

No.10-07/2015-Misc.
Government of India
Northern Region Farm Machinery Training & Testing Institute
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare
Tractor Nagar, Sirsa Road, Hisar (Haryana)-125 001

Subject : Filling up of two vacant posts of Office Superintendent [General Central Service, Group 'B' (Non-Gazetted), Ministerial, Level 6 (Rs.35400-112400)] at Farm Machinery Training and Testing Institutes on deputation basis- regarding.

Applications are invited from eligible and suitable officers for filling up two vacant posts of Office Superintendent [General Central Service, Group 'B' (Non-Gazetted), Ministerial, Level 6 (Rs.35400-112400)] at Farm Machinery Training and Testing Institutes [Budni (MP)/ Hisar (Haryana)/ Anantapur (Andhra Pradesh)/ Biswanath Chariali (Assam)], a subordinate office under Ministry of Agriculture and Farmers Welfare, Department of Agriculture and Farmers Welfare on deputation basis. Details of the post, eligibility conditions etc. are given in the **Annexure-I** (vacancy circular). The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No.2/29/91-Estt. (Pay II) dated 05.01.1994 and its subsequent orders issued from time to time.

2. Applications of only such candidates will be considered which are routed through proper channel and are accompanied with (i) Curriculum vitae (in triplicate) as in the Proforma given (**Annexure-II**); (ii) Attested photocopies of Annual Performance Appraisal Reports for the last five years (APARs to be attested by an officer not below the rank of Under Secretary); (iii) Vigilance Clearance/ Integrity Certificate/ Cadre Clearance Certificate; and (iv) Statement giving details of major or minor penalties imposed on the official, if any, during the last 10 years (**Annexure-III**).

3. It is, therefore, requested that the applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent directly to the **Director, Northern Region Farm Machinery Training and Testing Institute, Tractor Nagar, Sirsa Road, Hisar (Haryana)-125 001**, within a period of 60 days from the date of issue/publication of this advertisement in the Employment News.

4. Advance copies of applications or applications received after the prescribed closing date or not accompanied with the required certificates/ documents are liable to be rejected.

Sandeep Chugh
Administrative Officer/Head of Office
For Director

Vacancy Circular

1. Name of the post: Office Superintendent
2. Number of posts : Two
3. Classification of post: General Central Service, Group 'B' Non-Gazetted, Ministerial
4. Pay Scale: Level 6 (Rs.35400-112400) in the pay matrix.
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 of Central Government 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 level rendered after appointment thereto on a regular basis in level-5 (Rs 29200-92300) in the pay matrix or equivalent in the parent cadre or department ;
or
(iii) with ten years' service in the level rendered after appointment thereto on a regular basis in level-4 (25500-81100) in the pay matrix or equivalent in the parent cadre or department;
and

(B) possessing the following educational qualifications and experience, namely :-
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
7. Place of posting: Farm Machinery Training and Testing Institutes, Budni (MP)/ Hisar (Haryana)/ Anantapur (Andhra Pradesh)/ Biswanath Chariali (Assam).
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 and Farmers Welfare **www.agricoop.nic.in** and the website of Farm Machinery Training and Testing Institutes **fmttibudni.gov.in/ nrfmtti.gov.in/ srfmtti.dacnet.nic.in/ nerfmtti.nic.in**.
10. Last date: 60 days from the date of issue/publication of this advertisement in the Employment News.

BIO-DATA/CURRICULUM VITAE PROFORMA

Application for the post of _____

- 1. Name and Address (in Block Letters) :
- 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)

Qualification/Experience required as mentioned in the advertisement/ vacancy circular

Qualification/ Experience possessed by the official

Essential:

A) Qualification : A) Qualification

(i) Degree in any discipline from a recognized University :

(ii) One year experience in administration and accounts.

and

B) Experience: B) Experience

Note: In the case of Degree and Post Graduate Qualifications elective/main subjects and subsidiary subjects may be indicated by the candidate.

Note 1: The Departmental Officials in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 2 : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January 2006, i.e. the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations 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 grade pay or scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement level without any up-gradation.

6. Please state clearly whether in the light of entries :
made by you above, you meet the requisite Essential
Qualifications and work experience of the post.

Note: Borrowing Department are to provide their
specific comments/ views confirming the relevant
Essential Qualification/ Work experience possessed
by the Candidate (as indicated in the Bio-data) with
reference to the post applied.

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 details) highlighting experience required for the post applied for

Important: Level in the Pay Matrix/Pay Band and Grade Pay granted under ACP/MACP are personal to
the officer and therefore, should not be mentioned. Only Level in the Pay Matrix/Pay band and Grade
Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present
Level in the Pay Matrix/ Pay Band and Grade Pay where such benefits have been drawn by the
candidate may be indicated as below:

Office/Institution	Pay, Level in the Pay Matrix, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

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	(d) Name of the post and pay of the post held in substantive capacity in the parent organization

9.1 Note: in case of officials 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 9(c) and (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 the 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 :

Basic Pay in the Level in the Pay Matrix	Level in the pay matrix	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 in the Level in the Pay Matrix	Dearness Pay/Interim relief/ other allowances etc. (with break-up details)	Total Emoluments

16.A. 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 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/Scholarship/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 :
(including Short Term Contract/Absorption/Re-employment Basis #. (Officials under Central/ State Governments are only eligible for 'Absorption').

(The option of Short Term Contract/Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by Absorption/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 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.

Date:

(Signature of the Candidate)

Address:

Certificate 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 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 him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with seal)