

## Vacancy Circular

1. Name of the post: Farm Superintendent
2. Number of posts: One
3. Classification of post: General Central Service, Group 'B' Gazetted, Non-Ministerial
4. Pay Scale: Level 7 (Rs. 44900-142400) in pay matrix.
5. Age Limit: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.
6. Eligibility Conditions for appointment on deputation (including short term contract) basis:  
Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or Agricultural Universities or recognised research institutions or semi-Government or autonomous or statutory organisations :  
Essential:  
(a) (i) holding analogous posts on 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 Level -6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or department;  
and  
(b) Possessing the following educational qualifications and experience:-  
Essential:  
(i) Master's degree in Agronomy from a recognised University or Institute.  
(ii) Two years' practical or research experience in agronomical problems in Central Government or State Government or Union Territories or Public Sector Undertakings or Agricultural Universities or recognised research institutions or semi-Government or autonomous or statutory organisations  
  
Desirable: One year experience in mechanised farming.  
  
Note – The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
7. Place of posting : North Eastern Region Farm Machinery Training and Testing, Biswanath Chariali (Assam)
8. Period of deputation: Period of deputation (including short term contract) including period of deputation (including short term contract) 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 to exceed three years.
9. Application Proforma: Application Proforma and other details of the posts may be downloaded from the website of Department of Agriculture and Farmers Welfare [www.agricoop.nic.in](http://www.agricoop.nic.in) and the website of Farm Machinery Training and Testing Institutes [cfmtti.dacnet.nic.in](http://cfmtti.dacnet.nic.in) / [nrfmtti.dacnet.nic.in](http://nrfmtti.dacnet.nic.in) / [srfmtti.dacnet.nic.in](http://srfmtti.dacnet.nic.in) / [nerfmtti.dacnet.nic.in](http://nerfmtti.dacnet.nic.in).
10. Last date: 60 days from the date of issue/publishing of this advertisement in the Employment News.

BIO-DATA/CURRICULUM VITAE PROFORMA

Application for the post of.....			
1.	Name and Address (in Block Letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service	:	
	(vi) 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 as mentioned in the advertisement / vacancy circular		Qualifications / Experience possessed by the officer
	Essential :		
	A)Qualification		A)Qualification
	Master's degree in Agronomy from a recognised University or Institute.	:	
	B)Experience		B) Experience
	Two years' practical or research experience in agronomical problems in Central Government or State Government or Union Territories or Public Sector Undertakings or Agricultural Universities or recognised research institutions or semi-Government or autonomous or statutory organisations	:	
	Desirable:		
	One year experience in mechanised farming		
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.		
	Note – The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.		

6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post		:													
	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		:													
7.	Details of employment in the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.															
	<table border="1"> <thead> <tr> <th>Office / Institution</th> <th>Post held on regular basis</th> <th>From</th> <th>To</th> <th>Level in the Pay Matrix / Pay Band and Grade Pay / Pay Scale of the post held on regular basis</th> <th>Nature of duties (in detail) highlighting experience required for the post applied for</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Office / Institution	Post held on regular basis	From	To	Level in the Pay Matrix / Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for						
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	<p>*Important: Level in the Pay Matrix / Pay Band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Level in the Pay Matrix / Pay band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix / Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:</p>															
	<table border="1"> <thead> <tr> <th>Office / Institution</th> <th>Pay, Level in the Pay Matrix, Pay Band and Grade Pay drawn under ACP/MACP Scheme</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Office / Institution	Pay, Level in the Pay Matrix, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To								
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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/ organisation to which you belong	(h) Name of the post and pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre / organisation.</p>				
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		:	
11.	<p>Additional details about present employment.</p> <p>Please state whether working under (indicate the name of your Employer against the relevant column).</p> <p>(a) Central Government</p> <p>(b) State Government</p> <p>(c) Autonomous Organisation</p> <p>(d) Government Undertaking</p> <p>(e) Universities</p> <p>(f) Others</p>		:	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		:	

13.	Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	:							
14.	Total emoluments, per month now drawn	:							
	<table border="1"> <tr> <th>Basic Pay in the Level in the Pay Matrix</th> <th>Level in the pay matrix</th> <th>Total Emoluments</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Basic Pay in the Level in the Pay Matrix	Level in the pay matrix	Total Emoluments					
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15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the organisation showing the following details may be enclosed.								
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16.A.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	:							
16.B.	Achievements: The candidate are requested to 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) Patents registered in own name or achieved for the organisation		
	(v) Any research/innovative measure involving official recognition		
	(vi) any other information		
	(Note: Enclose a separate sheet if the space is insufficient)		
17.	Please state whether you are applying for deputation (including Short Term Contract) / Absorption / Re-employment Basis #. (Officers under Central / State Governments are only eligible for 'Absorption'. Candidates of non-Government Organisations are eligible only for Short Term Contract).		
	# (The option of Short Term Contract / Absorption / Re-employment are available only if the vacancy circular specially mentioned recruitment by Short Term Contract / Absorption / Re-employment		
18.	Whether belongs to SC/ST	:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date.....

(Signature of the Candidate)

Address .....

**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 Annual Confidential Report/Annual Performance Appraisal Report for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed.
- (iv) No major or minor penalty was 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)