

F.No. 2-8/2023-NRAA
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture and Farmers Welfare
National Rainfed Area Authority

2nd Floor, NASC Complex
DPS Marg, Pusa, New Delhi-110012

Dated: 08-01-2024

To,

1. The Principal Secretary/Secretary (General Administration) & Principal Secretary/Secretary (Revenue) of all State Governments and Administrators of all Union Territories,
2. Vice Chancellor of all Agriculture Universities,
3. Heads of Semi-Government, Autonomous, Statutory Organizations and Recognized Research Institutions,
4. CMDs of all Public Sector Undertakings.

Subject: -Filling up of one anticipated post of Director (Finance & Administration) General Central Service, Group 'A', Gazetted, Non- Ministerial in the pay scale of Rs. 123100- 215900 (Level-13) in the pay matrix on deputation (including short term contract) basis in NRAA-reg.

Sir,

It is proposed to fill up one anticipated post of Director (Finance & Administration), General Central Service, Group 'A', Gazetted, Ministerial in Level-13, (Rs. 1,23,100- 2,15,900 in the pay matrix) on deputation (including short term contract) basis in National Rainfed Area Authority (NRAA), an attached office of Department of Agriculture & Farmers Welfare.

2. Eligibility Conditions of Director (Finance & Administration):- Officers under Central Government or State Governments or UTs or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-

(A) (i) Holding analogous posts 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 posts in Level-12, Rs. 78800-209200 of pay matrix or equivalent in the parent cadre or department; or

(iii) With ten years' service in the grade rendered after appointment thereto on a regular basis in the posts in Level-11, Rs. 67700-208700 of pay matrix or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualification and experience;

(i) Bachelor's degree from a recognized University;

(ii) Twelve years' experience in the field of administration including five years' experience in finance matters including budget and accounts.

3. List of Duties/Responsibilities attached to the post of Director (Finance & Administration):- Director (Finance & Administration) will handle NRAA's Budget, monitoring & review of expenditure, scrutiny of different proposals, financial advice, scrutiny of bills/release orders etc. and will act as Financial Advisor to the CEO (NRAA) besides looking after all Establishment & Administrative matters, Purchases of Stores, General Administration etc.

4. Regulation of pay:- The pay of selected candidate will be regulated under the provisions contained in the DOP&T O.M. No. 6/8/2009-Estt. (Pay-II) dated 17/06/2010 as amended from time to time.

5. Age limit:- The 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.

6. Period of Deputation:- 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 of the central government shall ordinarily not exceed five years.



7. Application is to be provided (in duplicate) only in the prescribed proforma (**Annexure-I**) of eligible candidates **duly countersigned** whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma **Annexure-II**) along with the following documents:-

- Cadre clearance.
- Integrity certificate
- List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- Vigilance clearance certificate.
- Attested photocopies of the ACRs for the last five years (2018-19 to 2022-23) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

8. The required documents mentioned at the end of Annexure, may be forwarded to the Under Secretary, National Rainfed Area Authority, Department of Agriculture and Farmers Welfare, 2nd Floor, NASC Complex, Dev Prakash Shastri Marg, Pusa, New Delhi-110012, within 60 days of the publication of the advertisement in the Employment News/Rozgar Samachar. The communication is also available on the website www.nraa.gov.in & www.agricoop.nic.in. Application not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



(A K Singh)

Under Secretary
Tel. No. 25842838

Copy to:-

1. All Ministries/Departments. It is requested that the above vacancies may please be given wide publicity in organizations under their administrative control.
2. Secretary, ICAR, New Delhi, for circulation in the various ICAR research institutions.
3. All Organizations of DA & FW.
4. Director (RFS), DA&FW.
5. U.S (P.I). It is requested that the above vacancies may please be circulated in the DA & FW.
6. Copy to NIC for uploading on the website of DA & FW.
7. Notice Board
8. Guard File.

ANNEXURE-I

Proforma for application for the post of Director (Finance & Administration) on Deputation (including short-term contract) basis in National Rainfed Area Authority, Department of Agriculture & Farmers Welfare.

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) with telephone number.		
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)		
Criteria	Qualification/Experience required	Qualification / Experience possessed by the officer
Eligibility Conditions of Director (Finance & Administration)	<p>Officers under Central Government or State Government or UTs or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-</p> <p>(A)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-12, Rs. 78800-209200 of pay matrix or equivalent in the parent cadre or department; or</p> <p>(iii) With ten years' service in the grade rendered after appointment thereto on a regular basis in the posts in Level-11, Rs. 67700-208700 of pay matrix or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualification and experience;</p> <p>(i) Bachelor's degree from a recognized University;</p> <p>(ii) Twelve years' experience in the field of administration including five years' experience in finance matters including budget and accounts.</p>	

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is sufficient.

Office/ Organization	Post Held on regular basis	Period of service		* Pay Band and Grade Pay/ Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad- hoc/deputation	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		

* **Important:** Pay band and Grade pay granted under MACP/ACP 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 under:

Office/ Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

7. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
8. 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.

8.1 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.

8.2 Note: Information under Column 8 © & (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.

9. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
10. 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		
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
12. 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.		
13. Total Emoluments per month now drawn		
Pay level in the Pay Matrix		Total Emoluments
14. 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
15. 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)		
15. 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)		

16. 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 Contact)	
# (The option of 'STC'/Absorption/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
17. Whether belongs to SC/ST	

*Pay Matrix Level-13 revised to Rs. 1,23,100-2,15,900/- vide GSR number 592 (E) dated 15.06.2017.

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 _____

Email _____

Date _____

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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 relived 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 year is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Place :

Dated:

Name & Designation:

Telephone No:

Fax No.:

Office Seal: