

No.4-5/2018-Extn.
Government of India
Ministry of Agriculture and Farmers Welfare
Deptt.of Agriculture & Farmers Welfare

Krishi Bhawan, New Delhi
Dated: 16th March, 2022

VACANCY CIRCULAR

Sub: Filling up of the post of Director (Farm Information) in Directorate of Extension, Department of Agriculture & Farmers Welfare by Composite Method.

One post of Director (Farm Information) in the pay scale of Rs.15600-39100 (PB-3) + Grade Pay of Rs.7600/- (Level 12 in Pay Matrix recommended by 7th CPC), General Central Service, Group 'A', Gazetted, Non-Ministerial in Directorate of Extension, Pusa, New Delhi is proposed to be filled up by Composite method [Deputation (Including short-term contract) plus promotion] from amongst the officers under the Central Government or State Governments or Union-territories or Public Sector Undertakings or Agricultural Universities or Recognized Research Institutions or Councils or Semi-Government or Autonomous or Statutory Organisations :-

- a) (i) holding analogous post on regular basis in the parent cadre or department; or,
(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band-3 (Rs. 15600-39100) + Grade Pay Rs. 6600/- (Level 11 in Pay Matrix recommended by 7th CPC) or equivalent in the parent cadre or department; and

b) Possessing the following educational qualifications and experience:-

Essential:

- (1) Master's Degree in Agriculture or Agricultural Extension from a recognized University or Institute;
- (2) Ten years' experience in Agricultural Extension including Farm Communication.

Desirable:

- (1) Doctorate Degree in Agriculture or Agricultural Extension including Farm Communication from a recognized University or Institute.
- (2) Two years' experience of work relating to agricultural information, mass media, farm extension literature, agricultural exhibitions, audio-visual materials and agricultural films.

2. The Departmental Joint Director (Farm Information) in Pay Band-3 (Rs.15600-39100)+ Grade Pay of Rs. 6600/- (Level 11 in Pay Matrix recommended by 7th CPC) with five years regular service in the grade shall also be considered along with outsiders and if he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

(contd..2/-)

3. The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation (including short-term contract) *including period of deputation (including short-term contract) in another ex-cadre post held* immediately preceding this appointment in the same or some other Organization or Department of the Central Government, shall ordinarily not exceed four years. The upper age limit for appointment by deputation (including short-term contract) is 56 years as on the closing date of receipt of applications.

4. Duties attached to the post of Director (FI) are as under:

- (i). To supervise the overall activities of Farm Information Unit of Directorate of Extension.
- (ii). The activities involve publication of journals and Ad-hoc publications including posters/charts and booklets of DOE and DA&FW in English and Hindi, National Productivity Awards, organization and participation in IITF, International, National, Regional level exhibitions/Fairs and other Ad-hoc exhibitions/fairs being organized by DOE, other Government Departments/Organization and private sector agencies including Industry Associations, Providing technical and financial support to and private sector/organizations for organizing seminars/workshops/conferences/meets etc. Release of press Advertisements on different programmes/activities of DA&FW in different national, regional and local newspapers through DAVP.
- (iii). To participate in different exhibitions/ fairs/export at Delhi and other parts of the country by setting up exhibition stall for display of activities of the department.
- (iv). To coordinate with Ministry of Defence and agency for Participation of DA&FW in Republic Day Parade by displaying the tableau of the Departments. Also to attend different meetings in Ministry of Defence for the purpose.

5. Officers selected will have the option to draw his grade pay plus deputation(duty) allowance or to have his pay fixed in the scale of pay of the post in accordance with the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay II) dated 17th June 2010, as amended from time to time.

6. Applications of interested and eligible officers, who could be spared in the event of their selection, may be sent, through proper channel, in the enclosed proforma (in Triplicate/set of three copies) along with the documents mentioned

below so as to reach the "Section Officer (Extension), Room No. 332, Department of Agriculture & Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Krishi Bhawan, New Delhi within 60 days from the date of publication of this advertisement in the Employment News/RojgarSamachar. While forwarding the applications, the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be done by the Employer/Cadre controlling officer not below the rank of Deputy Secretary/Director to the Govt. of India at the last page No. 5 of Bio-data Performa. The applications should be sent along with the following documents.

