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भारत सरकार / GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय

MINISTRY OF AGRICULTURE AND FARMERS WELFARE

कृषि, सहकारिता एवं किसान कल्याण विभाग

DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE

कृषि भवन, नई दिल्ली।

KRISHI BHAWAN, NEW DELHI.

Dated/दिनांक: 16, AUG, 2019

### **Vacancy Circular**

**Subject:-** Filling up one post of Deputy Commissioner(Integrated Nutrients Management) in the Department of Agriculture, Co-operation and Farmer's Welfare in PB-3 Rs.15600 -39100/- with Grade Pay Rs. 7600/- (pre-revised) on composite method [Deputation((including short term contract) plus promotion] .

It is proposed to fill up one post of Deputy Commissioner(Integrated Nutrients Management) (General Central Service, Group-'A' Gazetted, Non-ministerial) in the Department of Agriculture, Co-operation and Farmer's Welfare in PB-3 Rs.15600-39100/- with Grade Pay Rs.7600/- (pre-revised), on composite method [Deputation(including short term contract) plus promotion basis.

**2. Eligibility Conditions:** Composite method [Deputation(including short term contract) plus promotion:

Officers under Central or State Governments or Union territory administrations or Public Sector Undertakings or Agricultural Universities or Recognised Research Institutions or Semi-Government or Autonomous bodies or statutory organizations:-

A (i) Holding analogous posts on regular basis in the parent cadre or department; or

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the Pay band-3, Rs.15600-39100 with Grade Pay of Rs.6600/-(pre-revised) or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experience:

#### **Essential :-**

- (i) Masters degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognized university or institute; and
  - (ii) eight years experience in the field of promotion of organic manures or bio-fertilizers or fertilizers or quality control of fertilizers.
- OR

- 2(i) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognized university or institute;
- (ii) Ph.D in any of the specializations indicated at 2(i) above from a recognized university or institute; and
- (iii) five years experience in the field of promotion of organic manures or bio-fertilizers or quality control of fertilizers.

Note 1:

The Departmental Assistant Commissioner(Integrated Nutrients Management) in the Pay band-3, Rs.15600-39100 with Grade pay Rs.6600(pre-revised) with five years regular service in the grade, shall also be considered alongwith deputationists and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**3. List of Duties/ Responsibilities attached to the post of Deputy Commissioner(Integrated Nutrients Management) are as under:**

1. Implementation of various schemes on balanced and integrated use of Fertilizer, soil testing, quality control of fertilizer and development of organic manures, bio- fertilizer.
2. Implementation of fertilizer promotion programme/ bio-fertilizer.
3. State-wise review of the schemes relating to fertilizer, bio-fertilizer development to organic manure and soil testing.
4. Annual Plan discussion with the State Governments on the subject.
5. To assist on various policies relating to price of fertilizer, new product pattern, new fertilizer projects and quality control of fertilizers.
6. Examination of various project proposals of fertilizer industries/manufacturers.
7. Implementation of national project on bio-fertilizer.
8. To assist in formulation of new schemes, on manure, bio-fertilizer & fertilizer promotion and use of fertilizers.
9. All other aspects of development of fertilizer, bio-fertilizers, organic manures, etc.

**4. Regulation of pay and other terms of deputation : -**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

**5. Age-limit :-**

The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**6. Period of deputation: -**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or departments of the Central Govt. shall ordinarily not to exceed four years.

7. Application (in duplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

(i) cadre clearance; (ii) Integrity certificate (iii) List of major/ minor penalties imposed if any, on the official during the last 10 years; **(if no penalty has been imposed a 'Nil' certificate should be enclosed)**. (iv) Vigilance clearance certificate. (v) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

Complete advertisement, Bio-data format(Annexure-I) and certificate format for CC, IC, VC & MMP (Annexure-II),etc. can be downloaded from the Department of Agriculture, Cooperation and Farmers Welfare's website:- [www.agricoop.nic.in](http://www.agricoop.nic.in) (Link-Recruitment-Vacancies).

The application alongwith required documents, may be forwarded to Sh. Sunil Kumar Swarnkar, Under Secretary (Pers.-II), Room No. 37, Ground Floor, F-Wing, Krishi Bhawan, New Delhi - 110001, within 60 days of the publication of the circular in the Employment News/ Rozgar Samachar. **Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.**

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(Sunil Kumar Swarnkar)  
Under Secretary(Pers.-II)

Department of Agriculture, Cooperation & Farmers Welfare.  
Tel. No. 011-23383053

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices and Regional Research Institutions under their administrative control.
2. The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi.
3. Principal Secretary/Secretary (Agriculture), All State Governments/ Administration of all Union Territories.
4. Chief Managing Directors of all Public Sector Undertakings,
5. Vice-Chancellors of all Agricultural Universities.
6. Heads of all Semi Government/ Autonomous and Statutory Organizations/ Recognized Research Institutions.
7. JS(Admn.)/JS(INM)/DS(P)/US(INM)/US(P.II)/AD(Manure)
9. INM Division, Facilitation Centre, DAC&FW
10. Copy to NIC for uploading the above circular in Ministry of Agriculture and Farmers Welfare's website.
11. S.O.(E.II.)/Guard file/Spare Copies/Notice Board



(Sunil Kumar Swarnkar)  
Under Secretary to the Govt. of India  
Tel. No. 011-23383053

**Proforma for application for the post of Deputy Commissioner(Integrated Nutrients Management) on Composite method [Deputation(ISTC)/Promotion] basis in the Department of Agriculture, Cooperation and Farmers Welfare.**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters) with telephone number		
2. Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) 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)		
Criteria	Qualifications/ Experience	Qualification / Experience possessed by the officer
Essential	<p><u>Qualification</u></p> <p>1(i) Masters degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognized university or institute; and</p> <p>(ii) Eight years experience in the field of promotion of organic manures or bio-fertilizers or fertilizers or quality control of fertilizers.</p> <p style="text-align: center;">OR</p> <p>2(i) Masters Degree in Agriculture with specialization in Agricultural Chemistry or Soil Science or Plant Pathology or Chemistry or Bio-Chemistry or Micro Biology or Bacteriology from a recognized university or institute;</p> <p>(ii) Ph.D in any of the specializations indicated at 2(i) above from a recognized university or institute; and</p> <p>(iii) five years experience in the field of promotion of organic manures or bio-fertilizers or</p>	



	quality control of fertilizers.	
<u>Experience</u>		
(i) Holding analogous posts on regular basis in the parent cadre or department; or		
(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the Pay band-3, Rs.15600-39100 with Grade Pay of Rs.6600/-(pre-revised) or equivalent in the parent cadre or department;		
Note. In the case of Degree and Post Graduate Qualifications, Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience 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/ Organization	Post Held on regular basis	Period of service		*Pay Band and Grade Pay/Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad- hoc/ deputation	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		

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

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

8. Nature of present employment i.e. Adhoc 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 the applicant	d) Name of the post and Pay of the post held in substantive

		belongs.	capacity in the parent organization.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder 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			
Basis Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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	

<p><b>16.A</b> Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<b>16.B Achievements:</b>	

<p>The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. 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 Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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.

**(Signature of the candidate)**

Address\_\_\_\_\_

Date\_\_\_\_\_

**Countersigned**

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years  
**Or**  
A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.(as the case may be)

**Countersigned**

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

Place:  
Dated:

Name & Designation:  
Telephone No.:  
Fax No.:  
Office Seal: