

F. No. 11016/01/2018-E.I
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare

Room No. 29A, 'C' Wing,
Krishi Bhawan, New Delhi.
Date: 31st August 2022.

VACANCY CIRCULAR

Subject: Filling up of the posts of **Manager-cum-Accountant** (Group B) in the Departmental Canteen of Department of Agriculture & Farmers Welfare on deputation basis.

The Department of Agriculture and Farmers Welfare requires the services of a suitable official for the posts of **Manager-cum-Accountant** (Group B) (Non-Gazetted, Non-Ministerial) in the Departmental Canteen of Department of Agriculture and Farmers Welfare on deputation basis.

2. The particulars of the post, eligibility conditions etc. are as shown in the table below:-

Sl. No.	Name of the post and pay scale	No. of vacancies	Eligibility for deputation
1.	Manager-cum-Accountant General Central Service (Group B), Non-Gazetted, Non-Ministerial Level 6 (Rs. 35400-112400) + Spl. Allowance as admissible	01	By composite method (Deputation plus Promotion). Officers of the Central Government: (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; OR (ii) with six years' service in the grade rendered after appointment thereto on regular basis in Level 5 (Rs. 29200-92300) of Pay Matrix or equivalent in the parent cadre or Department; OR (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in Level 4 (Rs. 25500-81100) of Pay Matrix or equivalent; AND (b) Possessing the following educational qualifications and experience namely: (i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration of a recognised University or Institute; and (ii) Two years' experience in Accounts work in any Government Offices or Public Undertakings or Autonomous Bodies or Statutory Organizations. <u>Note:</u> The Departmental Assistant Manager-cum-Storekeeper in Level 4 (Rs. 25500-81100) of Pay Matrix with ten years' regular service in the grade shall be considered along with deputationists. If the Departmental candidate is selected for appointment to the post, it will be deemed to have been filled by promotion.

4. 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 organization / department of the Central Government shall ordinarily not exceed 3 years.

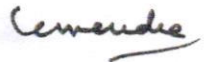
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5. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of receipt of applications.
6. Nomination of officials who volunteer for the post will not be allowed to withdraw their names later.
7. Applications, in duplicate, in the prescribed Proforma (Annexures-I & II) (Attested copies) of suitable and eligible candidates for the post, accompanied with vigilance clearance, Integrity Certificate, last five years' Annual Confidential Reports, No-Objection from the office and Statement showing major / minor penalties imposed on the officer during the last 10 years, if any, may be forwarded to this Department through the administration of the Ministry / Department / Office concerned. Applications should be addressed to Under Secretary (P-I), Ministry of Agriculture & Farmers Welfare, Department of Agriculture and Farmers Welfare, Room No. 29A, Krishi Bhawan, New Delhi and should reach by 31.08.2022. Applications received after the prescribed date or without the proper documents attached, will not be entertained.
8. Ministries / Departments of the Central Government are requested to circulate this Vacancy Circular to their attached and sub-ordinate offices and also give wide publicity in all Central Government offices.

Encl.: Annexure-I & Annexure-II

Yours faithfully,



(V. Surendra)

Under Secretary to the Government of India

Ph.: 23388453

To

1. All Ministries / Departments / Departmental Canteens.
2. The Editor (Advtg.), Employment News (Publication Division), Ministry of Information and Broadcasting, East Block-IV, Level-5, R.K Puram, New Delhi-110066 with a request to publish the advertisement along with the annexures in the Employment News & send bills in triplicate in the name of US(P-III), D/o Agri & Farmers Welfare, Krishi Bhawan, New Delhi-110001 for payment.
3. All Attached / Subordinate offices of the Department of Agriculture and Farmers Welfare.
4. Director (Canteen), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi.
5. NIC, DoP&T, North Block, New Delhi, with a request to upload on their website.
6. Notice Boards.
7. Welfare Section.
8. ~~IT~~ Cell - with the request to upload the vacancy circular on the Department's website www.agricoop.nic.in.

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9. In case the 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 the complete details such as Name of the Ministry / Department along with address.
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may include 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)
15. Whether belongs to SC/ST
16. Remarks (The candidate may indicate information with regard to (i) Research publications and report and special projects (ii) Award / Scholarship / Official Appreciation (iii) Any other information) (Note: Enclose a separate sheet in space is insufficient)
17. Telephone / Mobile No.:

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate _____

Address: _____

Date: _____

PROFORMA TO BE FILLED UP FOR THE POST OF MANAGER-CUM-ACCOUNTANT (GROUP B) IN THE DEPARTMENTAL CANTEEN OF THE DEPARTMENT OF AGRICULTURE AND FARMERS WELFARE

Name of the Post: _____

1. Name & Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of Retirement under Central Government Rules
4. Educational Qualification
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).

Sl. No.	Qualifications / Experience required	Qualifications / Experience possessed by the officer

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.

Office/Institution	Post held	From	To	Level in Pay Matrix with present Basic Pay	Nature of duties (in details)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.

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(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER / HEAD OF OFFICE / FORWARDING AUTHORITY)

Certified that the particulars furnished by _____ are correct and he / she possesses educational qualification, experience and eligibility conditions mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. / Kum. _____
- ii. His / Her integrity is certified.
- iii. His / Her CR Dossier in original / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
- iv. The applicant, if selected, will be relieved immediately.
- v. *No major / minor penalty has been imposed on him / her during the last 10 years.
- vi. *A list of major / minor penalties imposed on him / her during the last 10 years is enclosed.

* Strike out which is not applicable.

Signature _____
Name with Designation _____
Office Seal with Contact No. _____

Place:

Date:

List of Enclosures:-