

F.No.21015/2/2021-M-I
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, cooperation & Farmers Welfare
(Agriculture Marketing Division)

CS (Busy)

Secy/CS
13/03

Room No. 385-B Krishi Bhawan,
New Delhi, Dated the 04th March, 2025

VACANCY CIRCULAR

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

The post of Director General in Choudhary Charan Singh National Institute of Agricultural Marketing (CCS NIAM), Jaipur is proposed to be filled up on deputation basis through Search-cum- Selection Process. The post of Director General is in Level 14 in the Pay Matrix (Rs. 144200- 218200) ie. Pre-revised pay scale of Rs 37400-Rs.67000 with Grade Pay Rs. 10,000 in PB-4. CCS 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.

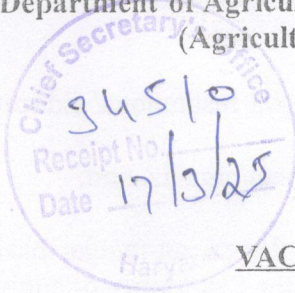
iii. Prescribing of duties of all employees of the Institute.

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 work and conduct of all employees of the Institute as well. 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

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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/department/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, 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/Rozgar 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 30 days from the date of advertisement of this vacancy in the Employment News/Rozgar Samachar. The following documents need to be sent along with the application:-

(i) Vigilance clearance,

(ii) Integrity Certificate;

(iii) Major/Minor Penalties statement for penalties imposed during last ten years;

(iv) Cadre clearance from the cadre controlling/appointing authority if applicable, and

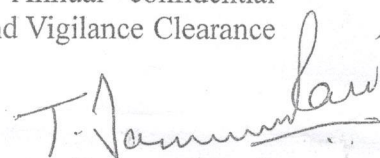
(v) Photo Copies of ACRS/APARS of last five years i.e. from 2018-19 to 2022-2023 duly attested by an officer not below the rank of an Under Secretary to the Govt. of India. If for some reason, the ACR/APARS of the officer have not been written for a particular year or a part (for more than three months) 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 58 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. The applicants who have already applied through proper channel need not apply again. Advance copies received in the Department will not be treated as received through proper channel. If they need to update their CV, they may submit a fresh application.

8. Applications should be sent through the Cadre Controlling Authority/Department of the applicant to T. Jamuna Rani, Under Secretary (Marketing-1), Room No. 385-B, Ministry of Agriculture & Farmers Welfare. Department of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi-110001. A check list of documents with the application may also be sent (Proforma enclosed).

9. 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.



(T. Jamuna Rani)

Under Secretary to the Government of India
Tel. No. 23385957

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. The Secretary, Department of Agricultural Research and Education(DARE) & Director General, Indian Council of Agricultural Research(ICAR), Krishi Bhawan, New Delhi with the request to upload the vacancy circular on the website of ICAR.
5. All Officers in the Department of Agriculture & Farmers Welfare.
Applications may please be sent through the concerned Establishment Section.
6. All Attached/Subordinate Offices under the Department of Agriculture & Farmers Welfare.
7. All Autonomous Organizations/PSUs under the Department of Agri.& Farmers Welfare
8. National Bank for Agriculture and Rural development (NABARD), Plot No. C-24, G-L Block, Bandra-Kurla Complex, P. B. No. 8121, Bandra (E), Mumbai-400051
9. Reserve Bank of India (RBI), Central Office, 21st Floor, Central Office Building, Shaheed Bhagat Singh road, Mumbai-400001.
10. National Institute of Food Technology Entrepreneurship and Management (NIFTEM), Sonapat, Haryana.
11. Central Food Technological Research Institute (CFTRI), Mysuru-570020, Karnataka.
12. Institute of Rural Management Anand (IRMA), Post Box No. 60, Anand, Gujarat-388001.
13. All IITs/NITS/IMs/Agricultural Universities/Central Universities.
14. NIC, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhawan, New Delhi (for uploading the vacancy circular on the website of department of Agriculture, & Farmers Welfare).
15. 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 on AGMARKNET website).

16. NIC, Department of Personnel and Training, North Block, New Delhi (for uploading the vacancy circular on the website of Department of Personnel and Training. Ministry of Personnel, Public Grievances and Pensions).
17. Dr Sattram Singh, Deputy Director (Admn) National Institute of Agricultural Marketing, Kota Road, Bambala, Near Sanganer, Jaipur-303 906 (Rajasthan). (For uploading the vacancy circular on www.ccsniam.gov.in website).
18. Establishment-1 Section, Department of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi.
19. Guard File

Part A

BIO-DATA PROFORMA

Affix recent
passport
size photo

1. Name: First Name (Shri/Smt/Kum) Middle Name Surname

2. Date of Birth:

3. Father's Name:

4. Date of retirement in the present post:

5. Whether belongs to SC/ST/OBC/Others category:

6. Organized Service to which candidate belongs (if, any):

7. (i) Present postal address:

(ii) Telephone Nos.

Office Tele: Residence Tele:

Mobile:

(iii) Email:

8. Educational Qualification (Starting with Graduation level)

Sl. No.	Name of Institution	Diploma/Degree obtained	Year of passing	Division/Grade obtained	Specialization if any obtained

9. (i) Post presently held on regular basis (Designation):

(ii) Scale of pay/Pay Band/Grade Pay and Basic Pay:

(iii) Date since when holding the present post:

(iv) Date of initial joining in Service:

(v) Job description:

10. Date of expiry of previous deputation/Tenure (If applicable):

11. Experience (teaching and research) including details of employment in chronological

order (As per annexure):

(i) Academic/Teaching/Research

(ii) Administrative

(ii) Industrial/Corporate

12. Trainings/Workshops Undergone (one week & above)

(i) Within Country:

(ii) Abroad:

13. Details of Academic Thesis Guided and completed successfully:

(i) Under Graduate Level _____

(ii) Post Graduate Level _____

(iii) Ph.D Level _____

14. Details of Publications, if any:

(i) National Journals:

(ii) International Journals:

15. Details of Conferences Organized:

(i) National Level:

(ii) International Level:

16. Office bearer/member of National/International Bodies/Association:

17. Hobbies:

18. Additional information reg. experience in Central Govt/State Govt. if any, which you would like to mention in support of your candidacy for the post:

19. Details of Postings/Assignments during last 15 years may be provided in Annexure-1.

(Signature of the Applicant)

Date:

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 proceedings are Pending or contemplated against the officer	Yes/No
2 (b)	(ii) If yes, please give details	
	(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

Signature

Date:

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 (2018-19 to 2022-23), 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-1

Details of Postings/Assignments during the last 15 years

SL.No.	Office/ Organization	Post held	From	To	Scale of Pay and basic pay	Nature of duties performed	Special accomplishment, if any

Signature of the candidate

Details of Postings/Assignments during the last 15 years

SL.No.	Office/ Organization	Post held	From	To	Scale of Pay and basic pay	Nature of duties performed	Special accomplishments, if any

Signature of the candidate