

भारत सरकार/GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture and Farmers Welfare  
कृषि एवं किसान कल्याण विभाग/Department of Agriculture and Farmers Welfare  
केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान/CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE

ट्रैक्टर नगर बुदनी (म.प्र.)/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445

Website: <http://www.fmttibudni.gov.in>; Email: [fmtl-mp@nic.in](mailto:fmtl-mp@nic.in); Extn: 07564-299003; GSTIN: 23AAAGC0890H1Z5  
(AN ISO-9001:2015 CERTIFIED INSTITUTE)

No.: 3-11014/1/2023-Estt. (E 133996)

Date: 05.08.2024

**VACANCY CIRCULAR**

(Advertisement No. CFMTTI/03/2024)

Applications are invited for filling up the following Group B (Non-Gazetted) posts; (1) on deputation including short term contract basis; (2) on deputation including short term contract basis or absorption. The requirement of the posts and terms and conditions are as under:-

<b>Name</b>	: Stenographer Grade-I (English or Hindi Stenographer) Group B (NG) Ministerial
<b>Number of post</b>	: 02 posts
<b>Pay Level</b>	: Level-6 (Rs.35400-112400) in the pay matrix

Place of posting: Central Farm Machinery Training and Testing Institute, Budni (M.P.)

**Terms & Conditions:**

Officers holding the post of Stenographer (English and/or Hindi Stenographer) under the Central or State Government or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory originations:

(i) holding analogous post on regular basis in the parent cadre or department ; or

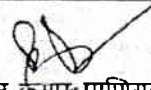
(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in level-5 (Rs.29200-92300) in the pay matrix or equivalent in the parent cadre or department;  
or

(iii) with 10 years' service in the grade rendered after appointment thereto on a regular basis in level-4 (Rs.25500-81100) in the pay matrix or equivalent in the parent cadre or department;

<b>Note 1 :</b>	The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.
<b>Note 2 :</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 shall be not exceeding 56 years as on the closing date of receipt of application).
<b>Note 3 :</b>	Officers of only the Central or State Government or Union Territory Administration shall be eligible for absorption.

.. 2 ..

It is requested that the above vacancies may be circulated amongst eligible candidate in your office /department and particulars of those who are willing to be considered and can be spared immediately in the event of their selection may please be forwarded in the proforma attached herewith ( in duplicate) **within 60 days from the date of publication of vacancy circular in the Employment News** alongwith their complete APARs for the last **5 years** (photocopies of the APARs to be got attested by an officer not below the rank of Under Secretary to the Govt of India) together the Vigilance Clearance and Integrity Certificates for the last 10 years of eligible officers who could be spared in the event of selection addressed to the : **Director, Government of India, Central Farm Machinery Training & Testing Institute, Tractor Nagar, Budni (M.P.) - 466445. Applications received after the due date and incomplete in any respect will not be considered.**




(विकास कुमार पाणिग्रही)

उपकरण अभियंता / कार्यालय प्रमुख  
कृते निदेशक

वितरण :-

1. All Ministries/Departments of the Government of India – as per list attached.
2. All the State, Central & Deemed Agricultural Universities – as per list attached
3. All the PSUs/Autonomous/Statutory/Semi Government Organizations–as per list attached.
4. All Recognized Research Institutes – as per list attached.
5. Under Secretary, M&T (Admn) Ministry of Agriculture and Farmers Welfare, Department of Agriculture & Farmers Welfare, Room No. 589-B, Krishi Bhawan, New Delhi-110001- with the request to upload the enclosed vacancy circular on the Ministry's website.
6. The Director, Northern Region Farm Machinery Training and Testing Institute, Tractor Nagar, Sirsa Road, Hisar-125001 (Haryana) - with the request to upload the vacancy circular on the Institute's website.
7. The Director, Southern Region Farm Machinery Training and Testing Institute, Tractor Nagar, PO: Garladinne-515731, District-Anantapur (Andhra Pradesh) - with the request to upload the vacancy circular on the Institute's website.
8. The Director, North Eastern Region Farm Machinery Training and Testing Institute, Biswanath Chariali, Assam-784176 - with the request to upload the vacancy circular on the Institute's website.
9. Instrumentation Engineer (R) - for uploading on the Institute's website.



(विकास कुमार पाणिग्रही)

उपकरण अभियंता / कार्यालय प्रमुख  
कृते निदेशक

Advertisement No.: .....

Date .....

Application for the post of ..... in  
 Farm Machinery Training and Testing Institute,  
 Department of Agriculture and Farmers Welfare  
 Ministry of Agriculture and Farmers Welfare

**PROFORMA**

1. Name in Block letters :
2. Postal address, email, contact / mobile No. :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central/State Government Rules
5. Educational Qualifications :
6. 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)	
Desirable	(1)	
	(2)	
	(3)	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. :
8. 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 and basic pay	Nature of duties performed (in detail)

9. Nature of present employment, i.e Ad-hoc or :  
Temporary or Quasi-permanent or permanent
10. 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.
11. Additional details about present  
employment. Please state whether working  
under (indicate the name of your employer  
against the relevant column)
- (a) Central Government:  
(b) State/UT Government:  
(c) Autonomous or Statutory Organization:  
(d) Public Sector Undertakings:
12. Basic pay and total emoluments per month  
now drawn.
13. 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.
14. Whether belongs to SC/ST/OBC: :
15. Remarks:

**Signature of the Candidate:**

Address:

Mobile No.:

Email :

Date :

Countersigned :

It is certified that the particulars furnished by Shri \_\_\_\_\_  
Designation \_\_\_\_\_ are correct and no disciplinary case is either  
pending or contemplated against the officer and no major or minor penalty imposed on  
the officer during the last 10 years and his /her integrity is also beyond doubt.

Signature of the Head of the Department  
(with Stamp)