

Encl: Under Secretary to the Government of India, Ministry of Agriculture and Farmers Welfare Department of Agriculture, Cooperation and Farmers Welfare vide letter No. Krishi Bhawan, New Delhi. dated 14.03.2017.

Sub.: Filling up one post of Assistant Director (Budget) (General Central Service, Group-'B' Gazetted, Non-ministerial) in the Department of Agriculture, Co-operation and Farmers Welfare in the Scale of pay of Level of the pay Matrix (corresponding to PB-2: Rs. 9300-34800 plus Grade Pay of Rs. 4600) on deputation (including short term contract) basis

No. NAU/Reg./ADM 1-1/ 3317-66 /2017
Navsari Dt. 24-03-2017

Copy F.w.Cs to:

1. All University Officer, of this University.
2. All Deans & Principal of this University.
3. All Unit-Sub Unit Officer, of this University.

2/- if is requested to give vide publicity to vacancy in all officer under their administrative control.


I/C. REGISTRAR

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No. 12023/4/2017-E.II

भारतसरकार / GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय

MINISTRY OF AGRICULTURE AND FARMERS WELFARE

कृषि, सहकारिता एवं किसान कल्याण विभाग

DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE

कृषि भवन, नई दिल्ली।

KRISHI BHAWAN, NEW DELHI.

Dated/दिनांक: 14/03/2017

Vacancy Circular

Subject: Filling up one post of Assistant Director (Budget) (General Central Service, Group-'B' Gazetted, Non-ministerial) in the Department of Agriculture, Co-operation and Farmers Welfare in the scale of pay of Level 7 of the Pay Matrix (corresponding to PB-2: Rs. 9300-34800 plus Grade Pay of Rs. 4600) on deputation (including short term contract) basis.

It is proposed to fill up one post of Assistant Director (Budget) (General Central Service, Group-'B' Gazetted, Non-ministerial) in the scale of pay of Level 7 of the Pay Matrix (corresponding to PB-2: Rs. 9300-34800 plus Grade Pay of Rs. 4600) in the Department of Agriculture, Co-operation and Farmers Welfare on deputation (including short term contract) basis.

2. Eligibility Conditions: Deputation (including short term contract):

Officers under the Central Government or State Governments or Union Territory administrations or Public Sector Undertakings or recognised research institutions or statutory bodies or autonomous bodies or semi-Government organisation: -

(A) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2: Rs. 9300-34800 with Grade Pay of Rs. 4200 or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experience:

(i) Pass in the Subordinate Accounts Service examination as conducted by the Organized Account Service plus three years experience in accounts and budget work in a Government organisation; or (ii) Having undergone financial management course of Institute of Secretariat Training and Management plus three years experience in Accounts and Budget work in a Government organisation; or (iii) Graduate in Commerce or Business Studies or Economics plus three years experience in Accounts and Budget work in a Government organisation.

Note 1:- Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

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Note 2:- For the purpose of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an Officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. List of duties / responsibilities attached to the post of Assistant Director (Budget) are as under:-

- (1) Scrutiny/finalization of budget proposals (Revised Estimates and Budget Estimates) and submission of Statement of Budget Estimates to Ministry of Finance in respect of Plan and Non-Plan schemes.**
- (2) Examination and processing of proposals for obtaining Supplementary Demands for Grants.**
- (3) Control and periodical monitoring of Plan and Non-Plan expenditure vis-à-vis Monthly Expenditure Plan and Quarterly Allocation as required under Modified Cash Management system and processing proposal for, revalidation of shortfall for utilization in subsequent quarter, from Ministry of Finance.**
- (4) Review of Plan and Non-Plan schemes, activities and programmes of Department of Agriculture and Cooperation for locating savings for re-appropriation of funds.**
- (5) Examination of all proposals for re-appropriation within the delegated powers of Additional Secretary and Financial Adviser (AS & FA) and also re-appropriations beyond delegated powers recommending proposals for seeking approval of Secretary (Expenditure).**
- (6) Preparation of all financial statements required by Ministry of Finance for inclusion in Budget documents by Ministry of Finance.**
- (7) Finalization of sub-head-wise excess/saving statements in respect of Plan and Non-Plan schemes of Department. Taking necessary action/ approvals for regularization of excess expenditure and surrender of savings. Preparation of Final Grant Statement and Appropriation Accounts.**
- (8) Preparation of financial statements for inclusion in Outcome Budget.**
- (9) Matter relating to Public Accounts Committee (PAC), Committee on Public Undertakings (COPU), Audit paras included in Reports of Comptroller and Audit General of India, Estimates Committee and Parliamentary Standing Committee on Agriculture. Examination of recommendations and ensuring timely action for furnishing Action Taken Notes.**

(10) Work relating to Fiscal Responsibility and Budget Management Act. Preparation of Assets Register, Review of Government Guarantees and furnishing of quarterly information, furnishing of Quarterly Unspent Balance with States and Implementing Agencies relating to Department of Agriculture, Cooperation and Farmers Welfare.

