

F.No.2-1/2011-Estt.
Government of India
Directorate of Extension
Ministry of Agriculture
(Department of Agriculture & Cooperation)
Krishi Vistar Bhavan,
Pusa, New Delhi-110012

Filling up of one Offset Production Officer in the pay scale of Rs. 6500-10500 (Pre-revised) revised to Rs. 9300-34800 + 4600(GP) in the Directorate of Extension on deputation basis.

The undersigned is directed to say that one likely vacancy in the post of Offset Production Officer in the pay scale of Rs. 6500-10500(Pre-revised) revised to Rs. 9300-34800+4600(GP) (Group-B) (Gazetted) (Non-Ministerial) in the Directorate of Extension, Ministry of Agriculture, Department of Agriculture & Cooperation, New Delhi, is required to be filled up on deputation basis from amongst officers under the Central Government possessing of the following qualifications and other requirements :

Officer under the Central Government

- (a) (i) holding analogous post on regular basis; or
(ii) with 3 years regular service in the post in the scale of pay Rs. 5500-9000 (Pre-revised) revised to Rs. 9300-34800+4200 (GP) or equivalent; and
(b) Possessing the educational qualification and experience as under :
(i) Diploma in printing and allied trade from a recognized University/Institution or equivalent.
(ii) 3 years practical experience in offset printing including all the technical predeceases involved in a Government or private press of standing.
(c) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputations. Similarly, deputationists shall not be eligible for consideration for promotion. (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date for the receipt of applications.

2. The selected officer will have the option either to draw his grade pay plus deputation (duty) allowance in accordance with the Ministry of Finance instructions issued from time to time or gets his pay fixed in the scale of pay of the post in accordance with the normal duties.

3. It is requested that the vacancy may kindly be accorded due publicity and the applications, with details of service particulars in the enclosed proforma as per Annexure, from suitable and willing officers, along with photocopies of ACRs for the last 5 years, may kindly be forwarded to the undersigned, by name **within 60 days** from the date of issue of this letter.

While forwarding the applications, it may also please be verified and certified that the particulars furnished by the applicant are correct and that no vigilance proceedings are pending or being contemplated against the officer. The integrity of the officers may also be certified. It may also please be made clear that in the event of selection, the candidate will not be allowed to withdraw his candidature. Incomplete applications or applications received without up-to-date ACRs dossier will not be considered.

(P.Majumdar)
Deputy Director (Administration)-I/c
Annexure

Bio-Data Proforma

Sl. Particulars

No.

1. Name & Address in Block Letters :
2. Date of Birth (In Christian era) :
3. Date of retirement under Central 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
Essential (1) (2) (3)
Desired (1) (2)
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 chronological order. Enclose a separate sheet, duly authenticated by you signature, if the space below is insufficient :

Office/Institute/ Organisation	Post Held	From	To	Scale of pay & Basic pay	Nature of Duties

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 present office/organization to which you belong
10. 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
11. Total emoluments per month now drawn
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclosed a separate sheet, if the space is insufficient.
13. Whether belongs to SC/ST
14. State clearly whether applied for transfer on deputation or transfer basis.
15. Remarks

Signature of the Candidate
Address : _____

Date : _____
Countersigned _____
(Employer)

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