

# Ministry of Agriculture and Farmers Welfare

Department of Agriculture, Cooperation and Farmers Welfare, Economic Administration Division

One vacancy to the post of Member Secretary, in Level 14 (Rs. 144200-218200) of the Pay Matrix in Commission for Agricultural Costs & Prices (CACP), Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, is required to be filled by Deputation(including short-term contract) basis.

**ELIGIBILITY:**

**Deputation (including short-term contract):**

- (I) Officers of the Indian Economic Service or Indian Statistical Service -
  - (i) holding analogous posts on regular basis: or
  - (ii) with three years regular service in the posts in level 13 in the Pay Matrix or equivalent [(including service in higher post) with one year experience in the grade]; **OR**
- (II) Officers under the Central Government or State Governments or Universities or Agricultural Universities or Recognised Research Institutes holding analogous posts on regular basis or with three years regular service in the posts in level 13 in the Pay Matrix or equivalent, and possessing following educational qualifications and experience :
  - (i) Ph.D. in Agricultural Economics or Agricultural Statistics from a recognised University; **and**
  - (ii) Twelve years' of teaching or research experience in different aspects of agriculture, including agricultural price policy, production economics, and agricultural trade policy; **and**
  - (iii) ability to apply quantitative techniques; and
  - (iv) experience in Government administration.

**Note 1:-** The maximum age for appointment on deputation or short-term contract shall not exceed 56 years as on the closing date of receipt of applications.

**Note 2:-** Period of deputation or 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 not ordinarily exceed five years.

**Note 3:-** The selection shall be made by a Search-cum-Selection Committee duly constituted in accordance with guidelines issued by the Department of Personnel and Training, which shall have the right to shortlist the candidate for the post on the basis of experience, qualifications, etc., and call for personal discussion with them.

**2. Duties attached to the post of Member Secretary, Commission for Agricultural Costs and Prices, in brief, are as follows:**

- (a) Perform the Administrative functions of the Commission and to assist the Chairman as Head of the Department in Financial and Administrative work of the Commission; (b) Assist the Commission in its work relating to the Price Policy for Agricultural Commodities; (c) Take part in the deliberations/meetings of the Commission; (d) Advise/inform the Chairman on any issue of interest to the Commission; (e) Accompany the Commission during field visits; (f) Conduct research/analytical work in areas agreed to by the Commission and approved by the Chairman; (g) Provide an interface between the Commission and the rest of the world; and (h) Supervise and guide the work of the technical Divisions of the Commission.

**3. The officer selected on 'deputation' basis will have the option to draw his pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance DOPT's O.M. No.2/22(B)/2008-Estt (Pay II) dated 3rd September, 2008 and O.M. No.6/8/2009 -Estt. (Pay II) dated 17.06.2010 as amended from time to time.**

**4. Applications of only such officer will be considered as are routed through proper channel and are accompanied by (i) Bio-data (in triplicate) in the given proforma (ii) Photocopies of Annual Confidential Reports/Annual Performance Appraisal Reports of last five years, attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Integrity Certificate (iv) Certificate stating that no vigilance case is either pending or contemplated against the officer (v) No Penalty Certificate stating that no major/minor penalty has been imposed on the officer or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years.**

**5. Applications of willing, suitable and eligible officers and those who could be spared in the event of their selection, may kindly be forwarded to Shri Abhijit Chakraborty, Under Secretary(EA), Department of Agriculture, Cooperation and Farmers Welfare, Room No.478-A, Krishi Bhawan, New Delhi - 110001, within 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar. While forwarding the application, it may also be verified and certified that the particulars furnished by the officers are correct. The applications in the prescribed format, received without being countersigned by the Head of Department in the manner provided for in the format, will be summarily rejected.**

**6. Applications received after expiry of last date or without the ACRs/APARs attested as above, Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete, shall liable to be rejected.**

**7. The aforesaid vacancy may kindly be given wide publicity in your Department/ Organisation. The application proforma can also be downloaded from the Department's website at <http://agricoop.nic.in>.**

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block letters) :	
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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
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/Level in the pay matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\* Important:** Pay Scale/Pay-band & Grade Pay/Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay band & Grade Pay/Pay Scale/ Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band & Grade Pay/Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay Scale/ Pay Band & Grade Pay/Level in the Pay Matrix and Basic 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 officer should be forwarded by the parent Cadre/Department alongwith 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

Pay Scale/ Pay Band & Grade Pay/ Level of the Pay Matrix	Basic Pay in Pay Scale/ Pay Band/ level of Pay Matrix	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/ Pay Band/Level in Pay Matrix and rate of increment	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments

<p><b>16. A Additional information</b>, 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). <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16. B Achievements:</b> 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; iv) Patents registered in own name or achieved for the organization; v) Any research/innovative measure involving official recognition; and vi) Any other information. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>17.</b> 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><b>18.</b> 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.

Date \_\_\_\_\_ (Signature of the Candidate)  
Address \_\_\_\_\_

**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 advt. 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  
EN 15/62 (Employer/Cadre Controlling Authority with Seal)