

No. 43-12/2022-Hort., Tech-I (E-114234)
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare
Krishi Bhawan, New Delhi – 110001

Date: 11.05.2026

Vacancy Circular

Subject: Filling up of the post of Administrative Officer in Central Institute of Horticulture, Medziphema, Dimapur Distt., Nagaland on deputation (ISTC) basis, a subordinate office under Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare.

It is proposed to fill up one post of **Administrative Officer** (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Pay Level-10 in the Pay Matrix (Rs.56,100/-1,77,500/-) on deputation (ISTC) basis in Central Institute of Horticulture, Medziphema, Dimapur Distt., Nagaland, a subordinate office under Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare.

2. Eligibility Conditions:- Deputation (including short-term contract):

Officers under the Central or State Government or Union territories administration or Public Sector Undertaking or Recognised Research Institutes or Recognised Universities or Statutory or Autonomous Organisations;

(A) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years service in the grade rendered after appointment thereto on a regular basis in level 9 (Rs.53,100-1,67,800) or level 8 (Rs.47,600-1,51,100) in the pay matrix or equivalent in the parent cadre or department; and

(B) possessing the educational qualifications and experience as prescribed for direct recruitment as under:-

Essential:

Qualification: Degree from a recognised University or Institute.

Experience: Three years experience in Administration or Accounts or Establishment work in the Central or State Government or Union territories administration or Public Sector Undertaking or Recognised Research Institutes or Recognised Universities or Statutory or Autonomous Organisations.

3. Regulation of pay and other terms of deputation:-

The pay of the officer selected on "deputation" basis will be regulated in the scale of pay attached to the post in accordance with DOPT OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

4. Age-limit:-

The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeded fifty-six years as on the closing date of receipt of applications.)


अजित कुमार सिंह/AJIT KUMAR SINGH
अवर सचिव/Under Secretary
भारत सरकार/Government of India
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कृषि एवं किसान कल्याण विभाग/D/o Agri. & Farmers Welfare
कृषि भवन, नई दिल्ली/Krishi Bhawan, New Delhi-110001

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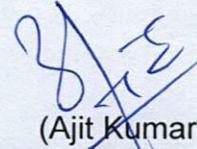
5. Period of deputation:-

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 to exceed three years.

6. Duly filled-in Application Form (in triplicate) in the given proforma in respect of those eligible candidates, who could be spared in the event of selection, along with attested photocopies of APAR of preceding five years and upto the year 2024-25 (attestation is to be done by an officer not below the rank of Under Secretary to the Government of India) along with all supporting documents related to educational qualifications etc. **should be reached** to the Under Secretary (Hort-Tech), Horticulture Technical Division, Room No.-339, 'B' Wing, 3rd Floor, Department of Agriculture and Farmers' Welfare, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 **within 45 days** from the date of publication of this advertisement in the Employment News. Application of those candidates will be considered whose application has been received through proper channel only. **It is requested to submit application in typed format (Font-Arial and size-11) as per given proforma only as published in the advertisement.** Soft copy of application along with all relevant documents (**in single PDF file**) may also be e-mailed within prescribed time limit at ushort-agri@gov.in.

7. Applications received after due date or found incomplete or found not in format as prescribed, will not be considered and shall be rejected summarily.

8. This advertisement has also been uploaded on this Department's website <https://agriwelfare.gov.in> (Link-Recruitment).



(Ajit Kumar Singh)

Under Secretary to the Government of India

Tele. No.: 011-23382773

E-mail: ushort-agri@gov.in

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Bio-Data

Affix
passport
size colour
photograph

1. Name and address of the applicant (in Block letters):
2. Date of Birth (DD/MM/YYYY):
3. Name and Address of parent organization:
4. Nature of Parent Organization:

*(Central/UT/State Government/PSU/recognized Research Institute/University/
Statutory or Autonomous Body)*

5. Date of superannuation under Parent Organization:
6. Details of Educational Qualifications from Graduation degree onwards:

Sl. No.	Degree Obtained (Graduation onwards)	Year of passing	University/Institution	Subjects

7. Please state whether you meet the criteria of the post:
8. Details of employment, in chronological order (from latest one to older):

Name of post held	Name of Employer and its communication address	From	To	Scale of pay Level as per 7 th CPC (If not revised, then please provide existing pay scale)	Nature of appointment (permanent, quasi-permanent, ad-hoc, temporary or working on deputation, etc.)	Whether appointed through UPSC/SSC/State PSC or otherwise	Nature of duty performed (in brief)


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9. In case the present employment is held on **DEPUTATION BASIS**, please state:

- (i) The date of initial appointment to such post (s):
- (ii) Prescribed Tenure of appointment on such post (s):
- (iii) Deputation Tenure already completed on such post (s) as on last date of submission of application for this advertised post:
- (iv) Name of the present Office/Organization and its communication address:

10. Name and scale of pay of the post held in substantive capacity in the Parent Organization: -

11. Are you in the revised scale of pay after 7th Central Pay Commission? (Yes/No)

- (i) If yes, give the date from which the revision took place and also indicate Level of Pay:
- (ii) If No, then please indicate the present pay scale:

12. Additional information, if any, which you would like to mention in support of your suitability for the post.

Date:

(Signature of the candidate)

Place:

Name of the Candidate:

Complete postal address:

Contact No (s):

e-mail Id (s):


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(Certificate to be furnished by the Employer/ Head of the Office/ Forwarding Authority)

Certified that the particulars furnished by Shri/Smt./Ms....., Designation in the above application form are correct as per his/her service records and he/she possesses the required educational qualifications and experience mentioned in the vacancy circular.

2. It is also certified that: -

(i) There is no vigilance/disciplinary case is/are pending/contemplated against the Officer as on date.

(ii) Integrity of the Officer is beyond doubt.

(iii) No major/minor penalties have been imposed on the Officer during the last 10 years or a list of major / minor penalties imposed on the Officer during the last 10 years is enclosed as Annexure to this application.

3. Further, attested copies of APARs for proceeding five years and till 2024-25 (duly attested on each page by an officer not below the rank of Under Secretary to the Government of India) are enclosed with this application.

4. Further, in case of selection of the officer, he/she will be relieved immediately to join the post of Administrative Officer on deputation basis in Central Institute of Horticulture, Nagaland.

Date:

(Signature of certifying authority)

Place:

Name:

Designation:

Office seal:

Complete postal address:

Contact No (s):

e-mail Id (s):


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