- (i) Cadre Clearance
- (ii) Vigilance Clearance
- (iii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary/Director to the Government of India
- (iv) Major/Minor Penalty Statement during last ten years
- (v) Photocopies of ACRs/APARs of last five years i.e. **from 2016-17-2020-21** duly attested on each page by an officer not below the rank of an Under Secretary to the Government of India. If for some reasons, the ACRs/APARs of the officer have not been written for a particular year or a part of a year, a 'No Report Certificate' (NRC) for the period may be sent along with the ACRs/APARs of the corresponding previous year (s).
- (vi) Self attested photocopies of the Degree Certificates, experience certificates or any other document in support of educational qualification/details/information as mentioned in the Bio-Data of the applicant.

7. Applications received after the last date or without the above mentioned documents or otherwise found incomplete, will not be considered.

Ponni
10/03/2022

(D. Ponni)
Under Secretary to the Govt. of India
Tel.-23382013
E-mail: ponni.d@nic.in

Copy forwarded to:

1. All Ministries/Departments of the Central Government
2. Secretaries (Agriculture) of State Governments/ UT Administrators.
3. Secretary, Union Public Service Commission, New Delhi.
4. Department of Personnel & Training (Office of the Establishment Officer), North Block, New Delhi.
5. NIC, DOP&T, North Block, New Delhi, with the request to upload on their website.
6. All Officers in the Deptt. of Agriculture & Farmers Welfare. Applications may please be sent through the concerned Establishment Sections.

(Contd..4/--)

-4-

7. All attached/subordinate offices under the Deptt. of Agriculture & Farmers Welfare.
8. All Vice-Chancellors of Agriculture Universities/Recognised Research Institutions.
9. The Chief Administrative Officer, Ministry of Defence (DH, PC), New Delhi.
10. Estt. I/II Sections.
11. Estt. III for notice board.
12. Director (Administration), Directorate of Extension, Pusa, New Delhi (for uploading on their website).
13. NIC, DA&FW (for uploading on the website of Department of Agriculture & Farmers Welfare).
14. Director General, MANAGE, Hyderabad (for uploading on their website)
15. Guard File.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address <i>With Contact</i> (in Block Letters) <i>No. & Email ID</i>	
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)	
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
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>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.</p>	

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 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 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 organisation
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/ organisation			

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) Others		
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 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: 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 (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)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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 _____

Date _____

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)

No.4-5/2018-Extn.
Government of India
Ministry of Agriculture and Farmers Welfare
Deptt.of Agriculture & Farmers Welfare

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Ponni
14/03/2022

(D. Ponni)
Under Secretary to the Govt. of India
Tel.-23382013
E-mail: ponni.d@nic.in

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3. Secretary, Union Public Service Commission, New Delhi.
4. Department of Personnel & Training (Office of the Establishment Officer), North Block, New Delhi.
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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 organisation
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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) Others

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 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)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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>(Note: Enclose a separate sheet if the space is insufficient)</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 _____

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)

फा.सं. 4-5/2018-विस्तार
भारत सरकार
कृषि और किसान कल्याण मंत्रालय
कृषि और किसान कल्याण विभाग

कृषि भवन, नई दिल्ली
दिनांक: 16 मार्च, 2022

रिक्ति परिपत्र

विषय: विस्तार निदेशालय, कृषि और किसान कल्याण विभाग में सम्मिश्र पद्धति से निदेशक (फार्म सूचना इकाई) के पद को भरा जाना।

विस्तार निदेशालय, पूसा, नई दिल्ली में सामान्य केन्द्रीय सेवा, समूह 'क' राजपत्रित, अननुसचिवीय में 7वीं केंद्रीय वेतन आयोग द्वारा अनुशंसित वेतन मैट्रिक्स में 12 वें स्तर (78,800 - 2,09,200 रुपये) या पूर्व-संशोधित वेतनमान 15600-39100 (पीबी-3) + ग्रेड वेतन रुपये 7600/- निदेशक (फार्म सूचना इकाई) का एक पद केन्द्र सरकार अथवा राज्य सरकारों अथवा के.शा.प्रदेशों अथवा सार्वजनिक क्षेत्र के उपक्रमों अथवा कृषि विश्वविद्यालयों अथवा मान्यता प्राप्त अनुसंधान संस्थानों या परिषदों अथवा अर्ध सरकारी अथवा स्वायत्तशासी अथवा सांविधिक संगठनों के अधीन उन अधिकारियों में से सम्मिश्र पद्धति [प्रतिनियुक्ति के साथ पदोन्नति (लघु अवधि संविदा सहित)] से भरा जाना प्रस्तावित है:-

- 1.(i) जो मूल काडर अथवा विभाग में नियमित आधार पर सदृश पद धारण करते हों; या
- (ii) जिन्होंने मूल काडर अथवा विभाग में (रुपये 15600-39100) पे बैंड 3 + ग्रेड पे 6600 रुपये (7वीं केंद्रीय वेतन आयोग द्वारा अनुशंसित वेतन मैट्रिक्स में स्तर 11) के अथवा समतुल्य वेतनमान में नियमित आधार पर नियुक्ति के बाद ग्रेड में 5 वर्ष की सेवा की हो; और

(ख) जो निम्नलिखित शैक्षिक योग्यता और अनुभव रखते हों:-

अनिवार्य

- i. किसी मान्यता प्राप्त विश्वविद्यालय अथवा संस्थान से कृषि अथवा कृषि विस्तार में मास्टर की उपाधि; और
- ii. फार्म सूचना सहित कृषि विस्तार में 10 वर्ष का अनुभव।

वांछनीय

- i. किसी मान्यता प्राप्त विश्वविद्यालय अथवा संस्थान से फार्म सूचना सहित कृषि अथवा कृषि विस्तार में डाक्टरेट डिग्री।
 - ii. कृषि सूचना, मास मिडिया, फार्म विस्तार साहित्य, कृषि प्रदर्शनियों, आडियो-विजुअल सामग्री और कृषि फिल्मों से सम्बद्ध कार्य का दो वर्ष का अनुभव।
2. विभागीय संयुक्त निदेशक (फार्म सूचना) जिसने पे-बैंड 3 (15600-39100 रुपए)+ग्रेड पे 6600 रुपए (7वीं केंद्रीय वेतन आयोग द्वारा अनुशंसित वेतन मैट्रिक्स में स्तर 11) में पांच वर्ष नियमित सेवा की हो, पर भी बाह्य आवेदकों के साथ विचार किया जाएगा और यदि इस पद के लिए उसकी नियुक्ति हो जाती है, तो उसे प्रोन्नति द्वारा भरा हुआ माना जाएगा।
3. पोषक प्रवर्ग के ऐसे विभागीय अधिकारी जो प्रोन्नति की सीधी लाइन में हैं, प्रतिनियुक्ति पर नियुक्ति हेतु विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्ति पर आने वाले व्यक्ति प्रोन्नति द्वारा नियुक्ति हेतु विचार किए जाने के पात्र नहीं होंगे। प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति (अल्पकालिक संविदा सहित) की अवधि साधारणतया चार वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति (अल्पकालिक संविदा सहित) के लिए अधिकतम आयु सीमा आवेदन-पत्र प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।
4. निदेशक (फार्म सूचना इकाई) के पद से सम्बद्ध कर्तव्य निम्नानुसार हैं:-
- (i) विस्तार निदेशालय की फार्म सूचना इकाई के समग्र कार्यकलापों का पर्यवेक्षण करना।
 - (ii) डीओई एवं डी ए & एफ डब्ल्यू के कार्यकलापों में पत्रिकाओं का और तदर्थ प्रकाशनों जैसे पोस्टर/चार्टस और बुकलेटस का हिन्दी एवं अंग्रेजी में प्रकाशन, राष्ट्रीय उत्पादकता पुरस्कार, आईआईटीएफ संघटित अन्तराष्ट्रीय, राष्ट्रीय, क्षेत्रीय स्तर पर होने वाली प्रदर्शनियों/मेलों और डीओई तथा अन्य सरकारी विभाग/संस्था और निजी एजेन्सियां जिसमें उद्योग संस्थाएं शामिल हैं द्वारा अन्य तदर्थ प्रदर्शनियों/मेलों का आयोजन एवं सहभागिता निजी क्षेत्र/संस्था को संगोष्ठियां/कार्यशालाएं/सम्मेलन/बैठकों आदि के आयोजन के लिए तकनीकी एवं वित्तीय सहायता प्रदान करना। डीएवीपी के जरिए डी ए & एफ डब्ल्यू के विभिन्न कार्यक्रमों/गतिविधियों के प्रेस विज्ञापन का विभिन्न राष्ट्रीय, क्षेत्रीय एवं स्थानीय अखबारों में प्रकाशन आदि शामिल हैं।
 - (iii) विभाग की गतिविधियों को दिखाने के लिए दिल्ली एवं देश के अन्य भागों में प्रदर्शनी स्टाल को स्थापित करके विभिन्न प्रदर्शनियों/मेलों/निर्यात में भाग लेना।

