



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

काजू और कोको विकास निदेशालय

**DIRECTORATE OF CASHEWNUIT AND COCOA DEVELOPMENT**

कृषि एवं किसान कल्याण मंत्रालय Ministry of Agri. & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग Dept. of Agri. Co-operation & Farmers Welfare

केरा भवन, कोच्ची - 682 011, केरल Kera Bhavan, Kochi - 682 011, Kerala.

प.सं. F.No. ES-18/A04/2019-20

दिनांक/Date: 30.03.2021

**OFFICE MEMORANDUM**

Subject:- Filling up of the post of Stenographer (Grade.I) in the revised scaled of pay of PB-2 (9300-34,800) ( Level-6) (GP:Rs.4200/-)by deputation/absorption in the Directorate of Cashewnut & Cocoa Development, Kochi – Regarding.

It is proposed to fill up one vacancy in the grade of Stenographer (Grade-I) in the revised scale of pay of PB-2 (Rs.9300-34,800) ( Level-6) (GP:Rs.4200/-) (GCS, Group 'B' (Non Gazetted/Ministerial) in the Directorate of Cashewnut & Cocoa Development, Kochi( a subordinate office under the Union Ministry of Agriculture & Farmers Welfare, DAC & FW) by deputation/absorption from amongst the officers holding the post of Stenographers in the Central Government as under :-

- (i) Holding analogous posts on regular basis in the parent cadre or department ; or
- (ii) With ten years regular service in posts in PB-1 (Rs.5200-20,200) (Level-4 ) (GP : Rs.2400/-) or equivalent in the parent cadre or department.

The maximum age limit for appointment by deputation shall not to exceed 56 years as on the closing date for receipt of applications. The period of deputation including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Govt. shall ordinarily not to exceed three years as on the closing date for receipt of applications.

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.

*SK*

प्रेषित / DESPATCHED

दिनांक /Date..01/4/21.....

The Headquarter of the post is at present in Kochi, Kerala. However, it can be changed to any where in India.

Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) Bio data in duplicate(Annexure-I) (ii) Photocopies of ACR/APARs for the last five years (2015-16 to 2019-20) duly attested on each page by a Gazetted officer of the Govt. of India, (iii) Vigilance Clearance Certificate, Integrity certificate, no penalty certificate and a statement giving details of major/minor penalties imposed on the officer, if any, during the last ten years in the format enclosed(Annexure-II). It may also be verified and certified by the employer that the particulars furnished by the officer is correct. If for some reasons, the ACRs/APARs of the officer have not been written for a particular year or a part of an year, a 'No Report Certificate' (NRC) for that period may be sent along with the ACRs/APARs.

It is, therefore, requested that the applications of eligible and willing officers who can be spared immediately in the event of selection may be sent to the '**Director, Directorate of Cashewnut and Cocoa Development, Ministry of Agriculture & Farmers Welfare, D/o Agri. & Co-opn. & FW, 8<sup>th</sup> and 9<sup>th</sup> floor, Kera Bhavan, SRV School Road, Kochi, Kerala-682 011**' within a period of sixty (60 ) days from the date of publication of this Circular in the Employment News.

Applications received after the prescribed closing date or applications which are not accompanied by required certificates/documents or otherwise found incomplete are liable to be rejected summarily. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Complete advertisement, bio data proforma and certificate format(Annexures) can be downloaded from Directorate's Website (<https://dccd.gov.in>). The vacancy may please be given wide publicity in your Ministry/Departments/Offices.

(Hindi Version follows)

( **Dr.Venkatesh N. Hubballi** )  
**Director**

Copy to :-

- 1) All Ministeris/Departments
- 2) All attached and subordinate offices of Ministry of Agriculture, D/o Agri. & Co-opn.
- 3) All Central Govt. offices, Kochi, Kerala
- 4) NIC, DAC & FW, Krishi Bhavan, New Delhi – with the request to place the vacancy circular in the website of Department.
- 5) Notice Board/Guard File/Spare copies (10)

**BIO-DATA / CURRICULUM VITAE PROFORMA**

1. Name and address (In block letters)	
2. Date of Birth (In Christian era)	
3.(i) Date of entry into service	
(ii) Date of Retirement under Central/State Govt. 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 as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the Officer
<b>Essential</b>	<b>Essential</b>
<u>A) Qualification</u>	<u>A) Qualifications</u>
<u>B) Experience</u>	<u>B) Experience</u>
<b>Desirable</b>	<b>Desirable</b>
<u>A) Qualification</u> Nil	Nil
<u>B) Experience</u> Nil	Nil
5.1 This column needs to be amplified to indicate essential and desirable qualifications as mentioned in the RRs by the Administrative Ministry/Department/office at the time of issue of Circular and issue of advertisement in the Employment News.	
5.2 In the case of Degree and Post graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the candidates.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post	
6.1 Note:- Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualifications/work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instn./Orgn.	Post held	From	To	Pay Band and Grade Pay/Level of the post held on regular basis	Nature of duties in detail highlighting experience required for the post applied for

**\*Important :** Pay Band and GP granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay band and GP/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay band and GP where such benefits have been drawn by the candidate, may be indicated below :-

Office/Institution	Pay, Pay Band, and Grade Pay/level drawn under ACP/MACP Scheme	From	To

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/organisation to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
<p><b>9.1 Note:-</b> In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith cadre clearance, vigilance clearance and integrity certificate.</p> <p><b>9.2 Note:-</b> Information under Col.9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			

11. Additional details about present employment : Please state whether working under :-  a) Central Government b) State Government c) Autonomous organizations d) Government Undertakings e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder to grade		
13. 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		
14. Total emoluments per month now drawn		
Basic pay in PB	Grade Pay/Level	Total emoluments
15. In case the applicant belongs to an organisation which is not following the Central Govt pay scales, the latest salary slip issued by the organisation showing the following details may be enclosed.		
Basic pay with scale of pay and rate of increment	Dearness pay/interim relief/other allowances etc (with break-up details)	Total emoluments
16 A. Additional information, if any, relevant to the post you applied for 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 (iii) work experience over and above prescribed in the vacancy circular/adv.t.)  <i>(enclose separate sheet if space is insufficient)</i>		
16.B Achievement The candidates are requested to indicate information with regard to (i) Research publications and reports and special projects; (ii) Awards / Scholarships / Official appreciations (iii) Affiliation with the professional bodies/institutions/societies.		

(iv) Any research/innovative measure involving official recognition ; and (vi) any other information <i>(Note: enclose a separate sheet if the space is insufficient)</i>	
17. Please state whether you are applying for deputation /Absorption / Re-employment basis	
<i>(Officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-government organisations are eligible only for short-term contract)</i>  <i># (The option of 'STC'/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'absorption' or 're-employment')</i>	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date :

(Signature of the candidate)

Address \_\_\_\_\_

E mail \_\_\_\_\_

Mob: \_\_\_\_\_

( Certificate to be furnished by the Employer / Head of Office / Forwarding authority )

Certified that the particulars furnished by Smt / Shri \_\_\_\_\_, whose candidature is being considered for the post of Stenographer (Gr.I) in the Directorate of Cashewnut & Cocoa Development, Kochi on deputation basis, are correct and she/he possess educational qualifications and experience mentioned in the vacancy circular/advertisement.

Also certified that :-

- (i) No vigilance or disciplinary cases are either pending or contemplated against Smt./Shri \_\_\_\_\_. She/He is clear from vigilance angle.
- (ii) The integrity of Smt/Shri \_\_\_\_\_ is certified.
- (iii) Photocopies of the ACRs/APARs for the last five years of Smt./Shri \_\_\_\_\_ duly attested by a Gazetted officer is enclosed. The No Report Certificate, where ever, necessary is also attached.
- (iv) No major/minor penalty has been imposed on Smt./Shri \_\_\_\_\_ during the last ten years. \*
- (v) A list of major/minor penalty imposed on Smt./Shri \_\_\_\_\_ during the last ten years is enclosed.\*

Place :

Date :

Signature

Name & Designation \_\_\_\_\_  
Tele No./ Fax No./E mail \_\_\_\_\_

Office seal

\* Strike out whichever is not applicable.