



मिसिल संख्या / F.No.2-10/2014-Adm.I

भारत सरकार /Government of India

कृषि एवं किसान कल्याण मंत्रालय /Ministry of Agriculture & Farmers' Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/DIRECTORATE OF PLANT PROTECTION, QUARANTINE AND STORAGE

एन.एच.-4, फरीदाबाद, हरियाणा/N.H.IV. FARIDABAD (HARYANA)

दिनांक / Dated: 10 May, 2023

VACANCY CIRCULAR

Sub.-: Filling up One vacant post of Administrative Officer (Grade-I), Group 'B' Gazetted in the Pay Level-8 [Pay Matrix Rs. 47600- 151100], in the Directorate of Plant Protection Quarantine & Storage, Faridabad on deputation basis-regarding.

Applications are invited from eligible officers for filling up of the following vacant General Central Service (Non-Ministerial) Group "B" post of the Directorate of Plant Protection, Quarantine and Storage, Faridabad on deputation basis :-

Sl. No.	Name of the Post	Pay Level/Pay Scale
1.	Administrative Officer (Grade-I)	Pay Level-8 [Pay Matrix Rs. 47600- 151100] [Pay Band - 2, Rs. 9300-34800/- plus Grade Pay Rs.4800/- as per 6 th Pay Commission]


Details of the post, eligibility conditions etc. are given in Annexure-I (Vacancy Circular). The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No.2/29/91-Estt.[Pay.II] dated 5.1.1994 and its subsequent orders issued from time to time.

2. Applications of such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in duplicate) as in the Proforma given [Annexure-II] (ii) Attested photocopies of ACRs for the last five years (iii) Vigilance Clearance/Integrity Certificate/Cadre Clearance Certificate. (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years.

3. It is, therefore, requested that the applications of suitable eligible officers and who can be spared immediately in the event of selection may be sent directly to the Chief Administrative Officer, Directorate of Plant Protection, Quarantine & Storage, CGO Complex, NH-IV, Faridabad within a period of 45 days from the date of issue / publishing of this advertisement in the Employment News.

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4. Applications received after the prescribed closing date or non accompanied with the required certificates/ documents are liable to be rejected.


(Manoj Kumar Yadav)
Chief Administrative Officer

Copy for information and necessary action to : -

1. All Ministries / Departments of the Central Government.
2. The Secretary, Union Public Service Commission, New Delhi.
3. All Divisional Heads in the Department of Agriculture & Farmers' Welfare.
4. All attached/subordinate officers under the Department of Agriculture & Farmers' Welfare.
5. NIC, DA&FW [for uploading on the website of the DA&FW and E-office portal.
6. Under Secretary (E-I), DA&FW, Krishi Bhawan, New Delhi.
7. Guard File.
8. IT Cell for uploading the circular on the website of the Directorate.

Annexure - I

1. Name of Posts & Number of posts to be filled		
(i)	Administrative Officer (Grade - I)	01 (One)
2. Classification of Post		
General Central Service Group "B" Gazetted (Non-Ministerial)		
3. Pay Scale		
Pay Level-8 [Pay Matrix Rs. 47600- 151100] [Pay Band - 2, Rs. 9300-34800/- plus Grade Pay Rs.4800/- as per 6 th Pay Commission]		
4. Age Limit	The maximum age for appointment by deputation shall be not exceeding 56 years as on closing date of receipt of applications.	
5. Eligibility Conditions, Educational Qualification and Experience		
(A) Officers of the Central Government - (a) (i) holding analogous posts; or (ii) with two years' service in posts in Level 7 in the pay matrix (Rs. 44900-142400) [Pay band-2 (Rs.9300-34800) with Grade Pay of Rs.4600/- as per 6 th Pay Commission] ; and (b) Possessing following educational qualification and experience : - (i) Graduation from a recognized University; (II) Possessing two years' experience in administration, establishment and accounts matters and having undergone training in Institute of Secretariat and Management, Delhi (ISTM), related to Administration matters.		
6.	Place of Posting	The Headquarters of the post is at LWO, Jodhpur. However, the service is liable to be transferred to other places as per the functional requirement in the Directorate.
7.	Period of Deputation	
	The period of deputation shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of the application.	
8.	Duties and responsibilities attached to the post	
	(ii) to provide administrative support for the establishment. (ii) Supervision of all accounts work, budget control, expenditure, periodical returns, TDS, Income-tax, Audit matters for all offices that come under the jurisdiction of LWO, Jodhpur. (iii) Supervision of administrative and establishment work at the LWO, Jodhpur and the stations that come under its jurisdiction. (iv) responsible for all type of store work, purchase matters etc. (v) building maintenance including civil / electrical and horticulture work for entire Offices under Locust. (vi) maintenance of vehicle, POL etc. for all vehicles under Locust Offices. (vii) function as Cheque drawing & Disbursing Officer for all offices under Locust.	

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9.	Application Proforma	Application proforma and other details of the posts may be downloaded from the website of this Directorate
10.	Last Date	45 days from the date of issue / publishing of this advertisement in the Employment News.

Copy for information and necessary action to :-

1. All Ministries / Departments of the Central Government.
2. Chief Secretaries of all States and UTs.
3. Secretary (Agriculture) of all States & UTs.
4. The Secretary, Union Public Service Commission, New Delhi.
5. All Divisional Heads in the Department of Agriculture & Farmers' Welfare.
6. All attached/subordinate officers under the Department of Agriculture & Farmers' Welfare.
7. NIC, DA&FW [for uploading on the website of the DA&FW and E-office portal.
8. Under Secretary (E-I), DA&FW, Krishi Bhawan, New Delhi.
9. Guard File.

BIO-DATA/ CURRICULUM VITAE PROFORMA

**Affix recent passport
size coloured
photograph duly signed**

1	Name and Address (in Block Lettes)		
2	Date of Birth (in Christian era)		
3	i) Date of entry in to service ii) Date of retirement under Central/State Government rules		
4	Educational Qualifications		
5	Whether Educational and other qualification required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the Rules, stte the authority for the same)		
	Qualification/Experience required		Qualifications/Experience possessed by the officer
	Essential (1)		
	(2)		
	(3)		
	Desirable (1)		
(2)			
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.		
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 details)

*pay-band and Grade Pay granted under ACP/MACP 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 below:

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To																								
8	Nature of present employment, i.e. ad-hoc or temporary or regular																										
9	In case the present employment is held on deputation, state (a)The date of initial appointment (b)Period of appointment on deputation (c)Name of parent office/organization to which you belong (d)name of the post and Pay of the post held in substantive capacity in the parent organization																										
<p>Note: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>Information under column 9(c) & (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	Please state whether you are working under Central government or State Governemnt/UTs or Universities or Recognized Research Institutions or PSUs or Semi-Government or Statutory or Autonomous Organizations																										
11	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																										
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12	Total emoluments per month now drawn																										
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade																										
14	Additional information, if any, which you would like to mention in support of your suitability for post (enclose a separate sheet if the space is insufficient)																										
15	Whether belongs to SC/ST/OBC																										

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.

Dated:

(Signature of the Candidate)

Name:
Full Office Address:

Countersigned
(Employer with Seal)