(iv) विभाग की झांकी को दर्शाते हुए गणतंत्रता दिवस परेड में डी ए & एफ डब्ल्यू. द्वारा भाग लेने के लिए रक्षा मंत्रालय एवं एजेन्सियों के साथ समन्वयन करना। इसी उद्देश्य के लिए रक्षा मंत्रालय में विभिन्न बैठकों में भाग लेना।

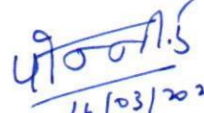
5. चयनित अधिकारी को कार्मिक तथा प्रशिक्षण विभाग के समय समय पर यथासंशोधित दिनांक 17 जून, 2010 के का0ज्ञा0सं0 6/8/2009-स्था.(वेतन II) के अनुसार इस पद के वेतनमान में अपना वेतन निर्धारित कराने अथवा अपने पूर्व पद से संबंधित ग्रेड वेतन तथा प्रतिनियुक्ति (ड्यूटी) भत्ता आहरित करने का विकल्प होगा।

6. इच्छुक और पात्र अधिकारियों, जिन्हें उनका चयन होने पर कार्यमुक्त किया जा सकता है, के आवेदन (तीन प्रतियों में) संलग्न प्रोफार्मा में नीचे दिए गए दस्तावेजों सहित उचित माध्यम से इस विज्ञापन के एम्प्लायमेंट न्यूज/रोजगार समाचार में प्रकाशित होने की तिथि से 60 दिन के अंदर 'अनुभाग अधिकारी (विस्तार), कमरा संख्या 332, कृषि एवं किसान कल्याण मंत्रालय, कृषि एवं किसान कल्याण विभाग, कृषि भवन, नई दिल्ली' को अग्रेषित किए जाएं। आवेदन अग्रेषित करते समय प्रायोजित संगठनों को यह सत्यापित तथा प्रमाणित करना चाहिए कि आवेदकों द्वारा प्रदत्त विवरण सही है। ये प्रमाणीकरण जीवन वृत्त प्रपत्र (बायोडाटा प्रोफार्मा) के अंतिम पृष्ठ संख्या छह पर, ऐसे नियोक्ता या कैडर नियंत्रक अधिकारी द्वारा होना चाहिए जो भारत सरकार के उप सचिव / निदेशक की रैंक के नीचे ना हो।

7. आवेदन के साथ निम्नलिखित दस्तावेज भी संलग्न किए जाने की आवश्यकता है।

- i. कैडर क्लीयरेंस।
- ii. सतर्कता संबंधी निकासी।
- iii. सत्यनिष्ठा प्रमाण पत्र जो भारत सरकार के उप सचिव / निदेशक के पद के स्तर से कम के अधिकारी से हस्ताक्षरित न हो।
- iv. पिछले दस वर्षों के दौरान बड़ी/छोटी शास्ति के संबंध में विवरण।
- v. पिछले पांच वर्षों अर्थात् 2016-17 से 2020-21 की एसीआर/एपीएआर रिपोर्ट की छाया प्रतियां जिसका प्रत्येक पृष्ठ ऐसे अधिकारी से सत्यापित होना चाहिए, जो भारत सरकार के अवर सचिव के स्तर से कम का ना हो। यदि किसी कारण से किसी अधिकारी की किसी विशिष्ट वर्ष अथवा वर्ष की अवधि की एसीआर/एपीएआर नहीं लिखी गई है तो पिछले वर्ष की संगत अवधि की एसीआर/एपीएआर के साथ उस अवधि के लिए "कोई रिपोर्ट नहीं प्रमाणपत्र (एनआरसी)" संलग्न करें।
- vi. आवेदक के बायोडाटा में उल्लिखित शैक्षणिक योग्यता / विवरण / जानकारी के समर्थन में डिग्री प्रमाण पत्र, अनुभव प्रमाण पत्र या किसी अन्य दस्तावेज की स्वप्रमाणित फोटोकॉपी।

8. अंतिम तिथि के पश्चात प्राप्त अथवा अद्यतन गोपनीय रिपोर्टों अथवा सत्यनिष्ठा प्रमाण पत्र और सतर्कता निकासी के बिना प्राप्त आवेदनों अथवा अन्यथा अपूर्ण पाए गए आवेदन पत्रों पर विचार नहीं किया जायेगा।


