

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 25 February, 2022.

R. Chakrapani

OFFICE MEMORANDUM

Subject:- Filling up the post of Extension Officer in Directorate of Extension, Department of Agriculture and Farmers Welfare on deputation (including short term contract) basis.

The undersigned is directed to circulate the Vacancy Circular No. 4-1/2018-Extn. dated 08.02.2022 (along with enclosures) received from M/o Agriculture and Farmers Welfare regarding filling up the post of Extension Officer in Directorate of Extension, Department of Agriculture and Farmers Welfare on deputation (including short term contract) basis . **The last date of receipt of application is 60 days from the date of publication of this advertisement in the Employment New.**

2. The circular is hereby uploaded for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required for Under Secretary and above level officers of CSS applying for deputation.

R. Chakrapani

(R.Chakrapani)

Under Secretary to the Govt. of India

Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

No.4-1/2018-Extn.
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture & Farmers Welfare

Krishi Bhayan, New Delhi
Dated: 28th February, 2022

VACANCY CIRCULAR

Sub: Filling up the post of Extension Officer in Directorate of Extension, Department of Agriculture and Farmers Welfare on deputation (including short term contract) basis.

One post of Extension Officer in the pay scale of Rs.15600-39100 (PB-3) plus Grade Pay of Rs.5400/- (Level 10 in Pay Matrix recommended by 7th CPC), General Central Service, Group 'A', Gazetted, Non-Ministerial are proposed to be filled in Directorate of Extension, New Delhi on deputation basis from amongst the officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or semi-Government autonomous and statutory organizations or Agricultural Universities or recognized research institutions or Councils:-

(a)(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with three years' regular service in the grade rendered after appointment thereto or regular basis in posts in pay band-2, Rs. 9300-34800/- plus grade pay of Rs. 4600/- or equivalent in the parent cadre or department; or

(iii) with 8 years' regular service in the grade rendered after appointment thereto or regular basis in posts in pay band-2, Rs. 9300-34800/- plus grade pay of Rs. 4200/- or equivalent in the parent cadre or department; and

(b) possessing the following Educational Qualifications and Experience:-

Essential

(i) Master Degree in Agriculture or Agricultural Extension from a recognized University or Institute or Master of Business Administration with Bachelor's degree in Agriculture from a recognized University or Institute or Master's Degree in Rural Management from a recognized University or Institute or Master's Degree in Agricultural Business Management or Vegetable Sciences or Horticulture or Agro-Forestry or Degree in Agriculture Engineering from a recognized University or Institute.

(ii) One year experience in Agricultural Extension work in the Central or State Government or Union Territories or Autonomous Body or Public Sector Undertaking.

Desirable

(i) Two years' experience in formulation and conduct of Extension Training Programme.

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2. The Departmental Officers in the feeder category who are in the 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.

3. 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 in the Central Government shall ordinarily not exceed **three** years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on 01.02.2022.

4. Duties attached to the post of Extension Officer are as under:-

- i) To function as Branch Officer of the respective Technical Section.
- ii) To provide assistance to the organisation of pre-service and in-service training programme (Institutional Training to grass-root functionaries, work out syllabi etc., develop curriculum).
- iii) To arrange visits of farmers from the State to other states within the country and exchange of farmers outside the country, organization of youth clubs, exchange of Farm Youth and Farmers through voluntary organization etc, and grant-in-aid thereof.
- iv) To collect, analyze and interpret the progress of the training programme of Village Level Workshops (VLWs) and farmers as well as documentation thereof.
- v) To prepare notes on Extension literature and also attend to residual work of farmers training.
- vi) Coordination Annual and Plan work connected with training programme.

5. Officers selected will have the option to draw his grade pay plus deputation(duty) allowance or to have his pay fixed in the scale of pay of the post in accordance with the Department of Personnel and Trainings O.M. No.6/8/2009-Estt.(Pay II) dated 17th June 2010, as amended from time to time.

