

F.No. 7-6/2009 -Extension
Government of India
Ministry of Agriculture
Deptt. of Agriculture & Cooperation

Krishi Bhavan, New Delhi
Dated: 6th October , 2009.

VACANCY CIRCULAR

Subject:- Filling up of the post of Director General in National Institute of Agricultural Extension Management (MANAGE).Rajendranagar Hyderabad an Autonomous organization under the Ministry of Agriculture, Department of Agriculture and Cooperation.

One post of Director General in the pay scale of Rs. 18,400- 22,400/, (pre-revised) under Non-Central Staffing Scheme, Group 'A', Gazetted is proposed to be filled in the National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad on deputation basis through Search-cum-Selection Committee process as laid down in DOPT office Memorandum No 28/13/2006-EO(SM.II) dated 3.7.2006 for a period not exceeding 5 years from the date of its filling up from amongst the officers under the Central/State Governments/U.T.'s./Universities/Recognized Research Institutions/Public Sector Undertaking/Semi-Government/Statutory or Autonomous Organizations under the Central/ State Governments :-

2. The Terms of Reference (TOR) for appointment to the post of Director General, National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad are as under:

- I. The post of DG, MANAGE is to be filled up under the Non-Central Staffing Scheme preferably from the IAS.
- II. The post of DG., MANAGE is of the level of Joint Secretary to the Government of India.
- III. The incumbent should have excellent academic background with wide experience profile at senior levels of management besides hands on experience in managing an organization, preferably a training institution. In addition, the incumbent should have a minimum of 3 years experience in the field of Agriculture and/or Rural Development.

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 5 years.

4. Officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the pay scale of the post in accordance with the Department of Personnel and Trainings O.M. No.2/29/91-Estt.(Pay.II) dated 5.1.1994.

5 This vacancy will also be advertised in the Employment News/Rojgar Samachar and all editions of National dailies in English(Indian Express) and Jansatta (Hindi) and in Telugu(Eenadu), Hyderabad, Andhra Pradesh. It is requested that the applications in the enclosed proforma along with the Confidential Reports/dossiers (upto financial year 2007-2008) and complete in all others parameters of the eligible officers who are willing to be considered and can be spared in the event of their selection may kindly be forwarded to this Department within 4 weeks from the date of publication of this vacancy in the Employment News/Rojgar Samachar in triplicate. While forwarding the applications it is mandatory to verify and certify that particulars furnished by the officer/s are correct and that no vigilance case is either pending or contemplated against him/her. The integrity of the officer is also to be certified. The maximum age limit for this appointment by deputation on the closing date of the receipt of applications should not exceed 54 years. It may also be certified that no major/minor penalties have been imposed upon the officer during the last ten years.

6. Applications should be sent to Director (Extension) Ministry of Agriculture, Department of Agriculture and Cooperation, Room No.248-A , Krishi Bhavan, New Delhi.

7. Applications received after the last date or without up-to-date Confidential Reports, integrity certificate and vigilance clearance or otherwise found incomplete will not be considered.

D. Verma
(Dimple Verma)
Director (Extension)
Tele. No. 23386053.

Copy forwarded to:

1. All Ministries/ Departments of the Central Government.
2. The Secretary, Union Public Service Commission, New Delhi.
3. The Department of Personnel & Training (Office of the E.O.I), North Block, New Delhi.
4. All Officers in the Department of Agriculture and Cooperation. Applications may please be sent through the concerned Establishment Sections.
5. All attached/subordinate offices under the Department of Agriculture and Cooperation.
6. NIC (for uploading in the website of Departments of Agriculture and Cooperation).
7. NIC (DOPT for uploading in the website of Department of Personnel and Training, Ministry of Personnel , Public Grievances and Pensions, North Block, New Delhi. *(along with soft copy in CD)*
8. Estt-I Section 9.Guard File.

D. Verma

BIO-DATA PROFORMA

Affix
recent
passport
size photo

1. Name of the Officer:
2. Date of Birth:
3. Date of Retirement on attaining the Age of superannuation:
4. Whether SC/ST/OBC/Others:
5. Service to which candidate belongs:
6. Post applied for:
7. Present postal address with Telephone No.:

Office Tele. :

Residence Tele. :

Mobile. :

E-mail id :

8. (i) Post presently held on regular basis:
(ii) Scale of pay:
(iii) Date since when holding the post:
9. Date of expiry of deputation/tenure (if applicable):
10. Qualification and experience:
 - a. As per provision in TOR /job specification
 - b. As possessed by the Officer
11. Publication/s, (if any) :
12. Any other information , (if any):

(Signature of the Applicant)

FOR THE USE OF FORWARDING DEPARTMENT/OFFICE ONLY

13. Whether the officer meets eligibility requirement as on the crucial date of eligibility Yes/No

14..(a)(i) Whether any vigilance proceeding/s are pending or contemplated against the officer Yes/No

(ii) If yes, please give details

(b) (i) Whether any penalty has been imposed on the proposed officer in the past ten years Yes/No

(ii) If so, please give details

(iii) Indicate (if any) penalty is in operation as on date.

Date:

Signature

Name

Designation

Note: The officer/authority certifying the above should not be below the level of Joint Secretary to Government of India