

No. 6-8/2017-INM
Government of India

Ministry of Agriculture & Farmers Welfare

Department of Agriculture, Cooperation & Farmers Welfare

Krishi Bhawan, new Delhi
Dated, the, 28th April, 2017

To,

1. Chief Secretaries, all State Governments/ Secretaries, all Union Territories Administrations
2. All attached/ subordinate offices under the Department of Agriculture, Cooperation & Farmers Welfare

Subject: Filling up one post of Senior Administrative Officer in National Centre of Organic Farming, Ghaziabad (A subordinate office under the Department of Agriculture, Cooperation & Farmers Welfare) in the Level-11 of Pay Matrix (pre-revised pay scale of Rs. 15600-39100/- with a Grade Pay of Rs. 6600/- , PB-3) on deputation basis.

Sir,

I am directed to invite applications from eligible and suitable officials for filling up one post of Senior Administrative Officer in the National Centre of Organic Farming, Ghaziabad (A subordinate office under the Department of Agriculture, Cooperation & Farmers Welfare) in the Level-11 of Pay Matrix (pre-revised pay scale of Rs. 15600-39100/- with a Grade Pay of Rs. 6600/- , PB-3) on deputation basis. Details of the post and eligibility conditions etc. are given in **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 officers/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as per proforma (**Annexure-II**), (ii) Photocopies of ACRs for the last five years attested (signed & stamped) 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, (v) No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years, (vi) **Certificate from the employer that particulars furnished by the officer are correct and he/she possesses educational qualifications and experience mentioned in the vacancy Circular/ Advertisement, at the end of the bio-data.**

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कार्यक. प्रशासनिक सुधार तथा राजभाषा विभाग
आरखण्ड, राँची 884353
गैर सरकारी प्रेषण संख्या 1715/17

मुख्य सचिव कार्यालय
आरखण्ड, राँची
गै.स.प्रे.सं. 2419
तिथि 15/5/17

3. Applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Shri Sudhir Kumar Tevatia, Section Officer (INM), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, Room No. 588, F wing, Fifth Floor, Krishi Bhawan, New Delhi-110001 within a period of 60 days from the date of publication of the advertisement in the Employment News.
4. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of Qualification and Experience (Five years experience in Administration, Establishment and Accounts Matters) claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.
5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. The vacancy may kindly be given wide publicity in your Department/Organization.

Yours faithfully,

(Abhijit Chakraborty)

Under Secretary to the Government of India

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/ subordinate offices.
- (ii) All attached and subordinate offices under the Department of Agriculture, Cooperation & Farmers Welfare.
- (iii) All Sections/ Desk in the Department of Agriculture, Cooperation & Farmers Welfare. The eligible officers may send their applications through the concerned Establishment Sections within 60 days from the date of publication of this vacancy in the Employment News.
- (iv) Facilitation Centre, Department of Agriculture, Cooperation & Farmers Welfare.
- (v) Guard File/Spare copies/ Notice Board.
- (vi) NIC, for uploading on official website.
- (vii) Hindi Section, with the request to translate the circular.

Last date - 28.6.17