

F. No. 16015/1/2024-SD.II ( e file 138510)

भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

बीज प्रभाग/ Seeds Division

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Krishi Bhawan, New Delhi

Dated 7<sup>th</sup> February, 2024

**VACANCY CIRCULAR**

**Subject:** Filling up of the post of Private Secretary in the National Seeds Research and Training Centre, Varanasi (Uttar Pradesh) - a Subordinate Office under the Department of Agriculture & Farmers Welfare – regarding

... ..

It is proposed to fill up One (01) post of Private Secretary in the National Seeds Research and Training Centre, Varanasi (Uttar Pradesh). The mode of recruitment, educational qualifications, experience and other eligibility conditions for the said post are as under:

1. Private Secretary (One post):

General Central Service, Group 'B' Gazetted, (Non-Ministerial) in Level-7 of Pay Matrix Rs.44,900-142400. The post will be filled up **on Deputation basis**.

**Eligibility Conditions :**

**Deputation:** Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or Agricultural Universities or Recognised Research Institutions or Semi Government Statutory Autonomous Organisations:-

(a) (i) Holding analogous posts in the 'Stenographer's cadre on regular basis in the parent cadre or department or

(ii) With five years' service in the Stenographer's cadre rendered after appointment thereto on a regular basis in Level-6, Rs.35400-112400/- or equivalent in the parent cadre or Department.

**Note 1 :-** Officers of only Central Government or State Government or Union Territories shall be eligible for consideration for appointment on absorption basis. Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

**Note 2 :** For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016/ the date from which the revised pay structure based on 7<sup>th</sup> Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendations of the said pay Commission.

3. Application (in triplicate) of the eligible candidates whose services can be spared immediately on selection may be forwarded in the prescribed proforma at Annexure-I together with certificate from the forwarding Authority as per the prescribed proforma at Annexure-II along with the following documents:-

- (i) Cadre clearance
- (ii) Integrity Certificate
- (iii) List of Major/Minor penalties imposed on the officers during the last ten years (if no penalty had been imposed, a 'Nil' certificate be enclosed).
- (iv) Vigilance clearance certificate
- (v) Photocopy of APARs of the preceding five years, each page attested by an officer not below the rank of Under Secretary to the Government of India.

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

5. Application (in triplicate) along with required documents, may be forwarded to the Under Secretary(Seeds) Room No. 432, Krishi Bhawan, New Delhi – 110001 **within 60 (Sixty) 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 certificate and relevant documents will not be considered/entertained.

6. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(Rajeswara Rao Nidasanametla)  
Under Secretary to the Government of India  
Tel. : 23385981

Distribution:

1. All Ministries/ Department of Govt. of India with the request that this post may please be given wide publicity in their respective attached and subordinate offices, PSUs, Semi Govt./ Autonomous Bodies under their administrative control.
2. Principal Secretary/ Secretary (Agriculture) of all State Governments /Administrators of all Union Territories
3. Vice-Chancellors of all Agricultural Universities/ Heads of all Recognized Research Institutions.
4. All Divisional Heads/DS (Personnel)/ All Sections /Desk / Units under DA&FW.
5. Deptt. of AH&D/ ICAR/ DARE/ CACP.
6. All attached/ subordinate offices under DA&FW.
7. NIC, DA&FW for uploading on the website.
8. DC(QC)/ DC(Seeds)/ AC(Seeds) for wider circulation.
9. Director (NSRTC) for wider circulation and also to upload on the website of NSRTC.
10. Guard File/ Spare copies.



(Rajeswara Rao Nidasanametla)  
Under Secretary to the Government of India



Application for the post of .....

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (In Block Letters)					
2. Date of Birth (in Christian era)					
3.(i) Date of entry in to Government 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)					
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/Experience possessed by the officer			
Essential		Essential			
(A) Qualification		(A) Qualification			
(B) Experience		(B) Experience			
Desirable		Desirable			
(A) Qualification		(A) Qualification			
(B) Experience		(B) Experience			
5.1 Note : 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 candidate.					
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 Qualification/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/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: 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 much 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 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 belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization

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.

9.2 Note: 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

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 (indicate the name of your employer against the relevant column)  
a. Central Government  
b. State Government  
c. Autonomous Organization  
d. Government Undertaking  
e. Universities  
f. Other

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		
Basic Pay in the PB	Grade Pay/ Pay Level	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government 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 and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement)  (Note: Enclose a separate sheet, if the space is insufficient)		
16.(B) Achievements: i. 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. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation.		
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.

(Signature of the Candidate )

Address.....

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Date.....



## **ANNEXURE-II**

### **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.

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(ii) His / Her integrity is certified.

(iii) His / Her CR Dossiers in original are enclosed/ photocopies of the ACRs for the last 5 year duly attested by an officer of the rank of Under Secretary of the Government 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

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(Employer/Cadre Controlling Authority with Seal)