VACANCY CIRCULAR

(Advertisement No.: CFMTTI/01/2018)

Applications are invited from eligible candidates belonging to Officers of Central or State Government or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory originations for filling up 3 posts of Stenographer Grade I [Group-B (Non Gazetted) Ministerial, in Level-6 (Rs. 35400-112400) in Pay Matrix (PB-2, Rs. 9300-34800 + G.P. Rs. 4200 of 6th CPC) at FMTTIs, Subordinate offices of the Ministry of Agriculture, Cooperation and Farmers Welfare on Deputation including short term contract or absorption basis.

Complete data about eligibility, terms & conditions including format of application are available on the Institute website: fmttibudni.gov.in

Application (in duplicate) in the prescribed proforma with complete details should be forwarded through proper channel to the Director, Govt. of India, Central Farm Machinery Training & Testing Institute, Tractor Nagar, Budni (M.P.)-466445 within 60 days from the date of publication of this advertisement.
Applications are invited for filling up the following Group B (NG) posts on deputation including short term contract or absorption basis. The requirement of the post and terms and conditions are as under:

**Name & Number of posts**: Stenographer Grade-I [Number of Posts-03] [Group-B (Non Gazetted) Ministerial Pay Scale]: Level-6 (Rs. 35400-112400) in Pay Matrix [PB-2, Rs. 9300-34800 + G.P. Rs. 4200 of 6th CPC]

(Selection & posting to FMTTIs shall be done by the Ministry.)

**Terms & Conditions**: Officers holding the post of Stenographer under the Central or State Government or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory originations:

(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 a regular basis in the pay Level-5 (Rs. 29200-92300) in the pay matrix (PB-1, Rs. 5200-20200/- with grade pay of Rs. 2800/- of 6th CPC) or equivalent in the parent cadre or department;  

or

(iii) with 10 years' service in the grade rendered after appointment thereto on a regular basis in the pay Level-4 (Rs. 25500-81100) in the pay matrix (PB-1, Rs. 5200-20200/- with grade pay of Rs. 2400/- of 6th CPC) or equivalent in the parent cadre or department;
Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

(period of deputation (including short-term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or 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 application).

Note 2: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or 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 recommendations of the 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 posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Note 3: Officers of only the Central or State Government or Union Territory Administration shall be eligible for absorption.

It is requested that the above vacancies may be circulated amongst eligible candidate in your office/department and particulars of those who are willing to be considered and can be spared immediately in the event of their selection may please be forwarded in the proforma attached herewith (in duplicate) within 60 days from the date of issue of vacancy circular in the Employment News alongwith their complete APARs for the last **5 years** (photocopies of the APARs to be got attested by an officer not below the rank of Under Secretary to the Govt. of India) together the Vigilance Clearance and Integrity Certificates for the last **10 years** of eligible officers who could be spared in the event of selection addressed to the Director, Govt. of India, Central Farm Machinery Training & Testing Institute, Tractor Nagar, Budni (M.P.) -466445. Applications received after the due date and incomplete in any respect will not be considered.

Encl: as above

DIRECTOR

Copy to:

1. All Ministries/Departments of the Government of India
2. Chief Secretaries of all State Government/Union Territories Administrations.
3. All Autonomous Bodies/Semi-Government Organizations
4. All Recognized Research Institutes/universities.
5. The Secretary, Union Public Service Commission: for information.
7. All Attached and Subordinate Offices, Autonomous bodies under the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare.
PROFORMA

Advertisement No.: CFMTTI/01/2018

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):

<table>
<thead>
<tr>
<th>Qualifications/Experience required as mentioned in the advertisement /vacancy circular</th>
<th>Qualification/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential (1)</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Desirable (1)</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
</tr>
</tbody>
</table>

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:

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

<table>
<thead>
<tr>
<th>Office/Institute/ Organization</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties performed (in detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 you belongs.

10. 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/UT Government:

(c) Autonomous or Statutory Organization:

(d) Public Sector Undertakings:

11. 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.

12. Basic pay and total emoluments per month now drawn:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belongs to SC/ST/OBC: 

15. Remarks

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the form 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 ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of 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)