6. Applications of interested and eligible officers, who could be spared in the event of their selection, may be sent, through proper channel, in the enclosed proforma (in Triplicate) along with their **last five years' Annual Confidential Reports/APARs** so as to reach the "Section Officer (Extension), Room No. 332, Ministry of Agriculture and Farmers Welfare, Department of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi" within 60 **days** from the date of publication of this advertisement in the Employment News/Rojgar Samachar. **While forwarding the applications the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The Certification shall be done by the Employer/Cadre controlling officer not below the rank of Deputy Secretary/Director to the Govt. of India at the last page No. 5 of Bio-data Performa.**

The following documents also need to be sent along with the application:

- (i) Cadre Clearance Certificate
- (ii) Vigilance Clearance
- (iii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary/Director to the Government of India.
- (iv) Major/Minor Penalty Statement during last ten years
- (v) Photocopies of ACRs/APARs of last five years i.e. from 2015-16 to 2019-20 duly attested on each page by an officer not below the rank of an Under Secretary to the Government of India. If for some reasons, the ACRs/APARs of the officer have not been written for a particular year or a part of a year, a 'No Report Certificate' (NRC) for the period may be sent along with the ACRs/APARs of the corresponding previous year (s).
- (vi) Self attested photocopies of the Degree certificates, experience certificates or any other document in support of the educational qualification/details/information as mentioned in the Bio-Data of the applicant.

7. Applications received after the last date or without the ACRs/APARs, integrity certificate, major/minor penalty statement and vigilance clearance or otherwise found incomplete will not be considered.

Ponni.d
08/10/2012

(D. Ponni)

Under Secretary to the Govt. of India

Tel. No. 011-23382013

E-Mail: ponni.d@nic.in

Distribution:

1. All Ministries/Departments of the Central Government
2. Secretaries (Agriculture) of State Governments /UT Administrators.
3. Secretary, Union Public Service Commission, New Delhi.
4. Department of Personnel & Training (Office of the Establishment Officer), North Block, New Delhi.
5. NIC, DOP&T, North Block, New Delhi, with the request to upload on their website.
6. All Officers in the Deptt. of Agriculture, Cooperation & Farmers Welfare. Applications may please be sent through the concerned Establishment Sections.
7. All attached/subordinate offices under the Deptt. of Agriculture, Cooperation & Farmers Welfare.
8. All Vice-Chancellors of Agriculture Universities/Recognised Research Institutions.
9. The Chief Administrative Officer, Ministry of Defence (DH, PC), New Delhi.
10. Estt. I/II Sections.
11. Estt. III for notice board.
12. Director (Administration), Directorate of Extension, Pusa, New Delhi (for uploading on their website).
13. NIC, DAC&FW (for uploading on the website of Department of Agriculture, Cooperation & Farmers Welfare).
14. Director General, MANAGE, Hyderabad (for uploading on their website)
15. Guard File.

BIO-DATA/ CURRICULUM VITAE PROFORMA

| | |
|---|---|
| 1. Name and Address <i>With Contact</i> (in Block Letters) <i>No. and E-mail ID.</i> | |
| 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. | |

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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 with 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 |
|--------------------|--|------|----|
| | | | |

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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/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> | | | |

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|--|--|-------------------------|
| <p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p> | | |
| <p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p> | | |
| <p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p> | | |
| <p>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</p> | | |
| <p>14. Total emoluments per month now drawn</p> | | |
| <p>Basis Pay in the PB</p> | <p>Grade Pay</p> | <p>Total Emoluments</p> |
| | | |
| <p>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.</p> | | |
| <p>Basic Pay with Scale of Pay and rate of increment</p> | <p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p> | <p>Total Emoluments</p> |
| | | |
| <p>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)</p> | | |

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|---|--|
| <p>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> | |
| <p>16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/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 the 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 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 ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of 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)