16/03/2022
(डी. पोन्नी)

अवर सचिव भारत सरकार

दूरभाष: 23382013

ई-मेल: ponni.d@nic.in

प्रति प्रेषित:

1. केन्द्र सरकार के सभी मंत्रालय/ विभाग।
2. सचिव (कृषि), सभी राज्य सरकार संघ राज्य/।
3. सचिव, संघ लोक सेवा आयोग, नई दिल्ली।
4. कार्मिक एवं प्रशिक्षण विभाग (स्थापना अधिकारी का कार्यालय), नार्थ ब्लॉक, नई दिल्ली।
5. एनआईसी, कार्मिक और प्रशिक्षण विभाग, नार्थ ब्लॉक, नई दिल्ली, अपनी वेबसाइट में अपलोड करने के अनुरोध के साथ।
6. कृषि एवं किसान कल्याण विभाग के सभी अधिकारी। आवेदन पत्र संबंधित स्थापना अनुभागों के माध्यम से भेजें।
7. कृषि एवं किसान कल्याण विभाग के अंतर्गत सभी संबद्ध/अधीनस्थ कार्यालय।
8. कृषि विश्वविद्यालयों / मान्यता प्राप्त अनुसंधान संस्थानों के सभी कुलपति।
9. मुख्य प्रशासनिक अधिकारी, रक्षा मंत्रालय(डीएच,पीसी), नई दिल्ली।
10. स्थापना-I/II अनुभाग।
11. स्थापना-III नोटिस बोर्ड के लिए।
12. निदेशक (प्रशासन), विस्तार निदेशालय, पूसा, नई दिल्ली (अपनी वेबसाइट में अपलोड करने के लिए)।
13. एनआईसी (कृषि एवं किसान कल्याण विभाग की वेबसाइट पर अपलोड करने के लिए)।
14. महानिदेशक, मैनेज, हैदराबाद (अपनी वेबसाइट में अपलोड करने के लिए)
15. गार्ड फाईल।

जीवन वृत्त प्रपत्र

1. नाम व पद स्पष्ट अक्षरों में :. टेलीफोन नंबर: ई-मेल आईडी:	
2. जन्म तिथि (ईस्वी सन में):	
3. i) सेवा में आने की तिथि	
ii) केन्द्र/राज्य सरकार के नियमों के अंतर्गत सेवानिवृत्ति की तारीख:	
4. शैक्षणिक अर्हताएं:	
5. क्या उक्त पद में लिए अपेक्षित शैक्षिक व अन्य अर्हताएं संतोषजनक है (यदि किसी अर्हता को नियमों में निर्धारित किसी योग्यता के समकक्ष माना गया है तो इसके लिए प्राधिकारी को विवरण दें)	
विज्ञापन/रिक्ति परिपत्र के किए गए उल्लेख के अनुसार अपेक्षित अर्हताएं/अनुभव	अधिकारी द्वारा धारित अर्हता/अनुभव
अनिवार्य:	अनिवार्य:
(क) अर्हता	(क) अर्हता
(ख) अनुभव	(ख) अनुभव
वांछनीय:	वांछनीय:
(क) अर्हता	(क) अर्हता
(ख) अनुभव	(ख) अनुभव
<p>5.1 टिप्पणी : इस कॉलम को रोजगार समाचार में परिपत्र में जारी करने और विज्ञापन में जारी करते समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा आर आर में किए गए उल्लेख के अनुसार अनिवार्य और वांछित अर्हताओं में सुधार की आवश्यकता है।</p> <p>5.2 डिग्री और स्नातकोत्तर अर्हताओं में उम्मीदवार के द्वारा वैकल्पिक/ मुख्य विषय तथा सहायक विषय के बारे में बताया जाए</p>	

6. कृपया स्पष्ट उल्लेख करें कि आपके द्वारा दी गई उक्त प्रविष्टियों के संदर्भ में क्या आप पद के लिए निर्धारित अनिवार्य तथा कार्य अनुभव योग्यता को पूरा करते हैं।	
6.1 उम्मीदवार द्वारा धारित अनिवार्य अर्हताओं/कार्य के अनुभव के संबंध में पुष्टि करते हुए उद्भूत विभाग आवेदित पद के संदर्भ में अपनी विशेष टिप्पणी/राय दें। (जैसा कि बायो - डाटा में उल्लेख किया गया है।)	

7. काल क्रमानुसार रोजगार का विवरण, यदि नीचे दिया गया स्थान अपर्याप्त है तो अपने हस्ताक्षर से यथा अधिप्रमाणित एक पृथक शीट संलग्न करें :-

कार्यालय/संस्थान	नियमित आधार पर धारित पद	से	तक	नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन/ वेतनमान	आवेदित पर के लिए अपेक्षित कार्य का स्वरूप अपेक्षित अनुभव को दर्शाते हुए

महत्वपूर्ण : एसीपी/एमएसीपी के तहत दिया गया वेतन बैंड और ग्रेड वेतन अधिकारी का व्यक्तिगत मामला है अतः इसका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद का वेतन बैंड तथा ग्रेड वेतन/वेतनमान का ही उल्लेख किया जाए। वर्तमान वेतन बैंड और ग्रेड वेतन जहां उम्मीदवार द्वारा लाभ लिया गया है, के साथ एसीपी/एमएसीपी का ब्यौरा निम्न अनुसार दर्शाएं।

कार्यालय/संस्थान	ए.सी.पी./ एम.ए.सी.पी.के आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन/ वेतनमान	से	तक
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8.वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ या अस्थायी या अर्धस्थायी या स्थायी:	
9.यदि मौजूदा रोजगार प्रतिनियुक्ति /संविदा के आधार पर धारित हो तो उल्लेख कीजिए:	

(क) आरंभिक नियुक्ति की तिथि:	(ख)प्रतिनियुक्ति/संविदा पर नियुक्ति की अवधि:	(ग)मूल कार्यालय/संगठन का नाम जिससे आप संबंधित हैं:	(घ) पैतृक संगठन में नियमित आधार पर धारित पद का नाम तथा वेतन
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9.1 टिप्पणी : यदि अधिकारी पहले से ही प्रतिनियुक्ति पर हैं तो ऐसे अधिकार का आवेदन मूल संवर्ग/विभाग द्वारा संवर्ग की अनापत्ति, सतर्कता निकासी और सत्यनिष्ठा प्रमाण पत्र सहित भेजा जाना चाहिए।

9.2 टिप्पणी : उपर्युक्त कॉलम 9 (ग) और (घ) के अन्तर्गत उनके मूल कैडर/संगठन के अधिकार में रखते हुए कैडर/संगठन के बाहर प्रतिनियुक्ति पर पद धारित करने वाले व्यक्ति के सभी मामलों में सूचना दी जानी चाहिए।

10. यदि आवेदक द्वारा विगत में प्रतिनियुक्ति पर कोई पद धारित किया गया हो तो पिछली प्रतिनियुक्ति से लौटने की तिथि तथा अन्य वितरण।	
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11. वर्तमान रोजगार के बारे में अतिरिक्त विवरण। कृपया उल्लेख करें कि क्या निम्नलिखित के तहत कार्य कर रहे हैं :- (क) केन्द्र सरकार (ख) राज्य सरकार (ग) स्वायत्तशासी संगठन (घ) सरकारी उपक्रम (ङ) विश्वविद्यालय (च) अन्य	
12. कृपया बताएं कि क्या आप उसी विभाग में कार्यरत हैं और सम्पोषक श्रेणी में हैं या सम्पोषक श्रेणी के सम्पोषन में हैं।	
13. क्या आप संशोधित वेतनमान में हैं ? यदि हां तो वह तारीख बताएं जब से संशोधन हुआ और संशोधन पूर्व वेतनमान का भी उल्लेख करें।	
14. इस समय आहरित की जा रही प्रतिमास कुल परिलब्धियां:	

वेतन बैंड में मूल वेतन	ग्रेड वेतन	कुल परिलब्धियां
15. यदि आवेदक किसी संगठन से सम्बन्धित है जो केन्द्र सरकार के वेतनमान का अनुपालन नहीं करता है तो संगठन द्वारा जारी की गई अद्यतन वेतन पर्ची जमा कराए जिसमें निम्नलिखित ब्यौरा दिया गया हो।		

वेतनमान और वेतन वृद्धि दर के साथ मूल वेतन	मंहगाई भत्ता/अंतरिम राहत/ अन्य भत्ते (पूरे ब्यौरे के साथ) आदि	कुल परिलब्धियां

