

C.C.S. National Institute of Agricultural Marketing

(A Govt. of India Organization)

Kota Road, Bambala, Near Sanganer, Jaipur-302033

Tel: 0141-2795104,277027

RECRUITMENT TO THE POST OF ADMINISTRATIVE OFFICER ON DEPUTATION

Applications are invited for filling up of the One post of Administrative Officer in the pay scale of Rs.9300-34800 with grade pay of a Rs. 4800/- in Pay Band -2 on deputation in CCS NIAM, Jaipur.

Completed applications in the prescribed proforma should reach to the Dy. Director (Admn) on the above address not later than 45 days from the date of publication of this advertisement in Employment News.

Details of eligibility condition for appointment to the post of Administrative Officer and the prescribed proforma in which application can be sent may be downloaded from the web site www.ccsniam.gov.in

DIRECTOR GENERAL

C.C.S. National Institute of Agricultural Marketing
(A Govt. of India Organization)
Kota Road, Bambala, Near Sanganer, Jaipur-302033
Tel: 0141-2795104,2770027
VACANCY CIRCULAR

Subject :- Filling up the post of Administrative Officer in the pay scale of Rs.9300-34800 (PB-2) with Grade Pay of Rs. 4800/-) in CCS NIAM, Jaipur on Deputation basis

Sir,

I am directed to invite applications from eligible and suitable persons for filling up of one post of Administrative Officer on deputation basis. Details of the post, eligibility conditions etc. are given in the Annexure I. 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.

FOR DEPUTATION

Applications of only such Officers/candidates will be considered that are routed through proper channel and are accompanied by (i) bio data as per Proforma given (Annexure II) (ii) Photocopies of ACRs for the last five year duly attested (signed and stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, (iv) Integrity Certificates (v) No Penalty Certificate or a statement giving details of major or minor penalties imposed on the officer, if any, during the last 5 years, and (vi) Cadre Clearance Certificate (Annexure-III). It may also be verified and certified that the particulars furnished by the officers are correct.

It is, therefore, requested that applications of suitable and eligible officers and those who can be spared immediately in the event of selection may be sent directly to the Director General, CCS NIAM, Jaipur within a period of 45 days from the date of publication of this advertisement.

Advance copies of application or those received after the prescribed closing date or not accompanied by the required certificates/documents are liable to be rejected.

Yours faithfully,

Dy. Director & Admn. I/C.

1. Name of the Post : Administrative Officer
2. No. of Post : 01 (One)
3. Classification of Post: Group "A".
4. Pay Scale : PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/-.
5. Age Limit : The maximum age limit for appointment shall not be exceeding 56 years as on the closing date of receipt of applications.
6. Eligibility Conditions for appointment on Deputation basis:

* **Desirable:**

- (a) Bachelors degree in any subject from a recognized University or equivalent.
- (b) Must have completed minimum 5 years post qualification service in a responsible supervisory administrative position in Central/State Govt./Public Sector undertaking/ Semi Government / Statutory Autonomous or Research & Development Organizations .
- (c) Should be fully conversant with the government's rules and regulations/office procedure and administrative matters.

For Deputation :

Officers holding analogous post on regular basis under Central / State Governments / Union Territories / Agricultural Universities / Recognized Research Institutions / Public Sector Undertakings / Semi Government / Autonomous or Statutory Organizations who fulfill the following conditions:

- (a) With five years regular service in the pay scale of Rs. 9300-34800 With Grade Pay of Rs.4600/-. Or
- (b) Experience in establishment and general administrative matters.
- (c) Possessing the educational qualifications and experience as prescribed above

7. The pay of the officer selected for appointment on Deputation basis/Regular 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.

8. The maximum age limit for appointment shall not be **exceeding 56** years for deputation as on the closing date of receipt of applications.

9. The following documents also need to be sent along with the application:

(i) Bio data as per Proforma given (Annexure-I)

(ii) Photocopies of ACRs for the last five years duly attested (signed and stamped) on each page by an officer not below the rank of Under Secretary to the Government of India

(iii) Vigilance Clearance Certificate (Annexure – II)

(iv) Integrity Certificates (Annexure – III)

(v) No Penalty Certificate or a statement giving details of major or minor penalties imposed on the officer, if any, during the last **5 years**(Annexure – IV)

10. It may also be verified and certified that the particulars furnished by the officers are correct. Advance copies of application or those received after the prescribed closing date or not accompanied by the required certificates/documents are liable to be rejected.

CURRICULUM VITAE PROFORMA

SN.	Particular (s)	Input
1.	Name and Address (In Block Letters) with contact number and e- mail	
2.	Date of Birth (In Christian Era)	
3.	Date of retirement under Central/ State Government Rules (only those who applied for deputation)	
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 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 requirement 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.

SN.	Office/Institution	Post held	Duration	Scale of pay and basic pay	Nature of duties (in detail)

1			From	To		
2						
3						
4						
5						

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 you belong

5. 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

e) Undertaking

f) Universities

g) Others

h) 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.

i) Total emoluments per month now drawn.

j) 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 qualification (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).

k) Whether belongs to SC/ST/OBC

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address _____

Place:

Date:

Countersigned (Employer with seal)

ANNEXURE -II

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/ Smt./ Ms. _____ who has applied for the post of Administrative Officer in CCS NIAM, Jaipur on Deputation basis, it is certified that his/ her integrity is beyond doubt.

(Authorized Signatory)

Name & Office Seal: _____

Date: _____

ANNEXURE -III

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 Administrative Officer in CCS NIAM, Jaipur on Deputation basis.

[Authorized signatory]

Name & Office Seal: _____

Date: _____

ANNEXURE -IV

NO PENALTY CERTIFICATE

Certified that no major/ minor penalty has been imposed on Shri/ Smt./ Ms. _____ who has applied for the post of Administrative Officer in CCS NIAM, Jaipur on Deputation basis during the last seven years.

[Authorized signatory]

Name & office Seal: _____

Date: _____