

No. 49/69/2014-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 7th November, 2014.

To

All concerned IAS Officers.

Subject: Filling the post of Director General in National Institute of
Agricultural Extension Management (Manage),
Rajendranagar, Hyderabad.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of vacancy circular No. 10-6/2014-Extn., dated 30th July, 2014 received from Government of India, Ministry of Agriculture, (Department of Agriculture & Cooperation), New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)

Under Secretary, Administration.


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No. 10-6/2014-Extn.
Government of India
Ministry of Agriculture
(Deptt. of Agriculture & Cooperation)

Krishi Bhavan, New Delhi.
Dated, the 30th July, 2014

VACANCY CIRCULAR

Subject: Filling the post of Director General in National Institute of Agricultural Extension Management (MANAGE), Rajendranagar Hyderabad.

One post of Director General in the pay scale of Rs. 37,400-67,000/- (PB-4) plus Grade Pay of Rs. 10,000/- [pre-revised pay scale of Rs. 18,400- 22,400/-] under Non-Central Staffing Scheme, is proposed to be filled in the National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad, an Autonomous Organization under the Ministry of Agriculture, Department of Agriculture and Cooperation on deputation basis through Search-cum-Selection Committee process as laid down in DOP&T's Office Memorandum No. 28/13/2006-EO(SM.II) dated 3.7.2006 for a period not exceeding 5 years from the date of its filling from amongst the officers under the Central/ State Governments/ UTs/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Semi-Government/ Statutory or Autonomous Organizations under the Central/ State Governments.

2. The post of Director General, (MANAGE) is of the level of Joint Secretary to the Government of India and is to be filled up under the Non- Central Staffing Scheme preferably from the IAS. The eligibility criteria of the candidates are as under:-

- The candidate should be holding a post of Joint Secretary or equivalent post in the Government of India or an organization of the Government of India OR an equivalent post in his/her parent cadre/department/ organization.

- The incumbent should have excellent academic background with wide experience profile at senior levels of management besides hands on experience in managing an organization, preferably a training institution.
- In addition, the incumbent should have a minimum of 3 years experience in the field of Agriculture and/or Rural Development.

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall ordinarily not exceed 5 years or 7 years in case the applicant is already on deputation under Central Staffing Scheme as per DOP&T's O.M.No.31/20/2008-EO (MM-I) dated 5th September, 2008.

4. A Training Allowance @ 15% and a Sumptuary Allowance of Rs. 500/- per month is admissible to DG, MANAGE.

5. This vacancy will also be advertised in the Employment News/Rojgar Samachar and all editions of National dailies in 'The Hindu' (English), Hindustan Times (English) Navbharat Times' (Hindi) and Economic Times (English). Applications of interested and eligible officers who can be spared in the event of their selection may be forwarded to this Department within 60 days from the date of advertisement of this vacancy in the Employment News/Rojgar Samachar. The following documents also need to be sent along with the application:-

- (i) Vigilance clearance;
- (ii) Integrity Certificate;
- (iii) Major/Minor Penalty statement during last ten years;
- (iv) Cadre clearance from the cadre controlling/appointing authority if applicable; and
- (v) Photo Copies of ACRs/ APARs of last five years i.e. from 2009-10 to 2013-14 duly attested by an officer not below the rank of an Under Secretary to the Govt. of India. If for some reasons, the ACRs/APARs of the Officer have not been written for a particular year or a part (for more than three months) of a year, a 'No Report Certificate' (NRC) for that period may be sent along with the ACRs/APARs of the corresponding previous year(s).

6. The upper age limit for this appointment shall be 54 years as on the closing date of the receipt of applications. A check list of documents to be attached with the application may also be sent (proforma enclosed). Applications should be sent through the Cadre Controlling Authority/Department of applicant to the Director (Extension), Department of Agriculture and Cooperation, Room No.188-A, Krishi Bhavan, New Delhi-110001.

7. Applications received after due date or without up-to-date Confidential Reports/APARs, integrity certificate, vigilance clearance certificate and major/minor penalty statement or otherwise found incomplete, will not be considered.


(K.M. Brahme)
Director (Extension)
Telefax: 23386681
Email: dirextn-agri@gov.in

Copy forwarded to:

1. All Ministries/ Departments of the Central Government.
2. Chief Secretaries of all States and UTs.
3. The Secretary, Union Public Service Commission, New Delhi.
4. The Department of Personnel & Training (Office of the EO-I), North Block, New Delhi.
5. All Officers in the Department of Agriculture and Cooperation.
6. All attached/subordinate offices under the Department of Agriculture and Cooperation.
7. NIC (for uploading on the website of Departments of Agriculture and Cooperation).
8. NIC (DOPT), Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi (for uploading on the website of Department of Personnel and Training).
9. MANAGE, Hyderabad (for uploading on the website of MANAGE).
10. Estt-I Section.
11. Guard File.

Part-A

PROFORMA OF BIO-DATA

Affix recent
passport size
photo

1. Name & Designation of the Officer:
2. Date of Birth:
3. Date of retirement on attaining the age of superannuation:
4. Service to which candidate belongs:
5. Educational Qualifications (from graduation onwards):

Qualification	Year	Institute	Percentage of marks/ CGPA

6. Whether educational qualifications and experience required for the post are satisfied:

Qualifications/experiences Required	Qualifications and Experience of the Officer
(i) Present post held on regular basis:	
(ii) Post equivalent to Joint Secretary, or not?	
(iii) Experience in Agriculture and/or Rural Development:	
(iv) Experience in Management/Training:	
(v) Academic achievements:	

7. Please state clearly whether in the light of entries made by the above, you meet the requirement of the post:
8. Details of employment in the chronological order as per the format given at Annexure ,
9. Nature of present employment
i.e. ad-hoc or temporary 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 present office/organization to which you belong:
 - (d) Whether appointment is under Central Staffing Scheme:
11. Additional details about the present employment:-
 - i) Please state whether you are working under:-
 - (a) Central Government
 - (b) State Government
 - (c) UTs
 - (d) Universities
 - (e) Recognized Research Institutions
 - (f) Public Sector Undertaking
 - (g) Semi-Government
 - (h) Statutory Organization
 - (i) Autonomous Organization under the Central/State Governments
 - ii) 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:
 - iii) Basic pay and total emoluments, per month:

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if necessary:

13. Whether belongs to SC/ST/OBC:

Date:

Signature of the Candidate

Address:

Telephone No:

Office:

Moblie:

E-Mail id:

Annexure

Office/Institute/ Organization	Post Held	From	To	Scale of Pay and Basic Pay therein	Nature of Duties	Special Accomplishments, if any

Signature of the Candidate

Part-B

**FOR THE USE OF CADRE CONTROLLING AUTHORITY/
DEPARTMENT ONLY**

16	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
17. (a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If so, please give details	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether cadre clearance for the officer by the competent authority has been granted.	Yes/No
(d)	Whether Integrity Certificate issued.	Yes/No

Date:

Signature: _____

Name:

Designation:
(With Stamp)

Note: The officer/authority certifying the above should not be below the level of Joint Secretary to Government of India

Check-list of documents to be attached

(Please tick)

1.	Application in prescribed format(in triplicate) duly forwarded by the sponsoring authority	
2.	Photocopies of ACRs/APARs, for last five years, duly attested by an Officer not below the rank of Under Secretary to the Government of India	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with ACR/APARs of the previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling/appointing authority (if applicable)	

Signature of the forwarding authority
(With Stamp)