

UT ADMINISTRATION OF DAMAN & DIU
DIRECTORATE OF AGRICULTURE
DAMAN & DIU
FORT AREA, MOTI DAMAN,
DAMAN – 396 220

No.ZAO/DMN/Recruit-DDA/2012-13/13/97

Date: 19/06/2012

To,

1. The Principal Secretary/Secretary(Agriculture), GOI, New Delhi.
2. All Ministries Department of Central Government, New Delhi.
3. The Chief Secretaries, All State Government /Union Territories.
4. ICAR and its affiliated Councils, Agriculture Universities & Agriculture Research Institutes.
5. All the Heads of Offices, Daman/Diu
6. The D.I.O., NIC, Daman for uploading on website.

Subject : **Filling up one post of Dy. Director of Agriculture in the pay scale of Rs.15600-39100/- with a Grade Pay of Rs.5400/- (PB-3) (Pre-revised Rs. 8000-275-13500/-) on transfer on deputation (including short term contract) basis.**

Sir/Madam,

I am directed to invite applications from eligible and suitable officials for filling up one vacancy of Dy. Director of Agriculture in the Department of Agriculture on transfer on deputation (including short term contract) basis. Details of the post, eligibility conditions etc. are given in Annexure-I. The pay of the officer selected for appointment on transfer on deputation (including short term contract) basis will be regulated in terms of DOPT's OM No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

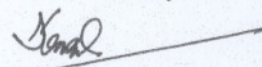
2. Application of only such officials/candidate will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as in the proforma given (Annexure-A), (ii) Photocopies of ACRs for last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Govt. of India level, (iii) Vigilance Clearance Certificate, (iv) Integrity Certificate, (v) No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during last 10 years and (vi) Cadre Clearance Certificate. It may also be verified and certified that the particulars furnished by the officers are correct.

3. It is, therefore, requested that the applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to **the Director (Agriculture), Directorate of Agriculture, Fort Area, Moti Daman – 396 220, Daman (UT of Daman & Diu)** within a period of 60 days from the date of publication of this advertisement in the Employment News.

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

5. The vacancies may kindly be given wide publicity in your Department/Organization.

Yours faithfully,



(Kamal Datta)
Director(Agriculture)
Daman & Diu,
Daman.

Annexure-I

1. Name of the post : Deputy Director of Agriculture
2. Number of posts : 1 (one)
3. Classification of post : General Central Service, Group 'A' Gazetted, Non-Ministerial
4. Pay Scale : (PB-3), Rs. 15600-39100/- with Grade Pay Rs.5400/- (Pre-revised Rs. ~~8000-275-13500/-~~)
5. 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.
6. Method of Recruitment: By transfer on deputation (ISTC)/basis.
7. Eligibility: Officers under Central/State Governments/Agriculture Universities/ICAR and other Councils/Agricultural Research Institutions possessing the following Educational Qualifications and experience are eligible.
 - (a) (i) holding analogous post on regular basis in the present Cadre/Department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.9300-34800 with Grade Pay of Rs.4600 (PB-2) or equivalent.
 - (b) Educational Qualifications and experience:- (i) Master's Degree in Agriculture of a recognized University or equivalent.
 - (ii) Three years experience in research/development/extension works..

Desirable:- Knowledge of local language(s), dialect(s)

Note-I:- The department officers in the feeder category who are in 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.

Note-II:- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed 3 (three) years.

Note-III:- The crucial date of determining eligibility will be the last date for receipt of the applications.

8. Duties and responsibilities attached to the post.
 1. To assist the UT Administration in formulation of various policies, schemes, Annual Plans/Budgeting etc.
 2. Administrative/financial/technical responsibilities of Department of Agriculture, Daman & Diu.
 3. Coordinating Central/State Government Departments.
 4. Planning, monitoring & implementation of various Central/UT Plan Schemes.
 5. Monitoring & enforcement of Acts/Rules related to Agriculture Sector in the UT.



(Kamal Datta)
Director(Agriculture)
Daman & Diu,
Daman.

Annexure-A

CURRICULUM VITAE PRO FORMA

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 required	Qualifications/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 requirement 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/Institution	Post held	From	To	Scale of Pay and Basic Pay	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/
Organization 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 Govt.
 - b) State Govt.
 - c) Autonomous Organization
 - 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 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 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)
15. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment basis (Officer under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)
16. Whether belongs to SC/ST
17. Remarks (The candidates 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 and (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 Vita duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address _____

Date:

Countersigned

(Employer with Seal)

Annexure-III

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/Smt./Ms. _____, who has applied for the post of Assistant Commissioner (INM) in the Department of Cooperation & Cooperation on deputation basis, 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

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. _____, who has applied for the post of Assistant Commissioner (INM) in the Department of Agriculture & Cooperation on deputation basis.

(Authorized signatory)

Name & Office seal: _____
Date : _____

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. _____, who has applied for the post of Assistant Commissioner (INM) in the Department of Agriculture & Cooperation on deputation basis during the last ten years.

(Authorized signatory)

Name & Office seal: _____
Date : _____

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms. _____ applying for the post of Assistant Commissioner (INM) in the Department of Agriculture & Cooperation. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

(Authorized signatory)

Name & Office seal: _____
Date : _____