

No. 12023/04/2016-E.II

Government of India

Ministry of Agriculture & Farmers Welfare

Department of Agriculture, Cooperation & Farmers Welfare

Krishi Bhawan, New Delhi

Dated, 19th May, 2016



To,

1. Chief Secretaries of all State Governments/ Union Territories Administrations
2. The Director General, ICAR, Krishi Bhawan, New Delhi
3. All Autonomous Bodies/ Statutory/ Semi-Government Organizations
4. All Agricultural Universities
5. All recognized Research Institutions/ Councils
6. Chairman & Managing Director of Public Sector Undertakings

Subject: Filling up one vacancy of Liaison & Protocol Officer in the pay scale of Rs.9300-34800/- with a Grade Pay of Rs. 4600/- (PB-2) on deputation (ISTC)/absorption/re-employment of armed forces personnel.

Sir,

I am directed to invite applications from eligible and suitable officials for filling up one vacancy of Liaison & Protocol Officer in the Department of Agriculture, Cooperation, & Farmers Welfare by deputation (ISTC)/absorption/re-employment of armed forces personnel. Details of the post, eligibility conditions etc. are given in Annexure-I. The pay of the officer selected for appointment on deputation (istc) 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 triplicate) as per proforma (Annexure-II), (ii) Photocopies of ACRs/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, (iii) Vigilance Clearance Certificate, (iv) Integrity Certificate, (v) No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years, (vi) Cadre Clearance in the enclosed format (Annexure-III). It may also be verified and certified that the particulars furnished by the officers are correct. Complete advertisement (Annexure-I), Bio-data format (Annexure-II), & IC, VC, MMP (Annexure-III) etc. are available in Department of Agriculture, Cooperation & Farmers Welfare's website:- www.agricoop.nic.in (Link-Recruitment-Vacancies).

3. Applications of willing, suitable and eligible officers and those who can be spared immediately in the event of selection may be sent to Under Secretary (Pers.-II), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation Farmers Welfare, Room No. 37, F wing, Ground Floor, Krishi Bhawan, New Delhi-11001 within a period of 60 days from the date of publication of this advertisement in the Employment News.

मुख्य सचिव कार्यालय
आयरी नं. 1075
दिनांक 26/5/16.

2231
3/6/16

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4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/documents are liable to be rejected.
5. The vacancies may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,



(Sunil Kumar Swarnkar)

Under Secretary to the Government of India

Tel. No. 011-23383053

Copy for necessary information to:-

- (i) All Ministries/ Departments of the Government of India. It is requested that the vacancies may please be given wide publicity in their attached/ subordinate offices/ PSUs/Autonomous or Statutory/ Semi-Government Organizations/ Agricultural Universities/ Recognized Research Institutions or Councils.
- (ii) All attached and subordinate offices, Autonomous bodies and Public Sector Undertakings under the Department of Agriculture and Cooperation.
- (iii) JS(Admn.)/ JS (IC Division)/ US (P.I).
- (iv) IC Division/ Facilitation Centre, Department of Agriculture and Cooperation.
- (v) Guard File/Spare copies/ Notice Board.
- (vi) NIC, for uploading on official website.

Designation of the post : Liaison and Protocol officer

Number of post : 1 (one)

Classification of post : General Central Service, Group 'B' Gazetted Non-Ministerial

Pay Scale : Rs. 6500-10500 (pre-revised) corresponding to PB 3 Rs. 9300-34800 with Grade Pay Rs. 4600.

Age limit : : Maximum age limit for appointment on Deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.

Eligibility conditions for appointment on Deputation (including short term contract)/Absorption /Re-employment(for ex-serviceman) basis:

Officers of the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organizations:

(a)

- (i) holding analogous posts on regular basis in Parent Cadre or Department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4200/- or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

ESSENTIAL:

- (i) Degree from a recognized University or Institute;
- (ii) Two years' experience in handling Post arrival and Pre-departure formalities at the Airports, liaisoning with immigration, custom authorities at airports, arrangement for passports, air tickets, visas of Senior level officers or Very Important Persons or Very Very Important Persons.

Note: Officers of only Central or State Governments or Union territories shall be eligible for being considered for absorption.

(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 or department of the Central Government shall ordinarily not exceed three years. Maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications).

For Armed Forces Personnel.

The Armed Forces Personnel of the rank of Naib Subedar who are due to retire or who are to be transferred to reserve within a period of one year and having qualification and experience prescribed for Deputation shall also be considered. Such Officers will be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment. (Re-employment upto the age of superannuation with reference to Civil posts).

Subject: Functions and duties of Liaison and protocol Officer.

[I] FOREIGN DELEGATIONS:

- (i) To organize reception at the airport.
- (ii) To arrange clearance in respect of Customs/Immigration and Luggage.
- (iii) To arrange Hotel accommodation.
- (iv) To arrange transport and security.
- (v) To escort the delegation to the Hotel/meeting venues in and around Delhi.
- (vi) To arrange their re-confirmation of tickets and booking on domestic/international sectors.
- (vii) To arrange for Gifts presentation.

[II] INDIAN DELEGATIONS:

- (i) To arrange diplomatic/official passports in respect of Ministers/Senior Officers of the Ministry.
- (ii) To arrange booking of International ticketing arrange Visas from various Embassies/High Commissions in Delhi.
- (iii) To arrange servicing in the passports.
- (iv) To organize reception on arrival/departure of delegations led by Minister/Secretary.
- (v) Booking of Ceremonial Lounge/ VIP Lounge at the airports.
- (vi) Procurement of gifts for presentation to the Foreign dignitaries.
- (vii) Arrangement of Airport Entry passes.
- (viii) Procurement of Foreign Exchange in respect of Minister and secretary.

- (ix) Arrangement for workshop and conferences.
- (x) Arrangement of reception on the domestic airports for Minister/Secretary.
- (xi) Escorting of VIPs/Distinguished dignitaries the Ambassadors, High Commissions, UN organization heads, C.Ms., States Governors calling on AM/ MOSs/ Secretary /Senior Officials.
- (xii) Liaison and discussions with various government agencies/passport office/MEA/ Foreign Missions/Airlines/ Hostels/ FAO & UN Agencies etc.
- (xiv) Any other job assigned from time to time are also being undertaken.
- (xv) Protocol officer should see off/ receive Honorable Agriculture ministers while going and returning from tour within the country. Pre- departure/Pre-arrival formalities in respect of domestic tour of Honorable Minister be looked after by the protocol officer, which includes blocked of seats of the choice of the minister, collection of boarding cards etc. similarly for train journey vide order AM's office No. 35 dated 12-06-2003. Luggage clearance & other reception arrangements are to be looked after.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
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
Note. 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.	
Comments of Borrowing Departments confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied	

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

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 organization.
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.			
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/ organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
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		
Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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>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) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (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>	
# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially	

mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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 _____

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)

Name & Designation:

Telephone No.:

Fax No.:

Office Seal: