

No.12023/09/2018-E.II  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agriculture and Farmers Welfare

Krishi Bhawan, New Delhi.  
Dated: 22/03/2024

**Vacancy Circular**

**Subject:- Filling up one post of Accounts Officer in the Department of Agriculture and Farmers Welfare in Level 7 in the Pay Matrix (Rs.44900-142400) on Deputation basis.**

It is proposed to fill up one post of Accounts Officer (General Central Service, Group-'B' Gazetted, Non-ministerial) in the Department of Agriculture and Farmers Welfare in Level-7 in the Pay Matrix (Rs.44900-142400) on deputation basis.

**2. Eligibility Conditions [Deputation]:**

Officers of the Central Government Offices possessing the following service, educational qualifications and experience are eligible:-

a. (i) Officers under the Central Government 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 regular basis in level-6 in the pay matrix (Rs.35400 -112400) or equivalent in the parent cadre or department and

b. Possessing the following qualifications, namely:-

- i. a pass in the Subordinate Accounts Service or equivalent examination conducted by any of the organized accounts departments of the Central Government; or
- ii. successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent training course and a minimum of three years' experience in cash, accounts and budget work.

**Note :-** 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, deputationists shall not be eligible for consideration for appointment by promotion.

**3. List of Duties/ Responsibilities attached to the post of Accounts officer are as under:**



1. To deal with the accounts matter and oversee the financial management of ongoing Seed Schemes and programmes in Seeds Division.
2. To monitor effectively the funds released under the Schemes/ Programmes of the Seeds division, funds utilized by the implementing agencies and maintaining data of unspent balance.
3. To work in the capacity of Drawing & Disbursing Officer (DDO) of Seeds Mission.

**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 from time to time.

**5. Age-limit:-**

The maximum age-limit for appointment by deputation shall be 'not exceeding 56 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 Govt. shall ordinarily not to exceed three years.

**7.** Application (in duplicate) 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 for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

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 Welfare's website:- [www.agriwelfare.gov.in](http://www.agriwelfare.gov.in) (Click on Recruitment tab).

The required documents may be forwarded to Sh. Umesh Kumar Sah, Under Secretary (Pers.-II), Room No. 37A, Ground Floor, F-Wing, 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 received after due date 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 (Pers.II)

Department of Agriculture and Farmers Welfare

Tel. No. 011-23389144

Copy to:-

1. All Ministries/Departments of Govt. of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices under their administrative control.
2. All Organizations of the Department of Agriculture and Farmers Welfare
3. AS(Admn.)/JS(Coop./Credit)/DS(Pers.)/Director(Credit)/US(Credit)/US(Pers.I).
4. All sections of this Department.
5. 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 Accounts Officer on Deputation basis in the Department of Agriculture and Farmers Welfare.**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters) with telephone number	
2. Date of Birth	
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)	
Qualifications/ Experience required	Qualification / Experience possessed by the officer
1. i) Officers under the Central Government 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 regular basis in level-6 in the pay matrix (Rs.35400 -112400) or equivalent in the parent cadre or department and  Possessing the following qualifications, namely:-  i. a pass in the Subordinate Accounts Service or equivalent examination conducted by any of the organized accounts departments of the Central Government; or  ii. successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent training course and a minimum of three years' experience in cash, accounts and budget work.	

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 appoin tment whether regular/ ad-hoc / deputation	Nature of duties (in detail)
		Fro m	To	Pay in PB	G.P.	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

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 the substantive capacity in the parent organization.



<p>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.</p> <p>9.2 Note: Information under Column 9(c) &amp; (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.</p>			
<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>			
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>			
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>			
<p>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.</p>			
<p>14. Total emoluments per month now drawn</p>			
Basis Pay in the PB		Grade Pay	Total Emoluments
<p>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.</p>			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments	

<p><b>16.A</b> 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16.B Achievements:</b> 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. <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>		
<p>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").</p>		
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 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: