



No. 12-15/2016-M&T (Admn.)
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare
Krishi Bhawan, New Delhi-110001
Dated the 6/3/17

To

- (1) The Director, Central Farm Machinery Training and Testing Institute, Tractor Nagar, P.O. Budni (Madhya Pradesh) – 466445
- (2) The Director, Northern Region Farm Machinery Training and Testing Institute, Tractor Nagar, Sirsa Road, Hisar-125001 (Haryana)
- (3) The Director, Southern Region Farm Machinery Training and Testing Institute, Tractor Nagar, PO: Garladinne – 515731, District: Anantapur (Andhra Pradesh)
- (4) The Director, North Eastern Region Farm Machinery Training & Testing Institute, Biswanath Chariali, Assam, Pin: 784176

Subject :- Filling up of one vacant post of Administrative Officer [General Central Service, Group 'B' Gazetted in Level 7 (Rs. 44900 - Rs. 142400) in pay matrix (Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 of the 6th Pay Commission)], at Central Region Farm Machinery Training and Testing Institute, Tractor Nagar P.O., Budni (Madhya Pradesh) on deputation basis – regarding

Sir,

The undersigned is directed to forward a copy of Vacancy Circular and request you to ensure its wide publicity in Farm Machinery Training and Testing Institutes and nearby Institutes as well as on your Web Portal under intimation to the undersigned.

Yours faithfully,

(Rajesh Malik)
Director (M&T)

Tel No. 011-23384348

Email: rajesh.malik1@gov.in

Copy to: National Informatics Centre Cell, Department of Agriculture, Cooperation and Farmers Welfare, Krishi Bhawan, New Delhi for uploading the same on the website of Department of Agriculture, Cooperation and Farmers Welfare.

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Vacancy Circular

1. **Name of the post:** Administrative Officer
2. **Number of posts:** One
3. **Classification of post:** General Central Service, Group 'B' Gazetted, Ministerial
4. **Pay Scale:** Level 7 (Rs. 44900 - Rs. 142400) in pay matrix [Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 of the 6th Pay Commission]
5. **Age Limit:** The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
6. **Eligibility Conditions for appointment on deputation basis:**
Officers under the Central or State Government or Union Territory Administration;
(a) (i) holding analogous posts 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 posts in Level 6 (Rs. 35400 - Rs. 112400) in pay matrix [Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4200 of the 6th Pay Commission] or equivalent in the parent cadre or department;
and
(b) Possessing the following educational qualifications and experiences:-
(i) Degree of a recognised University or Institute;
(ii) Two years' experience in accounts, administration, establishment work in Central or State Government or Union Territory Administration.

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.
7. **Place of posting :** Central Region Farm Machinery Training and Testing Institute, Tractor Nagar P.O., Budni (Madhya Pradesh)
8. **Period of deputation:** Period of deputation including period of deputation 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.
9. **Application Proforma:**
Application Proforma and other details of the posts may be downloaded from the website of Department of Agriculture, Cooperation and Farmers Welfare www.agricoop.nic.in and the website of Farm Machinery Training and Testing Institutes cfmmtti.dacnet.nic.in / nrfmmtti.gov.in / srfmmtti.dacnet.nic.in / nerfmmtti.nic.in.
10. **Last date:**
60 days from the date of issue/publishing of this advertisement in the Employment News.

CURRICULUM VITAE PROFORMA

Application for the post of.....

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 requiredQualifications / Experience possessed by the officer

- (i) holding analogous posts on regular basis in the parent cadre or department :
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 6 (Rs. 35400 - Rs. 112400) in pay matrix [Pay Band-2, Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4200 of the 6th Pay Commission] or equivalent in the parent cadre or department. :
- (iii) Degree of a recognised University or Institute. :
- (iv) Two years' experience in accounts, administration, establishment work in Central or State Government or Union Territory Administration. :

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 the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	Level in the Pay Matrix / Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (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/ organisation to which you belong :

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 Government :

(c) Autonomous Organisation :

(d) Government Undertaking :

(e) Universities :

(f) Others :

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 the 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 provide information 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 in insufficient)

15. 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 Organisations are eligible only for Short Term Contract).
16. Whether belongs to SC/ST :
17. Remarks. (The candidate may indicate information with regard to (i) Research publications and reports and special projects; (ii) Awards/Scholarship/Official Appreciation; (iii) Affiliation with the professional bodies/institutions/societies; (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

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.

Date.....

Signature of the Candidate.....
Address

Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are correct as per the facts available on records. He/she possess 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 case pending/contemplated against Shri/Smt.....
- (ii) His/her integrity is certified.
- (iii) His/her Confidential Report dossier in original is enclosed/photocopies of the Annual Confidential Report/Annual Performance Appraisal Report 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) No major or minor penalty was imposed on him/her during the last 10 years or a list of major/minor penalties imposed on hi/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer / Cadre Controlling Authority with Seal)

INTEGRITY CERTIFICATE

The records of service ofwho has applied for the post ofat Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh),Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare on deputation basis have been carefully scrutinized and it is certified that his/her integrity is beyond doubt.

(to be signed by an officer of the rank of Deputy Secretary or above)

Name & Office Seal :

Date:

VIGILANCE CLEARANCE CERTIFICATE

The records of service ofwho has applied for the post ofat Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh),Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare on deputation basis have been carefully scrutinized and it is certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against him/her.

(Authorised signatory)

Name & Office Seal :

Date:

NO PENALTY CERTIFICATE

The records of service ofwho has applied for the post ofat Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh), Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare on deputation basis have been carefully scrutinized and it is certified that no major/minor penalty has been imposed on him/her in the last ten years.

(Authorised signatory)

Name & Office Seal :

Date:

CADRE CLEARANCE CERTIFICATE

This office has no objection toapplying for the post ofat Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh), Department of Agriculture, Cooperation & Farmers Welfare-Headquarters, Ministry of Agriculture and Farmers Welfare on deputation basis. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

(Authorised signatory)

Name & Office Seal :

Date: