) in the Pay Matrix or equivalent in the parent Cadre or Department; or

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- (iv) with eight years' service in the grade rendered after appointment thereto on a regular basis in Level 6 (Rs.35400-112400) in the Pay Matrix or equivalent in the parent Cadre or Department; and

(B) possessing the following educational qualifications and experience:-

- (i) Degree from a recognised University or Institute:
(ii) Three years' experience in accounts, administration and establishment work.

The Departmental Superintendent in Level 6 (Rs.35400-112400) in the Pay Matrix with eight years of regular service in the grade will also be considered alongwith outsiders and in case he is selected for appointment to the post, it shall be deemed to have been filled by promotion.

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

[Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment on deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.]

2. The Headquarters of the post is in New Delhi but can be changed to a place anywhere in India.

3. Duties attached to the post of Administrative Officer, Commission for Agricultural Costs and Prices, in brief, are as follows:

(1) To assist the Head of Department in dealing with all Establishment, Administrative & Accounts matters relating to Gazetted & Non-Gazetted Staff; (2) To handle duties of Head of Office; (3) To act as Drawing & Disbursing Officer in respect of Officers & Staff of Commission for Agricultural Costs & Prices; and (4) To deal all the matters relating to Housekeeping jobs, Financial, Administrative, Vigilance & Stores etc in the Commission for Agricultural Costs and Prices.

4. The selected Departmental candidates will be appointed on promotion and outsiders will be appointed on deputation basis for a period of three years, which may be extended or curtailed in the interest of administrative exigencies. 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 DOPT's O.M. No.2/22(B)/2008-Estt. (Pay II) dated 3rd September, 2008 and O.M. No.6/8/2009 Estt. (Pay II) dated 17.06.2010 as amended from time to time.