

No. 44019/1/2014-PP(Estt)
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare

Krishi Bhavan, New Delhi
Dated the Sept.,2015

To

1. The Secretary(Agriculture)
(All State Governments/Union Territories Administration)
2. The Secretary(Planning Department)
(All State Governments/Union Territories Administration)

Subject:-Filling up the post of Director General, National Institute of Plant Health Management(Pay Band-4(Rs.37,400-67,000 plus Grade pay Rs.10,000/-) on deputation basis – reg.

1. Applications are invited from eligible and suitable officers for filling the post of Director General, National Institute of Plant Health Management(NIPHM), Hyderabad in the Pay Band-4(Rs.37,400-67,000 plus Grade pay Rs.10,000/- on deputation basis. NIPHM, Hyderabad is an autonomous body registered under the Andhra Pradesh Societies Registration Act.,2001 under the jurisdiction of Ministry of Agriculture(Department of Agriculture and Cooperation). This institute imparts training in human resource development in plant protection technology. Besides, meeting the emerging training needs this institute functions as a centre of excellence and policy support centre in the matters of bilateral/multilateral negotiations on Sanitary and Phytosanitary(SPS) matters, plant protection activities and providing training capability to private sector and farmers. Details of the post, eligibility conditions etc. are given in the Annexure-I. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No. 2/29/91-Estt.(Pay.II), dated 5.1.1994 and subsequent orders issued from time to time

2. Applications of only such officers will be considered which are routed through proper channel and are accompanied with (i)Bio-data(in duplicate) as in the proforma given(Annexure-II) (ii) Attested photocopies of APARs for the last five years(APARs to be attested by an officer not below the rank of Under Secretary)(iii)Vigilance clearance/Integrity Certificate and (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years(Annexure-III).

3. It is, therefore, requested that the applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the Under Secretary(PP-I), Department of Agriculture and Cooperation, Room No. 478-A, Krishi Bhavan, New Delhi within a period of 45 days from the date of issue/publication of this advertisement.

4. Advance copies of applications or received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

Yours faithfully,

(M.L. Atal)
Under Secretary to the Govt. of India

Copy for information and necessary action to:-

1. All Ministries/Departments of Government of India. It is requested to give vide publicity to vacancy in all offices under their administrative control.
2. Deptt. of Personnel & Training(Office of E.O.-1), North Block, New Delhi
3. All Attached and Subordinate Offices under the Department of Agriculture and Cooperation.
4. All officers/sections of Department of Agriculture and Cooperation.
5. NIC unit attached with the DOPT for uploading in the its website.

(M.L. Atal)
Under Secretary to the Govt. of India
Tel.No.23387962

Name of the post	Director General
Number of post	One
Classification of post	Group 'A'
Pay Scale	Pay Band – 4(Rs.37,400-67,000) plus Grade pay Rs. 10,000/-
Age Limit	The maximum age limit for appointment by deputation(including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications
Eligibility Conditions	(i) Officers of All India services and Central Services Group 'A' empanelled as Joint Secretary to Govt. of India or eligible to be empanelled as such; or (ii)With three years regular service in the Senior Administrative Grade; or (iii)Officers of the Central Govt.; (a)(i) holding analogous posts on regular basis; (ii)with three years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Rs. 37,400-67,000 plus Rs. 8700 (Grade pay) or equivalent.
Experience	(i)Having 18 years administrative experience in Group 'A' posts.
Place of posting	Hyderabad
Period of deputation	Period of deputation including 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 five years.
Duties and responsibilities attached to the post	(i)The Director General shall be responsible for the proper administration of the affairs of the NIPHM and shall exercise powers under the direction and guidance of the Executive Council. He shall also prepare Annual Report and Annual Accounts of the NIPHM. (ii)It shall be the duty of the Director General to coordinate and exercise general supervision over all activities of the NIPHM. He shall also be competent to delegate any of the powers conferred upon him to such officers of the NIPHM working under him as may be considered necessary for effective and efficient functioning of the NIPHM. (iii)Director General shall have full powers on behalf of NIPHM, to institute, conduct, intervene, defend, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the NIPHM or its employees or otherwise concerning the affairs of the NIPHM in any court and/or quasi judicial authorities, to refer any claims or demand by or against the NIPHM to arbitration and observe and perform the awards, to sign and verify claims, written statements, other petitions, applications, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi judicial authorities or to satisfy the same and / or to realize or withdraw money from any

court, persons or other authorities in execution of such decree or order and to sign vakalatnamas; all financial powers as delegated by the Executive Council;

(iv) Director General shall be competent on behalf of the NIPHM to execute contracts, collaboration agreement(s) general /special instruments, service agreements containing arbitration clauses, indemnity bonds and deeds in respects of or connected with sale/lease / license, mortgage, hypothecation, pledge, or other deed(s) of a legal character of whatever description, power of Attorney to enforce guarantee (s) or any other rights, to incur legal expenses and to act as agent of the NIPHM for any purpose whatsoever relating to the affairs of the NIPHM.

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in block letter)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) 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	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .	
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.	
6.1 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 chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*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

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP and present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

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/organization to which the applicant belongs.	d) 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) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization 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. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Govt. b) Sate Govt. c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
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 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		
Basic Pay in the PB	Grade Pay	Total emoluments
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.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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>(Note : Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to: i) Research publications and report 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 organization (v) Any research/innovative measure involving official recognition vi) any other information. (Note : Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for “Absorption”. Candidates of Non-Government Organizations are eligible only for short term Contract).</p>	
<p># (The option of ‘STC’/‘Absorption’/‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or ‘Re-employment’).</p>	
<p>18. Whether belongs to SC/ST</p>	

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.

(Signature of the candidate)

Address _____

Date : _____

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 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 to 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)

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/Smt./Ms. _____ who has applied for the post of _____ in the Directorate of Plant Protection, Quarantine & Storage, Faridabad, Department of Agriculture & Cooperation on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank
Deputy Secretary or above Secretary of above
Name & Office Seal: _____
Date _____

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt.Ms. _____ who has applied for the post of _____ in the Directorate of Plant Protection, Quarantine & Storage, Faridabad, Department of Agriculture & Cooperation on deputation basis.

{Authorised signatory}

Name & Office Seal: _____
Date _____

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms _____, who has applied for the post of _____ in the Directorate of Plant Protection, Quarantine & Storage, Faridabad, Department of Agriculture & Cooperation on deputation basis during the last ten years.

{Authorised signatory}

Name & Office Seal: _____
Date _____

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt.Ms. _____ applying for the post of _____ in the Directorate of Plant Protection, Quarantine & Storage, Faridabad, Department of Agriculture & Cooperation on deputation. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

{Authorised signatory}

Name & Office Seal: _____
Date _____