<p>16- क. अतिरिक्त सूचना, यदि कोई हो जिसे पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहेंगे इसमें</p> <p>(I) अतिरिक्त शैक्षणिक अर्हता</p> <p>(II) व्यवसायिक प्रशिक्षण और</p> <p>(III) रिक्ति परिपत्र/विज्ञापन में निर्धारित कार्य अनुभव के बारे में सूचना प्रदान करें</p> <p>(नोट: यदि स्थान अपर्याप्त हो तो अलग शीट संलग्न कर सकते हैं।)</p>	
<p>16 (ख). उपलब्धियां:</p> <p>उम्मीदवार निम्नलिखित के संबंध में सूचना दर्शाए:</p> <p>(I) अनुसंधान प्रकाशन और रिपोर्ट और विशेष परियोजना।</p> <p>(II) पुरस्कारों/छात्रवृत्तियों/ सरकारी प्रशस्तिपत्र</p> <p>(III) व्यवसायिक निकायों/संस्थानों/सोसाइटी के साथ संबंध;</p> <p>(IV) अपने नाम से या संगठन के लिए प्राप्त पंजीकृत पेटेंट</p> <p>(V) सहकारी मान्यता को शामिल करते हुए कोई अनुसंधान/नवीन उपाय</p> <p>(VI) कोई अन्य सूचना</p> <p>(नोट: यदि स्थान अपर्याप्त हो तो अलग शीट संलग्न कर सकते हैं।)</p>	
<p>17. कृपया उल्लेख करें क्या आप प्रतिनियुक्त (आईएसटीसी) आमेलन/पुनर्नियोजन के लिए आवेदन कर रहे हैं? (केंद्र/राज्य सरकारों के अंतर्गत अधिकारी ही 'आमेलन' के लिए पात्र है। गैर सरकारी संगठनों के उम्मीदवार अल्पावधि संविदा के पात्र है)</p>	

#('एसटीसी'/आमेलन/पुनर्नियोजन का विकल्प उपलब्ध है यदि केवल रिक्ति परिपत्र में विशेष रूप से 'एसटीसी' अथवा 'आमेलन' या 'पुनर्नियोजन' द्वारा रिक्ति का उल्लेख किया गया हो)"

18. क्या आप अनुसूचित जाति/अनुसूचित जनजाति से हैं	
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मैंने रिक्ति परिपत्र/विज्ञापन को ध्यानपूर्वक पढ़ा है और मैं इस बात से अच्छी प्रकार से अवगत हूँ कि इस पद पर चयन के समय पर मेरे द्वारा प्रस्तुत अनिवार्य अर्हता/कार्य अनुभव से संबंधित दस्तावेजों से समर्थित जीवनवृत्त में प्रस्तुत सूचना चयन समिति द्वारा आकलित किया जाएगा। मेरे द्वारा दी गई सूचना/ब्यौरा सत्य है और मेरी जानकारी में सत्य है मेरे चयन पर कोई भी सत्य न ही छुपाया गया है और न ही रोका गया है।

(आवेदक के हस्ताक्षर)

पता.....

नियोक्ता/कैडर नियंत्रण प्राधिकरण द्वारा प्रमाणन

आवेदकों द्वारा प्रदत्त सूचना विवरण सही है और रिकार्ड पर उपलब्ध तथ्य सही हैं। वह रिक्ति परिपत्र में उल्लेख किए गए शैक्षिक अर्हता और अनुभव रखते हैं यदि चयन होता है तो उन्हें तत्काल छोड़ा जाएगा।

2. यह भी प्रमाणित किया जाता है कि:

- (i) श्री/श्रीमती के विरुद्ध कोई सतर्कता अथवा अनुशासनिक मामला लम्बित/विचारधीन नहीं है।
- (ii) उनका/उनकी सत्यनिष्ठा प्रमाणित है।
- (iii) उनका/उनकी सीआर डोजियर मूल में संलग्न है/भारत सरकार के अवर सचिव अथवा उपर रैंक के किसी अधिकारी द्वारा विधिवत सत्यापित पिछले 5 वर्ष के एसीआर की छाया प्रति संलग्न है।
- (iv) पिछले 10 वर्षों के दौरान उन पर कोई बड़ी/छोटी शस्ति नहीं लगाई गई है अथवा पिछले 10 वर्षों के दौरान उनपर लगाई गई छोटी/बड़ी शास्ति की सूची संलग्न है। (जैसा भी मामला हो)

प्रतिहस्ताक्षर

(नियोक्ता /कैडर नियंत्रण प्राधिकारी, मोहर सहित)