

No. 4-10/2019-Admn.  
Government of India  
Commission for Agricultural Costs & Prices  
Department of Agriculture, Cooperation & Farmers Welfare

Shastri Bhawan, New Delhi  
Dated, the, 22<sup>nd</sup> December, 2020

To,

1. All Ministries/Departments of the Government of India
2. All attached and subordinate offices of DAC&FW

**Subject: Filling up one post of Private Secretary in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture, Cooperation & Farmers Welfare) in the Level-7 of Pay Matrix (Rs. 44900-142400) on deputation basis.**

Sir,

I am directed to invite applications from eligible and suitable officials for filling up one post of Private Secretary in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture, Cooperation & Farmers Welfare) in the Level-7 of Pay Matrix (Rs. 44900-142400) on deputation basis. Details of the post and eligibility conditions etc. are given in **Annexure-I**. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as per proforma (**Annexure-II**), (ii) Photocopies of APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, and (iii) **Certificate from the employer that particulars furnished by the official are correct and he/she possesses educational qualifications and experience mentioned in the vacancy Circular/ Advertisement, and certificates regarding Vigilance Clearance, Integrity and Major/Minor Penalty, at the end of the bio-data.**

3. Applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Shri Sudhir Kumar Tevatia, Administrative Officer, Commission for Agricultural Costs and Prices (CACP), Room No. 217, F wing, Shastri Bhawan, New Delhi-110001, within a period of 60 days from the date of publication of the advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.


5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Contd.....2/

*JS Terada*

6. The vacancy may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,



(Sudhir Kumar Tevatia)  
Administrative Officer  
E-mail:- aocacp-dac@gov.in  
Tel. No. 011-23384142

Copy for necessary information to:-

- (i) Facilitation Centre, Department of Agriculture, Cooperation & Farmers Welfare.
- (ii) Guard File/Spare copies/ Notice Board of CACP & DAC&FW.
- (iii) NIC, for uploading on official website of DAC&FW.
- (iv) Hindi Section, with the request to translate the circular.
- (v) SSO (MC) for uploading on official website of CACP

## Annexure-I

1. Name of the post: Private Secretary, Commission for Agricultural Costs & Prices (CACP)
2. Number of posts: 1 (One).
3. Classification of post: General Central Service, Group 'B', Gazetted, Ministerial
4. Pay Scale: Level-7 (Rs. 44900 to Rs. 142400) in the Pay Matrix
5. Age Limit: The maximum age limit for appointment by deputation shall be not exceeding 56 (fifty six) years, as on the closing date of receipt of applications.
6. Method of Recruitment: By deputation.
7. Eligibility: Officers holding the post of Stenographer under the Central Government:
  - (a) (i) holding analogous post on regular basis in the parent cadre or Department; OR
  - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-6 (Rs. 35400-112400) in the Pay Matrix or equivalent in the parent cadre or Department;
8. Place of posting:-Commission for Agricultural Costs and Prices, Krishi Bhawan/Shastri Bhawan, New Delhi.

Note-1:- 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.

Note-2:- 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 to exceed three years. The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of applications.

Note-3:- The crucial date of determining eligibility will be the last date for receipt of the applications.

### 9. Duties and responsibilities attached to the post:

Taking dictation in shorthand and its transcription; fixing up appointments, attending telephone calls and to the visitors in a graceful manner; keeping an accurate list of engagements, meetings etc; keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fair copies of drafts D.O. letters to be signed by the officer.

## ANNEXURE-II

**Proforma for application for the post of Private Secretary, Commission for Agricultural Costs and Prices (CACP), Department of Agriculture, Cooperation & Farmers Welfare, on deputation basis**

**BIO DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address(in Block Letters) and Contact No.	
2. Date of Birth (in Christian era)	
3.(i) Date of entry into service	
3. (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	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	
A) <b>Qualification</b> Not applicable	<b>A) Qualification</b>
B) <b>Experience:-</b> Not applicable	<b>B) Experience</b>
<b>Desirable</b>	<b>Desirable</b>
Not applicable	
<b>Note:-</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>	
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.	
<b>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 Biodata) with reference to the post applied.</b>	

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/ Level in the Pay Matrix 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/ Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/

Pay scale/ Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/ Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay/ Level in the Pay Matrix drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9(c) &amp; (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.			
<p><b>11. Additional details about present employment:</b> 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>			
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			
Level in the Pay Matrix and Basic 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
<p><b>16.A Additional information</b>, 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16. B Achievements:</b> 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 <b>professional</b> 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 <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>		
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/ Re-employment Basis. #(Officers under Central/State Governments/Union Territory Administrations 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>		
18. Whether belongs to SC/ST		

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 \_\_\_\_\_

**(Certificate 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 and he/she fulfills eligibility criteria mentioned in the vacancy Circular/Advertisement. If selected, he/she will be relieved immediately.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case either pending or contemplated against Shri/Smt. \_\_\_\_\_.
- (ii) His/her integrity is certified.
- (iii) His/her CR Dossier in original is enclosed/Photocopies of the APARs for the last 5 years duly attested on each page 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 penalty imposed on him/her during the last 10 years is enclosed. (as the case may be).

Place:

Dated:

Countersigned

(Employer/ Cadre Controlling Authority with seal)