

मि.स. F.No.3(01)/2018-Estt.  
कृषि एवं किसान कल्याण मंत्रालय  
Ministry of Agriculture & Farmers Welfare  
कृषि, सहकारिता एवं किसान कल्याण विभाग  
Ministry of Agriculture & Cooperation & Farmers Welfare)  
विस्तार निदेशालय Directorate of Extension

कृषि विस्तार भवन Krishi Vistar Bhawan  
पूसा नई दिल्ली 110012 Pusa, New Delhi 110012

Dated the 05 July, 2018

**OFFICE MEMORANDUM**

**SUB.: Filling up of Two (02) vacancies of Stenographer Grade-I in the Level 6 (Rs.35400-112400) (Pre-revised PB-2 9300-34800+4200GP) in the Directorate of Extension by deputation basis (including short-term contract) regarding.**

The undersigned is directed to say that Two (02) vacancies of Stenographer Grade-I in the Pay Level 6 (Rs.35400-112400) (Pre-revised PB-2 9300-34800+4200GP) (Non-Gazetted) (Ministerial) in the Directorate of Extension, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, New Delhi, is required to be filled up by deputation (Including Short-term contract). Officers holding the post of Stenographer under the Central Government or State Government or Union Territory Administrations or Public Sector Undertaking or Universities or Recognized Research Institute or Semi Government or Autonomous Bodies or Statutory Organisations.

- (i) holding analogous post on regular basis in the parent cadre or department;  
or  
(ii) with six years service in the grade rendered after appointment thereto on a regular basis in pay band-1 Rs 5200-20,200/- with grade pay of Rs. 2800/- (pre-revised) in the parent cadre or department;  
or  
(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in pay band-1 Rs 5200-20,200/- with grade pay of Rs. 2400/- (pre-revised) in the parent cadre or department.


**Note:**

- (a) The Departmental Officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion  
(b) Period of deputation including the 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. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 years as on the closing date for the receipt of applications.

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.

It is requested that the vacancies 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 Officials, along with duly attested photocopies of ACRs for the last 5 years, may kindly be forwarded to the undersigned, by name within 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

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 Officials 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/her candidature and will be relieved immediately. Incomplete applications or application received without up-to-date ACRs dossier will not be considered.

  
(Y.P. Bhatt)  
Dy. Director (Admin)  
011-25846467

**DISTRIBUTION:**

1. All Ministries/Department of Government of India.
2. All Attached/Subordinate Offices of the Department of Agriculture Cooperation & Farmers Welfare.
3. Chief Controller of Accounts, Deptt of Agriculture, Coop. & Farmers Welfare, 16A, Akbar Road, Hutment, New Delhi.
4. Controller General of Accounts, Deptt. of Expenditure, Lok Nayak Bhawan, New Delhi-1100571
5. PSU's/All Autonomous Bodies
6. Notice Board, DOE., Pusa, New Delhi
7. Comptroller and Auditor General of India, 9 Deen Dayal Upadhyay Marg, New Delhi-1101247.
8. Nodal Officer, DOE for uploading on DAC/DOE website
9. Guard.

BIO-DATA PROFORMA

Sl. No.	Particulars				
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)				
	<i>Qualifications/ experience required</i>				Qualifications/ Experience possessed by the Officer
	<b>Essential</b>				
	(1)				
	(2)				
	(3)				
	<b>Desired</b>				
	(1)				
	(2)				
6.	Please state clearly whether in the light of entries made by you above, do you meet the requirements 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/Institute / Organization	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. Enclose 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)