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No.5-12/2006-INM
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation

Krishi Bhawan, New Delhi.
Dated: 13th August, 2012.

To

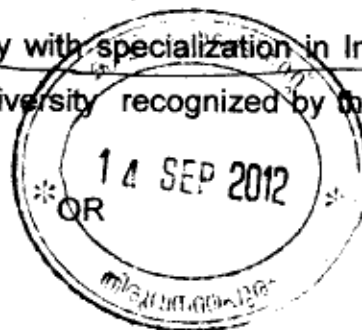
1. The Secretary, Department of Agriculture
All States.
2. All Universities.
3. Recognised Research Institutions.
4. All attached/Subordinate offices under the Department
of Agriculture & Cooperation.

Subject: **Filling up of a vacant post of Director in the Central Fertilizer Quality Control and Training Institute, Faridabad by promotion/deputation basis.**

Sir,

I am directed to say that it is proposed to circulate one vacancy in the grade of Director in the scale of Pay Band 4 Rs.37,400-67,000 with Grade Pay of Rs.8700/- (General Central Service, Group 'A', Gazetted, Non-Ministerial) in the Central Fertilizer Quality Control and Training Institute, Faridabad, a subordinate office under the Department of Agriculture & Cooperation for filling up by Composite method [Deputation (Including Short Term Contract ISTC) plus promotion]. The post is to be filled from amongst the officers under the Central Government or State Governments or Union Territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi Government or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or department; or with five years regular service in the grade rendered after appointment thereto on a regular basis in the posts in Pay Band-3 (Rs.15600-39,100) with Grade Pay of Rs.7600/- or equivalent in the parent cadre or department; and possessing the educational qualifications and experience as under:

- i) **Master's Degree in Chemistry with specialization in Inorganic or Organic or Analytical Chemistry from University recognized by the Central Government or State Government.**



Master's Degree in Agriculture with specialisation in Soil Science or Agricultural Chemistry from a University recognized by the Central Government or State Government.

ii) Twelve years' experience in the field of soil fertility and fertilizer use including 5 years experience in quality control of fertilizers.

iii) Five years administrative experience

1. The eligibility will be determined with reference to the last date prescribed for receipt of the application/nominations.
2. The maximum age limit for appointment by deputation(ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.
3. The period of deputation(ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall not ordinarily exceed 5 years.
4. 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.
5. It is requested that applications (in triplicate) in the enclosed proforma (Annexure-I and Annexure-II), alongwith copies of complete and up to date last five year CR dossiers(2006-07 to 2010-11), attested by an officer not below the rank of Under Secretary, of the eligible officers who could be spared in the event of their selection may please be forwarded to the Section Officer (INM), Room No, 588, Department of Agriculture and Cooperation, Ministry of Agriculture, Krishi Bhawan, New Delhi immediately and in any case within 60 days from the date of publication of this vacancy in the Employment News.
6. Applications received after the last date or otherwise found incomplete or without Confidential Reports will not be considered.

7. While forwarding the applications, it may be verified and certified by the sponsoring officer that the particulars furnished by the officers are correct, that no disciplinary case is either pending or contemplated against the officers and that no major/minor penalty was imposed on the officer during the last 10 years. The integrity of the officer may also be certified and cadre clearance may intimated. The applicant shall not be allowed to withdraw his candidature in the event of his selection to the post of Director, CFQC&TI, Faridabad.

Yours faithfully,



(Bherav Dutt)

Under Secretary(INM)

1. Copy (15 spare copies) forwarded to Director, Directorate of Advertising and Visual Publicity, Soochna Bhawan, Lodhi Road, New Delhi. It is requested that the post may please be advertised in the Employment News under intimation to the undersigned.
2. Copy also forwarded to all Ministries/Department of Govt. of India with the request that this post may be circulated in all attached/subordinate offices, under their administrative control and applications from eligible officers may be forwarded to this Department within 60 days from the date of publication of this vacancy in the Employment News.
3. All, Section/Desk/Technical Officers in the Department of Agriculture and Cooperation: 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.
4. Department of Agricultural Research and Education and Department of Animal Husbandry with the similar request.
5. Surplus Cell, DOPT.
6. Guard file
7. Spare copies (30)

Yours faithfully,



(Bherav Dutt)

Under Secretary(INM)

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)

2. Date of Birth
(in Christian era)

3. Date of entering in Government Service

4. Date of retirement under Central/State
Government Rules

5. Educational Qualifications

6. 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	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

7. Please State clearly whether in the light of entries
made by you above, you meet the
requirement of the post

8. Details of Employment, in chronological order till date. 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 Apptt, Whether Adhoc/Temporary/ Quasi Permanent or Permanent	Nature of duties (in detail)

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 you belong
- d) The post substantively held by you and the scale of Pay thereof;

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

12. 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

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention 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 and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

15. Whether belongs to SC/ST

16. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and (iv) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also confirmed that I shall not withdraw my candidature later under any circumstances.

Date:

(Signature of the Candidate)

Address _____

Verification: Certified that the particulars furnished by the candidate are correct and verified from the service records.

Date:

Countersigned

(Employer with Seal)

Note: Application should be forwarded by officer not below the rank of Under Secretary.

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/Smt./Ms. _____, who has applied for the post of Director in the Central Fertilizer Quality Control and Training Institute (CFQC&TI), Faridabad on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of
Deputy Secretary or above)

Name & Office Seal: _____

Date: _____

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. _____, who has applied for the post of Director in the Central Fertilizer Quality Control and Training Institute (CFQC&TI), Faridabad on deputation basis.

[Authorised signatory]

Name & Office Seal: _____

Date: _____

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. _____ who has applied for the post of Director in the Central Fertilizer Quality Control and Training Institute (CFQC&TI), Faridabad on deputation basis during the last ten years.

[Authorised signatory]

Name & Office Seal: _____

Date: _____

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms. _____ applying for the post of Director in the Central Fertilizer Quality Control and Training Institute (CFQC&TI), Faridabad. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

[Authorised signatory]

Name & Office Seal: _____

Date: _____