

F.No.A.12026/2/2013-EA
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
Economic Administration Division

478-A, Krishi Bhawan, New Delhi.
Dated the 2nd November, 2015.

To

1. The Secretary (Ministries/ Departments under Central Govt.)
2. The Secretary(Agriculture Department),
(All State Governments)
3. The Secretary(Planning Department),
(All State Governments/Union Territories),
4. The Registrar,
(All Agricultural Universities).

Subject: Advertisement for filling up the post of Chairman, in the pay scale of Rs.80,000/- (fixed) in the Commission for Agricultural Costs & Prices(CACP), on Deputation (including short-term contract) basis- regarding.

Sir,

I am directed to state that one post of Chairman in the pay scale of Rs.80,000/- (fixed) in the Commission for Agricultural Costs & Prices (CACP), an attached office of this Department is required to be filled up on Deputation(including short-term contract) basis for which the educational and other qualifications have been prescribed as under:

Deputation (including Short Term Contract) :-

(II) Officers of the Indian Economic Service or Indian Statistical Service -

- (i) holding analogous posts on regular basis or
- (ii) with atleast two years' regular service in the Higher Administrative Grade scale; or

(II) Officers under the Central Government or State Governments possessing -

- (i) Ph. D. in Agricultural Economics or Agricultural Statistics from a recognised University; and
- (ii) twenty Years of teaching or research experience and evidence of extensive research work on different aspects of agriculture, including agricultural trade policy; and
- (iii) ability to apply quantitative techniques; and
- (iv) holding analogous posts on regular basis or with atleast two years' regular service in the Higher Administrative Grade scale; or

(III) Persons possessing the following educational qualifications and experience -

- (i) Ph. D. in Agricultural Economics or Agricultural Statistics from a recognised University;
- (ii) twenty years of teaching or research experience and evidence of extensive research work on different aspects of agriculture including agricultural trade policy
- (iii) ability to apply quantitative techniques
- (iv) must have published at least five technical papers or work on agriculture prices, marketing or trade policy related to Agriculture in reputed journal.

(IV) The Selection shall be made by a Search-cum-Selection Committee.

Eligibility of Age, mode of appointment and period of appointment:

(V) Persons up to 56 years of age on the date of closing of application seeking deputation and completing term on retirement on superannuation or for a maximum period of deputation of five years, whichever is earlier; and

(VI) Persons up to 59 years of age on the date of closing of application seeking short-term (three years) contract.

2. The officer selected on deputation/foreign service may select to draw either the pay in the scale of pay of deputation/foreign service post or his basic pay in the parent cadre plus Deputation (Duty) Allowance thereon as per instructions issued by Department of Personnel & Training (DOP&T) from time to time.

3. Applications (in triplicate) in the enclosed proforma, along with complete and up-to-date Annual Confidential Reports/Annual Performance Appraisal Reports (of last five years) (photocopies of the ACRs/APARs are to be got attested by an officer not below the rank of Under Secretary to the Government of India) and Integrity Certificate of eligible officers who could be spared in the event of their selection, may kindly be forwarded to Under Secretary(EA), Department of Agriculture, Cooperation & Farmers Welfare, Room No.478-A, Krishi Bhawan, New Delhi-110001, **within 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.** While forwarding the application, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on them during the last 10 years. The vigilance clearance, integrity certificate and major/minor penalty certificate of the applicants must also be attested by an officer not below the rank of Under Secretary to the Govt. of India. The applications in the prescribed format, received without being countersigned by the Head of Department in the manner provided for in the format, will be summarily rejected.

4. Applications received after expiry of last date or without the ACRs/APARs, Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officer during the last 10 years, not attested as above or otherwise found incomplete, shall liable to be rejected.

5. The aforesaid vacancy may kindly be given wide publicity in your Department/Organisation. The application proforma may be downloaded from the Department's website at agricoop.nic.in.

Yours faithfully,

V. Surendra
2/11

(V. Surendra)

Under Secretary to the Government of India
Tel:23387962

Copy to:

1. All Ministries/Departments of the Government of India. It is requested that the vacancy may please be given wide publicity by circulating it in the subordinate and attached offices, Research Institutions under their administrative control.
2. All Attached and Subordinate offices. under the Department of Agriculture and Cooperation.
3. Department of Statistics/Department of Economic Affairs.
4. Department of Secondary & Higher Education, Ministry of Human Resource Development, with a request to circulate the vacancy amongst all the Central/State/Deemed Universities of India other than Agricultural Universities.
5. Chairman, CACP, with the request that eligible officials, about which the Commission has information, may be asked to apply in the prescribed proforma along with their curriculum vitae.
6. The Secretary, ICAR, Krishi Bhawan, New Delhi. He is requested to have the vacancy circulated to the Recognised Research Institutes, etc.
7. ✓ NIC, DOPT, North Block for placing this circular on the website of DOPT.
8. NIC, DAC&FW. Krishi Bhawan, for placing this circular on the website of DAC&FW.

V. Surendra
2/11

(V. Surendra)

Under Secretary to the Government of India
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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
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.		
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
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.		
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.		

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	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*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	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	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
<p>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.</p> <p>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</p>			

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

Basis Pay in the PB	Grade Pay	Total Emoluments

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)

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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)

16.B Achievements:

The candidates are requested to indicate information with regard to;

- (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.

(Note: Enclose a separate sheet if the space is insufficient)

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)

(The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and 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, the 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.