



CHAUDHARY CHARAN SINGH
NATIONAL INSTITUTE OF AGRICULTURAL MARKETING
(An Autonomous organisation of Ministry of Agriculture and Farmer Welfare,
Government of India Organization)
Kota Road, Bambala, Near Sanganer, Jaipur-302033, Rajasthan
Telephone : 0141-2795104 Website : www.ccsniam.gov.in

Employment Notice

CCS NIAM invites applications from the Indian Citizen to fill up the following posts on Direct Recruitment /Deputation/short term contract basis.

S.No.	Name of the Post	Pay matrix	Category
1.	Accounts Officer (01)	Level-8 Rs. 47,600	1 post (Gen)
2.	Library Assistant (01)	Level-6 Rs. 35,400	1 post (Gen)
3.	Attendant-Cum-Server (01)	Level-1 Rs. 18,000	1 post (OBC)

Those who are in Govt. Service should forward their application forms through proper channel.

Last date for receipt of application forms to the Director General, CCS National Institute of Agricultural Marketing, Kota Road Bambala, Near Sanganer, Jaipur 302033 (Raj) is 23.03.2019.

Director General reserves the right to cancel this Employment Notice without any reason thereof.

Applicants who are working in any office/department/organisation are required to send hard copies of their application through post with all requisite documents and enclosures through proper channel

Age relaxation to the candidates belonging to reserve category is admissible as per Government of India Norms.

Details of eligibility conditions and the prescribed Performa is available on Website www.ccsniam.gov.in

Director General

CCS National Institute of Agricultural Marketing

(A Government of India Organization)

Kota Road, Bambala, Near Sanganer, Jaipur-302033

Tel: 0141-2795104, 2770027

VACANCY CIRCULAR

Subject:- Filling up the post of Accounts Officer in the pay matrix level-8 minimum of Rs. 47600/- basic pay and other allowances applicable as per revised pay rules 2016 in CCS NIAM, Jaipur on Direct Recruitment /Deputation/ Short term contract basis.

Applications are invited from eligible and suitable candidates for filling up one post of Accounts Officer on direct recruitment / deputation/short terms contract basis. Details of the post, eligibility conditions etc. are given below. The pay of the selected officer for appointment will be regulated in terms of 7th Central Pay Commission. The eligible candidates may apply in the prescribed format (Annexure 1) and should submit the same along with photo copies of educational qualifications and experience to the Director General, CCS NIAM, Kota Road, Bambala near Sanganer, Jaipur -302033, so as to reach the same on or before the closing date i.e. 23.03.2019. The applications received after the expiry of the closing date will not be entertained in any circumstances. The candidate may also submit application forms duly filed in and supported with photo copies of all the relevant documents, in person between 9.30 AM to 5.30 PM up to the closing date in drop box earmarked and placed in the DG Cell of CCS NIAM. Any further correspondence will not be entertained after the closing date of receipt of application forms.

Vacancy Details

1. Name of the Post : Accounts Officer
2. No. of Post : 01 (One)
3. Classification of Post : Group "B".
4. Pay Scale : Pay Matrix Level-8 (as per 7th CPC)(Rs 47600-1,51,100)
5. Age Limit : The age limit for appointment shall be 21-30 years
as on the closing date of receipt of application forms.
6. Eligibility Criteria :
 - (A) **For Direct Recruitment**
 - (a) B.Com from a recognized University or equivalents.

(b) Must possess experience of at least five years in budget and accounts work and financial management in Central/State Govt. /Public Sector Undertaking/Research and Development Institute/Semi Government Organization.

(c) Degree in Chartered Accountancy/ ICWA from any recognized Institute/University

(B) FOR DEPUTATION

a) A person holding analogous post in a Government Office / Department / Organization / Government Undertakings/PSUs etc. OR

b) A person having experience of minimum 8 years in pay matrix Level- 7 in a Government Office / Department/ Origination/ Government undertakings/PSUs, And

c) Having educational qualification and experience as mentioned in Para 6 (A) (a &b).

(C) For Short Term Contract

Same criteria as mentioned in Para 6 (B) above.

7. The pay of the officer selected for appointment will be regulated in terms of 7th Central Pay Commission.

8. The age limit for appointment shall be 21-30 years (not exceeding 56 years in case of deputation) as on the closing date of receipt of application forms.

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

a) Application form as per Annexure - 1

b) Photo copies of educational qualifications and experience if any.

c) Caste certificate issued by the designated authority not more than one year old(if the candidate belongs to reserve category and applying the post against the general category).

d) Age proof as per instructions of Govt. of India circulated from time to time.

e) Proof of residence or domicile certificate issued by the designated authority.

f) 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 (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc..**)

g) Integrity Certificates (Annexure – II) (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc.**)

h) Vigilance Clearance Certificate (Annexure – III) (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc..**)

- i) “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) (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc.**)

10. It may also be verified and certified that the particulars furnished by the officers are correct

11. Submission of Application forms.

(A). For direct recruitment

The candidates applying for direct recruitment may submit the application forms directly to the Director General, CCS NIAM. However, the candidates serving in any Department /Organization will have to submit their candidature through proper channel.

(B). For Deputation / Short term contract basis

- a) Applications of only such Officers/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data as per Performa 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) Integrity Certificates(Annexure-II), (iv) Vigilance Clearance Certificate (Annexure-III), (v) No Penalty Certificate or a statement giving details of major or minor penalties imposed on the officer, if any(Annexure-IV). It may also be verified and certified that the particulars furnished by the officers are correct.
- b) The 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, Kota Road, Bambala, Near Sanganer, Jaipur -302033, on or before the expiry of closing date 23.03.2019.

Note:-1. Minimum contract/deputation period for the post will be of one year which may be extended with the consent of employee and employer as well as the parent department of the employee.

Note: - 2. 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

Director General

Annexure-I

Application Form for the Post of Accounts Officer

SN.	Particular (s)	Input	
1.	Name and Address (In Block Letters) with contact number and e-mail		
2.	Fathers Name (In Block Letters)		
3.	Category to which the candidate belongs (SC/ST/OBC or General)		
4.	Date of Birth (In Christian Era)		
5.	Date of retirement under Central/ State Government Rules (only those who applied for short term contract)		
6.	Educational Qualifications		
7.	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 Essential -1 -2 -3 Desirable -1 -2	Qualifications / Experience possessed by the officer
8.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post		

9.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.						
	SN.	Office/Department/ Organisation	Post held	Duration		Scale of pay and basic pay	Nature of duties
	1			From	To		
	2						
10.	Nature of present employment i.e. Ad- hoc or Temporary or Quasi Permanent or Permanent-						
11.	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 (with complete postal details)						
12.	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 g) 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. h) Total emoluments per month now drawn. i) Additional information, if any, which you would like to mention in support of your suitability for the post.						

I have carefully gone through the vacancy circular/ advertisement and I am eligible for the post as per eligibility criteria prescribed for the post. It is also certified that information provided by me in the application form is correct to the best of any knowledge. In case any information submitted in the application form found to be false or fabricated my candidature for the post is liable to be rejected *ab initio* without giving me chance of hearing.

(Countersigned by the employer with seal in case the applicant is applying for the post through proper channel).

Place: _____ Address _____
Date: _____
Signature of the Candidate

ANNEXURE -II

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/ Smt./ Ms. _____ who has applied for the post of Accounts 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 / criminal proceeding is either pending or contemplated against Shri/ Smt. / Ms. _____. who has applied for the post of Accounts 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 during the last five years on Shri/ Smt./ Ms. _____ who has applied for the post of Accounts Officer in CCS NIAM, Jaipur on Deputation basis

[Authorized signatory]

Name & office Seal: _____

Date: _____

CCS National Institute of Agricultural Marketing

(A Government of India Organization)

Kota Road, Bambala, Near Sanganer, Jaipur-302033

Tel: 0141-2795104, 2770027

VACANCY CIRCULAR

Subject:- Filling up the post of Library Assistant in the pay matrix level-6 minimum of Rs. 35400/- basic pay and other allowances applicable as per revised pay rules 2016 in CCS NIAM, Jaipur on Direct Recruitment/Deputation/ Short term contract basis.

Applications are invited from eligible and suitable candidates for filling up one post of Library Assistant on regular/ deputation/short terms contract basis. Details of the post, eligibility conditions etc. are given below. The pay of the selected officer for appointment will be regulated in terms of 7th Central Pay Commission. The eligible candidates may apply in the prescribed format (Annexure 1) and should submit the same along with photo copies of educational qualifications and experience to the Director General, CCS NIAM, Kota Road, Bambala near Sanganer, Jaipur -302033, so as to reach the same on or before the closing date i.e. 23.03.2019. The applications received after the expiry of the closing date will not be entertained in any circumstances. The candidate may also submit application form duly filed in and supported with photo copies of all the relevant documents, in person between 9.30 AM to 5.30 PM up to the closing date in drop box earmarked and placed in the DG Cell of CCS NIAM. Any further correspondence will not be entertained after the closing date of receipt of application forms.

Vacancy Details

1. Name of the Post : Library Assistant
2. No. of Post : 01 (One)
3. Classification of Post : Group "C".
4. Pay Scale : Pay Matrix Level-6 (as per 7th CPC) (Rs 35400-1,12,400)
5. Age Limit : The maximum age limit for appointment shall not be exceeding 30 years as on the closing date of receipt of application forms.

6. Eligibility Criteria :

(A) For Direct Recruitment

Graduate with degree of Bachelor in Library Science from a recognized University /Institute.

(B) For deputation

- a) A person holding analogous post in the library of Government Office / Department / Origination / Government Undertakings/PSUs etc. OR
- b) A person having experience of minimum 5 years in pay matrix Level- 7 in the library of Government Office / Department/ Organization/ Government undertakings/PSUs, And
- c) Having educational qualification and experience as mentioned in Para 6 (A) above.

(C) For Short Term Contract

Same criteria as mentioned in Para 6 (B) above.

7. The pay of the officer selected for appointment will be regulated in terms of 7th Central Pay Commission.
8. The age limit for appointment shall not be **exceeding 30 years(56 years in case of deputation)** as on the closing date of receipt of application forms.
9. The following documents also need to be sent along with the application form.
 - a) Application form as per the Annexure - I
 - b) Photo copies of educational qualifications and experience if any.
 - c) Caste certificate issued by the designated authority not more than one year old(if the candidate belongs to reserve category and applying the post against the general category).
 - d) Age proof as per instructions of Govt. of India circulated from time to time.
 - e) Proof of residence or domicile certificate issued by the designated authority.
 - f) 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 (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc..**)
 - g) Integrity Certificates (Annexure – II) (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc..**)
 - h) Vigilance Clearance Certificate (Annexure – III) (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc.**)

- i) “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) (**only those who are working in Government Office / Department / Organization / Government undertakings / PSUs etc..**)

10. It may also be verified and certified that the particulars furnished by the officers are correct

11. Submission of Application forms.

(A). For direct recruitment

The candidates applying for direct recruitment may submit the application forms directly to the Director General, CCS NIAM. However, the candidates serving in any Department /Organization will have to submit their candidature through proper channel.

(B). For Deputation / Short term contract basis

- a) Applications of only such Officers/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data as per Performa 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) Integrity Certificates(Annexure-II), (iv) Vigilance Clearance Certificate (Annexure-III), (v) No Penalty Certificate or a statement giving details of major or minor penalties imposed on the officer, if any(Annexure-IV). It may also be verified and certified that the particulars furnished by the officers are correct.
- b) The 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, Kota Road, Bambala, Near Sanganer, Jaipur -302033, on or before the expiry of closing date 23.03.2019.

Note:-1. Minimum contract/deputation period for the post will be of one year which may be extended with the consent of employee and employer as well as the parent department of the employee.

Note: - 2. 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.

Director General

Application Forms for the Post of Library Assistant

SN.	Particular (s)	Input					
1.	Name and Address (In Block Letters) with contact number and e-mail						
2	Fathers Name (In Block Letters)						
3.	Category to which the candidate belongs SC/ST/OBC or General)						
4.	Date of Birth (In Christian Era)						
5.	Date of retirement under Central/ State Government Rules (only those who applied for short term contract)						
6.	Educational Qualifications						
7.	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					
		Desirable					
		-1					
		-2					
8.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post						
9.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.						
	SN.	Office/Departments/ Organisation	Post held	Duration		Scale of pay and basic pay	Nature of duties (in detail)
	1			From	To		
	2						

10.	Nature of present employment i.e. Ad- hoc or Temporary or Quasi Permanent or Permanent-
11.	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 (with complete postal details)
12.	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 g) 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. h) Total emoluments per month now drawn. i) Additional information, if any, which you would like to mention in support of your suitability for the post.

I have carefully gone through the vacancy circular/ advertisement and I am eligible for the post as per eligibility criteria prescribed for the post. It is also certified that information provided by me in the application form is correct to the best of any knowledge. In case any information submitted in the application form found to be false or fabricated my candidature for the post is liable to be rejected *ab initio* without giving me chance of hearing.

