

मि.स. F.No.3(03)/2018-Estt./ 476 - 521  
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  
आई.ए.एस.आर.आई. कैपस IASRI Campus  
पूसा नई दिल्ली Pusa, New Delhi 110012

Dated the 06 August, 2018

**OFFICE MEMORANDUM**

SUB.: Filling up of Two (02) vacancies of Driver (Grade-II) in the Pay Band-I Rs.5200-20200+GP 2400/- (Pre-revised) corresponding to Pay Matrix Level-4 Rs. 25500-81100 (Revised) in the Directorate of Extension by deputation basis (including short-term contract) regarding.

The undersigned is directed to say that Two (02) vacancies of Driver(Grade-II) in the Pay Band-I Rs. 5200-20200+GP 2400/- (Pre-revised) corresponding to Pay Matrix Level-4 Rs. 25500-81100 (Revised) (Non-Gazetted) (Non-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). Officials holding the post of Driver 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;  
or  
(ii) with eight years service in pay band-1 Rs 5200-20,200/- plus grade pay of Rs. 1900/- (pre-revised) who possesses valid driving license for motor cars and have experience in driving of that motor car for atleast five years.

**Note:**

- (a) The Departmental Officials in the feeder category who are in the direct line of promotion will 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.
- (c) 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.

  
06/8/18

The selected Official 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 Official. 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.

  
(Hansraj) 6/8/18

Asst. Admin. Officer  
011-25847717

**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 Official, DOE for uploading on DAC/DOE website
9. Guard file.

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)

**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}