



F.No. 21015/3/2017-M-I

Government of India

Ministry of Agriculture & Farmers Welfare

Department of Agriculture, Cooperation & Farmers Welfare

'F' Wing, 2nd floor, Shastri Bhawan, New Delhi

Dated: the 17th July, 2017

VACANCY CIRCULAR

Subject: Filling up of the post of Director General (DG), National Institute of Agricultural Marketing, Jaipur, an autonomous organization under the Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare.

The post of Director General in Ch. Charan Singh National Institute of Agricultural Marketing (NIAM), Jaipur is proposed to be filled up on deputation basis through Search-cum-Selection Process. NIAM, Jaipur is a premier National level Institute set up by the government of India in August, 1988 to offer specialized training, research, education and consultancy in the field of agricultural marketing. NIAM is an autonomous body under the aegis of the Ministry of Agriculture & Farmers Welfare, Government of India. It was set up as a Registered Society to cater to the needs of agricultural marketing personnel in India as well as from South-East Asian countries. For detailed information of the organization, please visit www.ccsniam.gov.in.

2. The duties and responsibilities of the post of Director General, NIAM are as under:-

- i Giving appropriate direction to the programmes run by the Institute for training, research, education, extension and consultancy in the sphere of agri-business development and agri marketing and providing necessary inputs for policy interventions to the Government.
- ii Proper administration of the Institute;
- iii Prescribing the duties of all employees of the Institute;
- iv Preparation of annual budgets, supplementary budget etc. and their submission to the competent authority for approval;
- v Maintain accounts and arrange their audit;
- vi Coordinate and exercise general supervision over all the activities of the Institute and over the work and conduct of all employees of the Institute. The Director General shall maintain a record of the minutes of the meetings of the General Body/Executive Committee and perform such other duties as may be required of or as may be incidental to his office or as may, from time to time entrusted to him by the General body; and
- vii Prepare Annual report and Accounts of the Institute for consideration of the Executive Committee.

3. The eligibility criteria for appointment to the post of Director General, NIAM is as under:-

Officers of the Central Government/State Governments/ Financial Institutions/ Educational institutions/Universities holding

- (i) analogous posts on regular basis in the parent cadre/departments/organization;

or

with 2 years' service in the grade rendered after appointment thereto on regular basis in the Level-13A of the Pay Matrix or 3 years service in Level 13 of the Pay Matrix or equivalent in the parent cadre /department/organization.

(ii) The candidate should have excellent academic background. Those with academic qualification in the field of Agricultural Marketing, Agricultural Economics, Agri-business Development, Economics, Finance, Management, Cooperation, Developmental Administration, Rural Development or any of the Agriculture and allied subjects like Animal Husbandry and Dairying and Fisheries will be preferred.

Desirable : The officer should have 5 years experience in Developmental Administration, Academics, Research etc.

4. 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 Organization/Department of the Central government, shall ordinarily not exceed five years.

5. This vacancy is also being advertised in the Employment News/Rojgar Samachar etc. Applications in the enclosed proforma of interested and eligible officers who can be spared in the event of their selection may be forwarded to this Department within 45 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 Pealty 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 2011-12 to 2015-16 duly attested by an officer not below the rank of an Under Secretary to the Govt. of India. If for some reason, the ACR/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 maximum age limit for this appointment by deputation should not exceed 55 years as on the closing date of the receipt of applications. The period of deputation shall ordinarily be three years, which can be extended up to five years. The deputation with NIAM will be on Foreign Service terms and conditions.

7. Applications should be sent through the Cadre Controlling Authority/Department of applicant to the Deputy Secretary(Marketing), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, Room No. 434, Krishi Bhavan, New Delhi - 110001. A check list of documents with the application may also be sent (Proforma enclosed).

8. Applications received after due date or without up-to-date Annual confidential Reports/Annual Performance Appraisal Reports, Integrity Certificate and Vigilance Clearance or otherwise found incomplete, will not be considered.


(Meena K. Kerketta)

Under Secretary to the Government of India
Tel. No. 23389891

Distribution:-

1. All Ministries/Departments of the Government of India
2. Chief Secretary, all State Governments/UTs
3. The Department of Personnel & Training (Office of EO), North Block, New Delhi
4. All Officers in the Department of Agriculture, Cooperation & Farmers Welfare. Applications may please be sent through the concerned Establishment Section.
5. All Attached/Subordinate Offices under the Department of Agriculture, Cooperation & Farmers Welfare.
6. All Autonomous Organizations/PSUs under the Department of Agriculture, Cooperation & Farmers Welfare .
7. National Bank for Agriculture and Rural development (NABARD), Plot No. C-24, G-Block, Bandra-Kurla Complex, P.B. No. 8121, Bandra (E), Mumbai-400051.
8. Reserve Bank of India (RBI), Central Office, 21st Floor, Central Office Building, Shaheed Bhagat Singh road, Mumbai – 400001.
9. NIC, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhawan, New Delhi (for uploading the vacancy circular in the website of department of Agriculture, Cooperation & Farmers Welfare).
10. Technical Director, National Information Centre (NIC) A-2, B-7, 6th Floor A-Block, CGO Complex, New Delhi (Telefax 24362790) (for uploading the vacancy circular in AGMARKNET website).
11. NIC, Department of Personnel and Training, North Block, New Delhi (for uploading the vacancy circular in the website of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions).
12. Shri Sattram Singh, Administrative Officer, National Institute of Agricultural Marketing, Kota Road, Bambala, Near Sanganer, Jaipur – 303 906 (Rajasthan). (For uploading the vacancy circular in www.ccsniam.gov.in website)
13. Establishment-I Section. Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhawan, New Delhi
14. Guard File.

.....

Part A
BIO-DATA PROFORMA

Affix
recent passport
size photo

1. Name and designation of the Officer:
2. Date of Birth:
3. Date of retirement on attaining the age of superannuation:
4. Whether SC/ST/OBC/Others
5. Service to which candidate belongs:
6. (i) Present postal address
(ii) Telephone Nos.
Office Tele: Residence Tele : Mobile:
(iii) Email:
7. (i) Post presently held on regular basis:
(ii) Scale of pay/Pay Band & Grade Pay and Basic Pay:
(iii) Date since when holding the post:
8. Date of expiry of previous deputation/
Tenure (if applicable):
9. Qualification and Experience including details of employment in chronological order (As per annexure):
10. Publications, if any :
11. Additional information, if any, which you would like to mention in support of your candidacy for the post :

Date:

(Signature of the Applicant)

Part B

FOR THE USE OF FORWARDING DEPARTMENT/OFFICE ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2 (a).	(i) Whether any vigilance proceeding/s are Pending or contemplated against the officer	Yes/No
	(ii) If yes, please give details	
2 (b)	(i) Whether any major/minor penalty has been imposed on the applicant during the last ten years	Yes/No
	(ii) If Yes, please give details	
	(iii) Indicate penalty (if any) is in operation as on date.	
3.	Whether Integrity Certificate attached ?	Yes/No
4.	Whether cadre clearance for the officer by the competent authority has been granted:	Yes/No

Date:

Signature

Name

Designation (with stamp)

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

Part C

Check list of documents to be attached

(Please tick)

1.	Application in prescribed format (Part A, B and C in triplicate) duly forwarded by the sponsoring authority	
2.	Photocopies of ACRs/APARs, for last five years (2011-12 to 2015-16), 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 forwarding authority
(With Stamp)

Annexure

Office/ Organization	Post held	From	To	Scale of Pay and basic pay	Nature of duties performed	Special accomplishment, if any

Signature of the candidate