

No. A-12034/1/2026-E.II  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare

Krishi Bhawan, New Delhi  
Dated: 16/01/2026

**VACANCY CIRCULAR**

**Subject: Filling up one (01) post of Liaison & Protocol Officer (General Central Service, Group-B, Gazetted, Non-Ministerial) in the Department of Agriculture & Farmers Welfare in Level-07 of the Pay Matrix on Deputation(ISTC)/Absorption (For Armed Forces Personnel: Deputation (ISTC)/Absorption/Re-employment) basis - regarding.**

It is proposed to fill up one (01) post of Liaison & Protocol Officer in the Department of Agriculture and Farmers Welfare in Level-07 of the pay matrix on Deputation(ISTC)/Absorption (For Armed Forces Personnel: Deputation (ISTC)/Absorption/Re-employment) basis.

**2. Details of Post:**

- a) **Name of the post:** Liaison & Protocol Officer
- b) **Number of post:** 01 (One)
- c) **Classification of post:** General Central Service, Group 'C', Non-Gazetted, Non-Ministerial
- d) **Pay Scale:** Level 07 of Pay Matrix (Rs. 44,900- 1,42,400)/-
- e) **Age Limit:** Not exceeding 56 years on the closing date of receipt of applications.

**3. Eligibility Conditions:**

**Deputation (ISTC)/Absorption:**

Officers of the Central Government or State Government or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organizations:

- a) (i) holding analogous posts on regular basis in Parent Cadre or Department; **or**  
  
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Pay Band 2, Rs. 9300-34800 with grade pay of Rs. 4200/- or equivalent in the parent cadre or Department; **and**
- b) Possessing the following educational qualifications and experience:

Essential:

- (i) Degree from a recognized University or Institute;
- (ii) two years' experience in handling Post arrival and Pre-departure formalities at the Airports, liaisoning with immigration, custom authorities at airports, arrangement for passports, air ticket, visas of Senior level officers or Very Important Persons or Very Very Important Persons.

**Note:** Officers of only Central or State Governments or Union Territories shall be eligible for being considered for absorption.

**For Armed Forces Personnel:**

The Armed Forces Personnel of the rank of Naib Subedar who are due to retire or who are to be transferred to reserve within a period of one year and having qualification and experience prescribed for Deputation shall also be considered. Such Officers will be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment. (Re-employment upto the age of superannuation with reference to civil posts).

**4.** List of duties / responsibilities attached to the post of Liaison & Protocol Officer are as under:-

[I] FOREIGN DELEGATIONS:

- i. To organize reception at the airport.
- ii. To arrange clearance in respect of Customs/Immigration and Luggage.
- iii. To arrange Hotel accommodation.
- iv. To arrange transport and security.
- v. To escort the delegation to the Hotel/meeting venues in and around Delhi.
- vi. To arrange their re-confirmation of tickets and booking on domestic/international sectors.
- vii. To arrange for Gifts presentation.

[II] INDIAN DELEGATIONS:

- i. To arrange diplomatic/official passports in respect of Ministers/Senior Officers of the Ministry.
- ii. To arrange booking of International ticketing arrange Visas from various Embassies/High Commissions in Delhi.
- iii. To arrange servicing in the passports.
- iv. To organize reception on arrival/departure of delegations led by Minister/Secretary.
- v. Booking of Ceremonial Lounge/ VIP Lounge at the airports.
- vi. Procurement of gifts for presentation to the Foreign dignitaries.
- vii. Arrangement of Airport Entry passes.

- viii. Procurement of Foreign Exchange in respect of Minister and Secretary.
- ix. Arrangement for workshop and conferences.
- x. Arrangement of reception on the domestic airports for Minister/Secretary.
- xi. Escorting of VIPs/Distinguished dignitaries the Ambassadors, High Commissions, UN organization heads, C.Ms., States Governors calling on AM/ MOSs/ Secretary /Senior Officials.
- xii. Liaison and discussions with various government agencies/passport office/MEA/ Foreign Missions/Airlines/ Hostels/ FAO & UN Agencies etc.
- xiii. Any other job assigned from time to time are also being undertaken.
- xiv. Protocol officer should see off/ receive Honorable Agriculture ministers while going and returning from tour within the country. Pre-departure/Pre-arrival formalities in respect of domestic tour of Honorable Minister be looked after by the protocol officer, which includes blocked of seats of the choice of the minister, collection of boarding cards etc. similarly for train journey. Luggage clearance & other reception arrangements are to be looked after.

**5. 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. 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 exceed three years.

**6. Age-limit :-**


The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

**7.** Applications of only such officials/candidates will be considered which are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per Proforma (**Annexure-I**) (ii) Photocopies of ACRs/APARs for the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, (iv) Integrity Certificate, (v) No Penalty Certificate or a Statement giving detail of Major or Minor penalties imposed on the officers, if any, during the last 10 years and (vi) Cadre Clearance Certificate, in the enclosed Proforma (**Annexure-II**). It may also be verified and certified that the particulars furnished by the official are correct.

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

The required documents mentioned at the end of Annexure, may be forwarded to Ms. Phani Tulasi K. CH, Under Secretary (Pers.-II), Room No. 12-A, 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. Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

  
(Phani Tulasi K. CH)


Under Secretary to the Government of India

Tel.No. 011-23388976

Email ID: [phn.tulsi@gov.in](mailto:phn.tulsi@gov.in)

Copy forwarded 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 and Regional Research Institutions under their administrative control.
2. The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi.
3. Principal Secretary/Secretary (Agriculture), All State Governments/ Administration of all Union Territories.
4. Chief Managing Directors of all Public Sector Undertakings,
5. Vice-Chancellors of all Agricultural Universities.
6. Heads of all Semi Government/ Autonomous and Statutory Organizations/ Recognized Research Institutions.
7. All Organizations of the Department of Agriculture and Farmers Welfare.
8. JS (Admn.)/Deputy Secretary (Pers.), DA&FW.
9. IC Division/ Facilitation Centre, DA&FW
10. Copy to NIC for uploading the above circular in Ministry of Agriculture and Farmers Welfare's website.
11. Guard file/Spare Copies/Notice Board

  
(Phani Tulasi K. CH)

Under Secretary to the Govt. of India

**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	Degree from a recognized University or Institute;	
	ii) two years' experience in handling Post arrival and Pre-departure formalities at the Airports, liaising with immigration, custom authorities at airports, arrangement for passports, air ticket, visas of Senior level officers or Very Important Persons or Very Very Important Persons.	
Holding analogous posts on a regular basis in the parent cadre or department; <b>or</b>		
<b>(ii)</b> with five years' service in the grade rendered after appointment thereto on a regular basis in Pay Band 2, Rs. 9300-34800 with grade pay of Rs. 4200/- or equivalent in the parent cadre or Department.		
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.	
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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	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.
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.

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

**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

<p>training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>vi) any other information.</p> <p><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.</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p># (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>	
<p>18. Whether belongs to SC/ST</p>	

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:

Name & Designation:

Dated:

Telephone No.:

Fax No.:

Office Seal: