

No. 4-9/2024-Extn.  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agriculture & Farmers Welfare

Krishi Bhawan, New Delhi  
Dated: 30<sup>th</sup> September, 2024

**VACANCY CIRCULAR**

Sub: Filling up the post of Deputy Director (Administration) in Directorate of Extension, Pusa, New Delhi, Department of Agriculture & Farmers Welfare on deputation (Including Short Term Contract).

One vacancy of Deputy Director (Administration) in the pre-revised pay scale of Rs. 15600-39100 (PB-3) + Grade pay of Rs. 6600/- or in the Level-11 of 7<sup>th</sup> CPC Pay Matrix, General Central Service, Group 'A', Gazetted, Non-Ministerial in the Directorate of Extension, Pusa, New Delhi is proposed to be filled up on deputation basis (Including Short Term Contract) from amongst the officers under the Central or State Governments or Union Territories administration or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or  
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts PB-3, Rs. 15600-39100 plus Grade Pay of Rs. 5400/- or equivalent in the parent cadre or department; or  
(iii) with six years' service in the grade rendered after appointment thereto on regular basis in posts PB-2, Rs. 9300-34800 plus Grade Pay of Rs. 4800/- or equivalent in the parent cadre or department; or  
(iv) with seven years' service in the grade rendered after appointment thereto on regular basis in posts PB-2, Rs. 9300-34800 plus Grade Pay of Rs. 4600/- or equivalent in the parent cadre or department; and
- (b) possessing the educational qualification and experience prescribed as under:

**Essential:**

- (i) Degree from a recognized University or Institute;  
(ii) Five years' experience in Administration, Establishment and Accounts matter in the Central or State Governments or Union Territory administration or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations.

2. 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 shall be not exceeding **fifty six** years as on the closing date of receipt of applications.

3. Officers selected will have the option to draw his grade pay plus deputation(duty) allowance or to have his pay fixed in the scale of pay of the post in accordance with the Department of Personnel and Trainings O.M. No.6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June 2010 as amended from time to time.

4. Duties attached to post of Deputy Director (Admin.) are as under:-

- (i). To assist the Director of Administration in dealing with all establishment/administrative matters relating to the officers and staff of the Directorate as also the house keeping functions.
- (ii). To deal with all administrative and financial aspects relating to the various Schemes being operated by the technical units of the Directorate. Also acts as Head of office.
- (iii). To function as Branch Officer of Establishment Division, General Section, Coordination Section, R&I Section, Hindi Section and Library.
- (iv). Administrative and Financial matters of all three Technical Units through AAO/ Unit Heads.
- (v). Overall administrative matters of CTO Campus including maintenance and upkeep of CTO premises.
- (vi). Controlling officer for the staff cars/vehicles of the Directorate.
- (vii). To function as honorary secretary of the departmental canteen.
- (viii). Follow up on the staff association matters/issues.
- (ix). To function as Civil Defence Officer of the Directorate of Extension.
- (x). To function as Welfare Officer

5. Applications of interested and eligible officers, who could be spared in the event of their selection, may be sent, through proper channel, in the enclosed proforma (in Triplicate) along with the documents mentioned below so as to reach **"Smt. D.Ponni, Under Secretary to the Govt. of India, Room No. 17, Department of Agriculture & Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Krishi Bhawan, New Delhi** within 60 days from the date of publication of this advertisement in the Employment News/Rojgar Samachar. **While forwarding the applications, the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be**