(11) Preparation of Brief Notes for pre-budget discussion with Secretary (Expenditure).

4. Regulation of pay and other terms of deputation : - The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

5. Age-limit :- The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

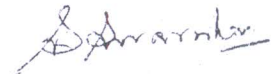
6. Period of deputation: - Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or other organizations or departments of the Central Govt. shall ordinarily not to exceed three years.

7. Application of eligible candidates whose services can be spared immediately on selection, may be forwarded in duplicate as per the prescribed proforma (Annexure-I), together with the certificate from the Forwarding Authority as per (Annexure-II) along with the following documents:

- (i) Cadre clearance;
- (ii) Integrity certificate
- (iii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iv) Vigilance clearance certificate.
- (v) Photocopy of the ACARs for the last five years (2015-16, 2014-15, 2013-14, 2012-13 and 2011-12) attested on each page by an Officer not below the rank of an Under Secretary to the Government of India).

8. Application along with required documents may be forwarded to Sh. Sunil Kumar Swarnkar, Under Secretary (Pers.-II), Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Room No. 37, Ground Floor, F-Wing, Krishi Bhawan, New Delhi - 110001, within 60 days of the publication of the circular in the Employment News/ Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

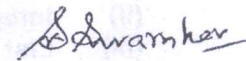
9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(Sunil Kumar Swarnkar)
Under Secretary to the Government of India
Tel. No. 011-23383053

Copy forwarded to :-

1. All Ministries/Departments of Government of India. It is requested that the vacancy may please be given wide publicity in their Office and subordinate and attached offices, public sector undertakings, research institutions, statutory bodies, autonomous bodies and semi-Government organizations under their administrative control.
2. All Divisions and Sections and all attached and subordinate offices under the Department of Agriculture, Cooperation and Farmers Welfare.
3. Chief Secretary of all State Governments
4. Administrator of all Union Territories.
5. Chief Managing Directors of all Public Sector Undertakings,
6. Vice-Chancellors of all Agricultural Universities.
7. Heads of all Semi Government/ Autonomous and Statutory Organizations/ Recognized Research Institutions.
8. Addl Secy & FA/ JS(Admn.)/Director(Pers)/DS (Finance)/US(Fin IV)/US(P-I)
9. Facilitation Centre, DAC&FW
10. Copy to NIC for uploading the above circular in the Department's website.
11. E-I/E-III/Guard file/Spare Copies/Notice Board



(Sunil Kumar Swarnkar)
Under Secretary to the Govt. of India

Proforma of application for the post of Assistant Director (Budget) on Deputation (including short term contract) basis in the Department of Agriculture, Cooperation & Farmers Welfare.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) with telephone number		
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)		
Criteria	Qualifications/ Experience required	Qualification / experience possessed by the officer
Essential	(A)(i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2: Rs. 9300-34800 with Grade Pay of Rs. 4200 or equivalent in the parent cadre or department; and	

	<p>(B) Possessing the following educational qualifications and experience:</p> <p>(i) Pass in the Subordinate Accounts Service examination as conducted by the Organized Account Service plus three years experience in accounts and budget work in a Government organisation; or</p> <p>(ii) Having undergone financial management course of Institute of Secretariat Training and Management plus three years experience in Accounts and Budget work in a Government organisation; or</p> <p>(iii) Graduate in Commerce or Business Studies or Economics plus three years experience in Accounts and Budget work in a Government organisation.</p>	
Desirable	----	
<p>6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience of the post.</p>		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Organization	Post Held on regular basis	Period of service		*Pay Band and Grade Pay/Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad- hoc/ deputation	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		

***Important: Pay band and Grade pay granted under MACP/ACP 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 under:**

Office/ Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. adhoc or Temporary or Quasi-Permanent or Permanent	
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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 organization.

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/ organization.

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 Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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)		
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 or short-term contract basis (Officers under Central Government/State Governments/ Union Territories are only eligible for "deputation". Candidates of non-Government Organizations are eligible only for Short Term Contract)		
18. Whether the applicant belongs to SC/ST/OBC		

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 _____

(Forwarding by the employer)

Name of officer:

Designation:

Date:

Ph. No.

Seal

Certification by the Employer/ Cadre Controlling Authority

The information provided in the above application by the applicant are true and correct as per the details available on records. He/she possesses the educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. It is 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 APAR Dossier in original is enclosed/photocopy of the APARs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government 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)

Place:
Dated:

Name & Designation:
Telephone No.:
Fax No.:
Office Seal: