

## **C.C.S. National Institute of Agricultural Marketing**

(A Government of India Organisation )

Kota Road, Bambala, Near Sanganer, Jaipur-302033

Tel: 0141-2795104, 2770027

### **VACANCY CIRCULAR**

**Subject: - Filling up the post of Administrative Officer in the pay matrix level-8 at a minimum of Rs. 47600/- basic pay and other allowances applicable as per revised pay rules 2016 in CCS NIAM, Jaipur on Deputation/ Absorption basis.**

It is proposed to fill up post of Administrative Officer on deputation/absorption basis in the pay matrix level-8 minimum of Rs. 47600/- basic. Details of the post, eligibility conditions etc. are given in the Appendix- 1. The pay of the selected officer for appointment on deputation/absorption basis will be regulated in terms of 7<sup>th</sup> Central Pay Commission.

### **FOR DEPUTATION**

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 II**) (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-III**) , (iv) Integrity Certificate (**Annexure-IV**), (v) No Penalty Certificate (**Annexure-V**) or a statement giving details of major or minor penalties imposed on the officer, if any, during the last 5 years. 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 on or before 10<sup>th</sup> May'2019.

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.

Minimum deputation period for the positions is 3 years which may be extended as per Govt. of India norms.

**Director (Admin)**

1. Name of the Post : Administrative Officer
2. No. of Post : 01 (One)
3. Classification of Post: Group "B".
4. Pay Scale : Pay Matrix Level-8 (as per 7<sup>th</sup> CPC)
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 :**

- (a) Officers holding analogous post **or** having minimum five years experience of regular service in the pay matrix – 7 under Central / State Governments / Union Territories / Agricultural Universities / Recognized Research Institutions / Public Sector Undertakings / Semi Government / Autonomous or Statutory Organizations .
- (b) Experience in establishment and general administrative matters.

Note: The period of deputation including period in another ex-cadre post held immediately preceding this appointment in the scale or some other organisation/department of the Central Govt. shall ordinarily not exceed 4 (four) years.

- (c) Possessing the educational qualifications and experience as prescribed above

7. The pay of the officer selected for appointment on Deputation /permanent/absorbtion basis will be regulated in terms of 7th Central Pay Commission.
8. The maximum age limit for appointment shall not be **exceeding 56 years** 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 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) 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 <b>(only those who applied for deputation)</b>	
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)
			From	To		
1						
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
10. 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: \_\_\_\_\_