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भारत सरकार
GOVERNMENT OF INDIA
केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान
CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE
कृषि एवं किसान कल्याण मंत्रालय, (कृषि, सहकारिता एवं किसान कल्याण विभाग)
MINISTRY OF AGRICULTURE AND FARMERS WELFARE
(DEPARTMENT OF AGRICULTURE, CO-OPERATION AND FARMERS WELFARE)
ट्रैक्टर नगर, बुदनी (म.प्र.) 466-445
TRACTOR NAGAR, P.O., BUDNI (M.P.) 466 - 445

No. 3-2/2015-AC

Dated : 21st March 2016

VACANCY CIRCULAR

Applications are invited for filling up the following Group B (NG) post on deputation basis. The requirement of the post and terms and conditions are as under:-

Name & Number of posts

: Office Superintendent
Group B (NG) Ministerial, 5 posts.

Pay Scale

: ₹ 9300-34800 , GP ₹ 4200/-

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

Terms & Conditions:

Officers of Central or State Government or Union Territory Administration :

(A) (i) holding analogous post 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 band -1Rs- 5200-20200/- with grade pay of Rs. 2800/- 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 band -I Rs. 5200-20200/- with grade pay of Rs. 2400/- or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualification and experience;

Cont'd ----P/2.

Essential:

- i) Degree in any discipline from a recognized University;
- ii) One year experience in administration and accounts.

Desirable:

One year experience of Computer application, Data processing and Net Working.

Note 1 : The Departmental Officer 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 period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department shall ordinarily not 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 , 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 up gradation.

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 vacancies circular in the Employment News alongwith their complete APAR s 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 in -complete in all respects 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.
6. **Shri S. R. Raja**, Under Secretary, M&T (Admn) Ministry of Agriculture and Farmers Welfare Deptt. of Agri. , Coopn & Farmers Welfare, F-wing, Krishi Bhawan, **New Delhi-110001**-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

1. Name and address in Block letters :
2. Date of Birth (in Christian era) :
3. 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	Qualification/Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		
Desirable	(1)		
	(2)		
	(3)		

6. Please state clearly whether in the light of :
entries made by you above, you meet the requirements 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 /Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties performed (in detail)

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 belong.

Cont'd...2/-

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 :

Signature of the candidate

Address.....
.....
.....

Date
Countersigned

It is certified that particulars furnished by Shri
Designationare correct and no disciplinary case is either pending or contemplated against the officer and no major or minor penalty imposed on the officer during the last 10 years and his/her integrity is also beyond doubt.

**Signature of the Head of the
Department (with Stamp)**