

No. Q-14013/3/2016-Admin_6 [E-1499]



भारत सरकार
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय
पशुपालन और डेयरी विभाग
प्रशासन-6 (NLM Division)

चंद्रलोक भवन, नई दिल्ली,

दिनांक: 13.02.2024

To,

All Secretaries to the Government of India.

Subject: Recruitment to one (01) vacant posts of Administrative Officer, Group 'A', Gazetted, Non-Ministerial in the Level-10 (Rs. 56100-177500/-) of the pay matrix at Central Sheep Breeding Farm (CSBF), Hisar, a subordinate office under National Livestock Mission (NLM) Division of this Department on Deputation basis - regarding.

Sir/Madam,

I am directed to invite your attention on the above cited subject and to state that it is proposed to fill up one (01) vacant post of Administrative Officer, Group 'A', Gazetted, Non-Ministerial at CSBF, Hisar, a subordinate office under NLM Division of this Department on Deputation basis. The details of the vacancy along with method of recruitment are as under:

S. No.	Name of the post, classification and scale	No. of vacancies	Method of recruitment
1	Administrative Officer in Level-10 of the pay matrix corresponding to pre-revised Pay Band of Rs. 15,600-39,100/- + Grade Pay of Rs. 5400/-	01	Deputation

2. The field of selection and the educational qualifications as per provisions of Recruitment Rules along with duties attached to the said post are as under:

Eligibility for Deputation:

Officers under the Central Government:

- (a) (i) Holding analogous posts on regular basis in the parent cadre/Department; OR
(ii) With three years' service in the grade rendered after appointment thereto on regular basis in Level-7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre/Department; and
(b) possessing the following educational qualifications and experience as prescribed for direct recruits:

Essential: Bachelors Degree of a recognized University or equivalent.

(ii) Five years' experience of administration, Accounts and establishment work in Government offices at a supervisory level.

Desirable: Knowledge of Government Rules and Regulations.

Note 1.- Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2.- The qualification (s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to scheduled castes or scheduled tribes, if at any stage of selection. The Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

...Contd/-

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Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Duties attached to the post:-Administrative Officer is responsible for looking after all matters concerning Administration, Establishment and accounts/Finance etc. i.e.

- Appointments, discharge quasi-permanency, probation clearance of group 'B', 'C' employees and allied correspondence.
- Engagement of Daily paid labourers, implementation of labour laws.
- Promotions, transfers, deputation of employees.
- Maintenance of confidential reports dossiers of all officials.
- Verification of character and antecedents of employees.
- Purchase of stores including medicines, seeds and spare parts for vehicles.
- Member of certain committees like Purchase Committee, Auction Committee etc.
- In all other Administrative and Establishment matters, he is required to assist the Director.

3. The Officer selected on deputation, may elect to draw either the pay in the Level (in the Pay Matrix)/Scale of pay of deputation post or his/her basic pay in the parent cadre plus Deputation (Duty) Allowance thereon plus Personal Pay, if any. The other service conditions of the officer selected on deputation would be governed by the rules and regulations issued by the concerned nodal departments of Central Government.


4. **Application in triplicate, in the enclosed Performa along with the complete up-to-date CR dossiers (last five years) of officers** who are willing to be considered and can be spared in the event of their selection, may be sent to this Department. While forwarding applications, it may be verified and certified that particulars furnished by the candidates are correct and that no vigilance case is either pending or contemplated against them and their integrity is beyond doubt. A statement on imposition of penalty during the last 10 years may also be provided. A cadre clearance certificate in respect of candidate may also be forwarded to this Department.

5. Applications received after the due date or found incomplete will not be considered. Applications should reach this Department through proper channel **within 60 days** from the date of publication of advertisement to the following address:

Ms. Anamika Nigam, Under Secretary(Admin_6), Department of Animal Husbandry and Dairying, Right Stilt Floor, Chanderlok Building, Janpath, New Delhi-110001
Email: anamika.edu@nic.in

Encl: as above.

Yours faithfully,


(Anamika Nigam)

Under Secretary to the Government of India

Copy with enclosures forwarded to:-

1. All Ministries/ Departments of the Government of India. It is requested that the vacancies may be given wider publicity in their subordinate and attached offices under their administrative control.
2. All attached and subordinate offices of the Department of Animal Husbandry and Dairying and Department of Fisheries.
3. Director (NIC), DAHD for uploading the same on the website of this Department.
4. Guard file/ Spare Copies.


(Anamika Nigam)

Under Secretary to the Government of India

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
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		Nature of

*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		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		
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)		

<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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>(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)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP& T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP& T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.