(Countersigned by the employer with seal in case the applicant is applying for the post through proper channel).

Place: _____ Address _____
Date: _____
Signature of the Candidate

ANNEXURE -II

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/ Smt./ Ms. _____ who has applied for the post of Library Assistant 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 / criminal proceeding is either pending or contemplated against Shri/ Smt. / Ms. _____ who has applied for the post of Library Assistant 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 Library Assistant in CCS NIAM, Jaipur on Deputation basis during the last seven years.

[Authorized signatory]

Name & office Seal: _____

Date: _____

CCS National Institute of Agricultural Marketing

(A Government of India Organization)

Kota Road, Bambala, Near Sanganer, Jaipur-302033

Tel: 0141-2795104, 2770027

Vacancy Circular

Subject: - Filling up the post of Attendant-Cum-Server (Reserved for OBC category) equalling to group 'D' post in Central Government Service in the pay matrix level-1 minimum of Rs. 18000/- basic pay and other allowances applicable as per revised pay rules 2016 in CCS NIAM, Jaipur on Direct Recruitment basis.

It is proposed to fill up 01 post of Attendant-Cum-Server (**Reserved for OBC category**) in Pay Level - 1 minimum of Rs 18000 of the pay Matrix (Pay Band- 1 Rs. 5200-20200 with Grade Pay Rs. 1800 in the pre- revised scale of pay) on direct recruitment basis from the Indian Citizen. Details of the post, eligibility conditions etc. are given below. The pay of the selected candidates for appointment on direct recruitment basis will be regulated in terms of 7th Central Pay Commission. The eligible candidates may apply in the prescribed format (Annexure-I) and should submit the same along with photo copies of certificate of educational qualifications and experience to the Director General so as to reach the same on or before the closing date i.e. 23.03.2019. The applications received after the expiry of the closing date will not be entertained in any circumstances. The candidate may also submit the application form duly filed in and supported with photocopies of all the relevant documents, in person between 9.30 AM to 5.30 PM up to the closing date in drop box earmarked and placed in the DG Cell. No any further correspondence will be entertained after the closing date of receipt of application forms.

Vacancy Details

1. Name of the Post : Attendant- Cum Server
2. No. of Post : 01 (One)
3. Classification of Post: Group "D".
4. Pay Scale : Pay Matrix Level-1 (as per 7th CPC)
5. Age Limit : The age limit for appointment shall be 21-30 years as on the closing date of receipt of applications.
6. Eligibility Criteria : 8th standard pass
7. The pay of the candidate selected for appointment on Regular basis will be regulated in terms of 7th Central Pay Commission.
8. The age limit for appointment shall be **21- 30** years as on the closing date of receipt of application forms.
9. The following documents also need to be sent along with the application:
 - (i) Bio data as per Performa given.
 - (ii) Photo copies of educational certificate
 - (iii) Caste certificate issued by the designated authority not more than one year old.

- (iv) Age proof as per instructions of Govt. of India circulated from time to time.
- (v) Proof of residence or domicile certificate issued by the designated authority

10. Submission of Application forms.

The candidates applying may submit the application forms directly to the Director General, CCS NIAM. However, the candidates serving in any Department /Organization will have to submit their candidature through proper channel.

The applications may be sent directly to the Director General, CCS NIAM, Kota Road, Bambala, Near Sanganer, Jaipur -302033, on or before the expiry of closing date 23.03.2019.

Note: 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.

Director General

Application form for the Post of Attendant-Cum-Server

SN.	Particular (s)	Input					
1.	Name and Address (In Block Letters) with contact number and e-mail						
2.	Father's Name						
3.	Category to which the Candidates belong i.e. SC/ST/OBC/General						
4.	Date of Birth (In Christian Era)						
5.	Nationality						
6.	Educational Qualifications						
7.	Experience of any						
6.	Any other extra qualification and experience which the candidate will like to mention						
7.	Details of Employment, if any, in chronological order.						
	SN.	Office/Institution	Post held	Duration		Scale of pay and basic pay	Nature of duties
	1			From	To		
	2						
	3						

I have carefully gone through the vacancy circular/ advertisement and I am eligible for the post as per eligibility criteria prescribed for the post. It is also certified that information provided by me in the application form is correct to the best of any knowledge. In case any information submitted in the application form found to be false or fabricated my candidature for the post is liable to be rejected *ab initio* without giving me chance of hearing.

Signature of the Candidate

Place:

Address _____

Date:
