

A-12025/4/2022-E II
भारत सरकार / GOVERNMENT OF INDIA
कृषि एवं किसान कल्याण मंत्रालय
MINISTRY OF AGRICULTURE AND FARMERS WELFARE
कृषि, सहकारिता एवं किसान कल्याण विभाग
DEPARTMENT OF AGRICULTURE AND FARMERS WELFARE

कृषि भवन, नई दिल्ली।
KRISHI BHAWAN, NEW DELHI.

Dated/दिनांक: 27/10/2023

VACANCY CIRCULAR

Subject: Filling up one post of Draughtsman Grade-I (General Central Service, Group-‘B’ Non-Gazetted, Non-ministerial) in the Department of Agriculture and Farmers Welfare in Level-6 (35400-112400/-) of the Pay Matrix (Pre revised pay scale of PB:2 Rs.9300-34800 with Grade Pay Rs.4200/-) on Deputation basis.

It is proposed to fill up one post of Draughtsman Grade-I (General Central Service, Group-‘B’ Non-Gazetted, Non-ministerial) in the Department of Agriculture and Farmers Welfare in Level-6 (35400-112400/-) of the Pay Matrix (Pre revised pay scale of PB:2 Rs.9300-34800 with Grade Pay Rs.4200/-) on Deputation basis.

2. Eligibility Conditions - Deputation:

(A) Officers of the Central Government:-

- (i) Holding analogous posts on a regular basis in the parent cadre or Department; **or**
- (ii) with ten years' regular service in the grade in Level 4 (Rs.25,500-81,100/-) of the pay matrix (pre-revised pay band 1; Rs. 5200-20200 with Grade Pay Rs. 2400/-);
and

(B) Possessing the following educational qualifications and experience:

- (i) Four years' degree in Civil Engineering or Agricultural Engineering from a recognized Institute.
- (ii) Two years' experience of routine tracing and map preparation in any Central Government or State Government Department or Autonomous Body or recognized research Institution.

Note:- The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. List of duties / responsibilities attached to the post of Draughtsman Grade-I are as under:-

- i. Examination of the priority of sub-watersheds on map as proposed in the WPR/DPR relating to Soil conservation Programmes.
- ii. To provide technical support to Draught Monitoring Cell.
- iii. Graphical representation and analysis of rainfall, runoff and sediment data.
- iv. Preparation of thematic maps related to climate change.
- v. Preparation, updation and maintaining the inventory of books, journals, reports etc. related to climate change.
- vi. Screening of daily news papers and magazine for climate change articles.
- vii. Any other work as assigned by officers.

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 fifty-six years as on the closing date of receipt of applications.

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

7. Application (in triplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma 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)** Attested photocopies of the ACRs/APARs for the last five years i.e., 2017-18 to 2021-22 (attested on each page by an officer not below the rank of an Under Secretary to the Government of India); **(vi)** self attested copies of educational qualifications.

Complete advertisement, Bio-data format (Annexure-I) and certificate format for CC, IC, VC & MMP (Annexure-II) etc. can be downloaded from the Department of Agriculture and Farmers Welfares website:- www.agricoop.gov.in (Click on -> Recruitment).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. Umesh Kumar Sah, Under Secretary (Pers.-II), Room No. 37A, 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.**

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



(U K Sah)

Under Secretary to the Government of India
Department of Agriculture & Farmers Welfare.

Tel.No. 011-23389144

Email ID: umeshk.shah@nic.in

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India.
2. JS(Admn.)/ /Director(P)/DS (NRM/RFS) /US(NRM/RFS) / US(P.I)
3. Copy to NIC for uploading the above circular in Department of Agriculture and Farmers Welfares website.
4. S.O.(E.II.)/Guard file/Spare Copies/Notice Board



(U K Sah)

Under Secretary to the Govt. of India

Annexure-I

Proforma for application for the post of Draughtsman Grade-I on Deputation basis in the Department of Agriculture & Farmers Welfare.

BIO-DATA/ CURRICULUM VITAE PROFORMA

| | | |
|---|---|---|
| 1. Name and Address (in Block Letters) with telephone number and email ID. | | |
| 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 | i. Four years' degree in Civil Engineering or Agriculture Engineering from a recognized institute. | |
| | ii. Two years' experience of routine tracing and map preparation in any Central Government or state Government Department or Autonomous Body or recognized research institution . | |
| Holding analogous posts on a regular basis in the parent cadre or department; or | | |
| (ii) with ten years' regular service in the grade in Level 4 (Rs.25,500-81,100/-) of the pay matrix (pre-revised pay band 1; Rs. 5200-20200 with Grade Pay Rs. 2400/-). | | |
| Note. 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 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.

| 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 | Grade Pay | 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 |
|-------------------------|--|------|----|
| | | | |
| | | | |

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|---|--|
| 8. Nature of present employment i.e. Adhoc 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 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.

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| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | |
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|---|---|------------------|
| 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 (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 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 _____

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Annexure-II

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/APARs 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)

Place:

Dated:

Name & Designation:

Telephone No.:

Fax No.:

Office Seal: