



CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING

(An Autonomous Organization under Ministry of Agriculture & Farmers Welfare, Government of India)

Kota Road, Bambala, Pratap Nagar, Jaipur-302033, Rajasthan

Telephone : 0141-2795111, 2795132 (D) Fax : 0141-2771938, 2770595

Website : www.ccsniam.gov.in



Employment Notice

Applications are invited for the following posts on Deputation / Short term contract basis.

S. No.	Name of the Post	Pay Matrix	Category
1.	Assistant Director (01)	Level – 11 Rs. 67700/-	01 post (Gen)
2.	Administrative Officer (01)	Level – 8 Rs. 47600/-	01 post (Gen)

Those who are in Government Service should forward their application through proper channel. CCS NIAM reserves the right to cancel this Employment Notice without any reason thereof. Details of eligibility conditions and the prescribed performa for above posts are available on Institute website: www.ccsniam.gov.in

The complete application may be sent to Dy. Director (Admin), CCS NIAM by registered post with acknowledgement. Advance application may be sent, if required, to the above address. Applications in all respects should reach within 30 days of publishing of advertisement.

Dy. Director (Admin)



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Vacancy Circular

Sub.: Filling up the post of Assistant Director in the Pay Matrix level-11 minimum of Rs. 67700/- basic pay and other allowances applicable as per revised pay rules 2016 in CCS NIAM, Jaipur on Deputation/ Short term contract basis.

Applications are invited from eligible and suitable officers for filling up of one post of Assistant Director on deputation/short term contract basis. Details of the post, eligibility conditions etc. are given in the **Annexure-I**. The pay of the selected officer selected for appointment on deputation/short term contract basis will be regulated in terms of 7th Central Pay Commission.

For Deputation

Applications of only such Officers/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data as per Performa given **Annexure-II** (ii) Photocopies of ACRs for the last five year duly attested (signed and stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate **Annexure-III**, (iv) Integrity Certificates **Annexure-IV** (v) No Penalty Certificate **Annexure-V** or a statement giving details of major or minor penalties imposed on the officer, if any, during the last 5 years.

It may also be verified and certified that the particulars furnished by the officers are correct.

It is, therefore, requested that applications of suitable and eligible officers and those who can be spared immediately in the event of selection may be sent directly to the Dy. Director (Admin), CCS NIAM, Jaipur within a period of 30 days from the date of publication of this advertisement.

Advance copies of application or those received after the prescribed closing date or not accompanied by the required certificates/documents are liable to be rejected.

For short term contract:

- A. The applications of suitable and eligible officers and those who can be spared immediately in the event of selection may be sent directly to the Dy. Director (Admin), CCS NIAM, Kota Road, Bambala, Near Sanganer, Jaipur-302033 within a period of 30 days from the date of publication of this advertisement.
- B. The Minimum deputation/contract period for the position would be 2 years.

Dy. Director (Admin)

Annexure-I

1. Name of the Post : **Assistant Director**
2. No. of Post : 01 (One)
3. Classification of Post : Group "A".
4. Pay Scale : Pay Matrix Level- 11 (as per 7th CPC)
5. Age Limit: The maximum age limit for appointment shall not be exceeding 56 years as on the closing date of receipt of applications.
6. Eligibility Conditions for appointment on Direct Recruitment/Deputation basis:

For Direct Recruitment :

(a) Desirable:

- (a) High 2nd class Masters' Degree in Agricultural Economics/ Agricultural Marketing/Management/ Horticulture/Geography with a specialization in GIS/Sociology/ Psychology with specialization in behavioural science/Economics/Commerce/ Statistics/ Computer Science/ Communication/ Agricultural Engineer with specialization in Post Harvest Management (Packaging, Transportation, Storage) M.Sc. Entomology with specialization in storage of Agricultural Commodities from a recognized University or equivalent.
- (b) 7 years experience in Research, Training, Consultancy & teaching at University level in any of relevant field mentioned above.

For Deputation :

Transfer/Transfer on deputation (including short term contract) Officers of Central/State Government/Public Sector Undertaking/Semi Govt./Statutory/ Autonomous or Research and Development Organisations who fulfill the following conditions:

- (a) (i) holding analogous posts on regular basis; or
(ii) with 7 years regular service in the Pay Scale of Rs. 15600-39100 With Grade Pay of Rs.5400/- (pre-revised)
- (b) Possessing the qualification and experience prescribed for direct recruits in column 8.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 4 (four) years.

Duties:- Any work assigned by the Competent Authority with regard to training, Research, Consultancy, Teaching, Project Development, Policy advocacy.

1. The pay of the officer selected for appointment on Deputation basis/Regular basis will be regulated in terms of 7th Central Pay Commission.

2. The maximum age limit for appointment shall not be **exceeding 56 years** for deputation and 40 years for Regular as on the closing date of receipt of applications.
3. The following documents also need to be sent along with the application:
 - (i) Bio data as per Performa given (**Annexure-II**)
 - (ii) Photocopies of ACRs for the last five years duly attested (signed and stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (**only those who working under Govt. Sector applied for Director/Deputation**)
 - (iii) Vigilance Clearance Certificate (**Annexure – III**) (**only those who working under Govt. Sector applied for Director/Deputation**)
 - (iv) Integrity Certificates (**Annexure – IV**) (**only those who working under Govt. Sector applied for Director/Deputation**)
 - (v) No Penalty Certificate or a statement giving details of major or minor penalties imposed on the officer, if any, during the last **5 years** (**Annexure–V**) (**only those who working under Govt. Sector applied for Director/Deputation**)

It may also be verified and certified that the particulars furnished by the officers are correct. Advance copies of application or those received after the prescribed closing date or not accompanied by the required certificates/documents are liable to be rejected.

Dy. Director (Admin)

CURRICULUM VITAE PROFORMA

SN.	Particular (s)	Content
1.	Name and Address (In Block Letters) with contact number and e-mail	
2.	Date of Birth (In Christian Era)	
3.	Date of retirement under Central/ State Government Rules (only those who applied for deputation)	
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 Essential -1 -2 -3 Desirable -1 -2 Qualifications / Experience possessed by the officer
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	

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

SN.	Office/Institution	Post held	Duration		Scale of pay and basic pay	Nature of duties (in detail)
			From	To		
1						
2						
3						
4						
5						

3. Nature of present employment i.e. Ad- hoc or Temporary or Quasi Permanent or Permanent-
4. 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 you belong
5. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)
 - a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organization
 - d) Government
 - e) Undertaking
 - f) Universities
 - g) Others
 - h) 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.
 - i) Total emoluments per month now drawn.
 - j) Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (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).
 - k) Whether belongs to SC/ST/OBC

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate
Address _____

Place:
Date:

Countersigned (Employer with seal)

Annexure -III

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/ Smt. / Ms. _____. who has applied for the post of Assistant Director in CCS NIAM, Jaipur on Deputation basis.

[Authorized signatory]

Name & Office Seal: _____

Date: _____

Annexure -IV

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/ Smt./ Ms. _____ . Who has applied for the post of Assistant Director in CCS NIAM, Jaipur on Deputation basis, it is certified that his/ her integrity is beyond doubt.

(Authorized Signatory)

Name & Office Seal: _____

Date: _____

Annexure -V

NO PENALTY CERTIFICATE

Certified that no major/ minor penalty has been imposed on Shri/ Smt./ Ms. _____ who has applied for the post of Assistant Director in CCS NIAM, Jaipur on Deputation basis during the last seven years.

[Authorized signatory]

Name & office Seal: _____

Date: _____



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Vacancy Circular

Sub.: - Filling up the post of Administrative Officer in the Pay Matrix level-8 minimum of Rs. 47600/- basic pay and other allowances applicable as per revised pay rules 2016 in CCS NIAM, Jaipur on Deputation/ Short term contract basis.

It is proposed to fill up post of Administrative Officer on deputation/short terms contract basis in the Pay Matrix level-8 minimum of Rs. 47600/- basic. Details of the post, eligibility conditions etc. are given in the **Annexure-I**. The pay of the selected officer for appointment on deputation/short terms contract basis will be regulated in terms of 7th Central Pay Commission.

For Deputation

Applications of only such Officers/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data as per Proforma given (**Annexure II**) (ii) Photocopies of ACRs for the last five year duly attested (signed and stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate (**Annexure-III**), (iv) Integrity Certificates (**Annexure-IV**), (v) No Penalty Certificate (**Annexure-V**) or a statement giving details of major or minor penalties imposed on the officer, if any, during the last 5 years. It may also be verified and certified that the particulars furnished by the officers are correct.

It is, therefore, requested that applications of suitable and eligible officers and those who can be spared immediately in the event of selection may be sent directly to the Dy. Director (Admin), CCS NIAM, Jaipur within a period of 30 days from the date of publication of this advertisement.

Advance copies of application or those received after the prescribed closing date or not accompanied by the required certificates/documents are liable to be rejected.

For short term contract:

- (A) The applications of suitable and eligible officers and those who can be spared immediately in the event of selection may be sent directly to the Dy. Director (Admin), CCS NIAM, Kota Road, Bambala, Near Sanganer, Jaipur -302033 within a period of 30 days from the date of publication of this advertisement.
- (B) Minimum contract/deputation period for the position is 3 years with the provision to extend further.

Dy. Director (Admin)

Annexure-I

1. Name of the Post : Administrative Officer
2. No. of Post : 01 (One)
3. Classification of Post : Group "B".
4. Pay Scale : Pay Matrix Level-8 (as per 7th CPC)
5. Age Limit : The maximum age limit for appointment shall not be exceeding 56 years as on the closing date of receipt of applications.
6. Eligibility Conditions for appointment on Deputation basis:

Desirable:

- (a) Bachelors degree in any subject from a recognized University or equivalent.
- (b) Must have completed minimum 5 years post qualification service in a responsible supervisory administrative position in Central/State Govt./Public Sector undertaking/ Semi Government / Statutory Autonomous or Research & Development Organizations.
- (c) Should be fully conversant with the government rules and regulations/office procedures and administrative matters.

For Deputation :

- (a) Officers holding analogous posts on regular basis in the scale of Rs. 9300-34800 With Grade Pay of Rs.4600/- pre-revised with 5 year regular services under Central / State Governments / Public Sector Undertakings/ Semi Government Organizations.
 - (b) Experience in establishment and general administrative matters.
Note: The period of deputation including period in another ex-cadre post held immediately preceding this appointment in the scale or some other organization/ department of the Central Govt. shall ordinarily not exceed 4 (four) years.
 - (c) Possessing the educational qualifications and experience as prescribed above
7. The pay of the officer selected for appointment on Deputation basis / Contract basis will be regulated in terms of 7th Central Pay Commission.
 8. The maximum age limit for appointment shall not be **exceeding 56** years for deputation as on the closing date of receipt of applications.
 9. The following documents also need to be sent along with the application:
 - (i) Bio data as per Proforma given (**Annexure-II**)
 - (ii) Photocopies of ACRs for the last five years duly attested (signed and stamped) on each page by an officer not below the rank of Under Secretary to the Government of India

- (iii) Vigilance Clearance Certificate (**Annexure – III**)
 - (iv) Integrity Certificates (**Annexure–IV**)
 - (v) No Penalty Certificate or a statement giving details of major or minor penalties imposed on the officer, if any, during the last **5 years (Annexure–V)**
10. It may also be verified and certified that the particulars furnished by the officers are correct. Advance copies of application or those received after the prescribed closing date or not accompanied by the required certificates/documents are liable to be rejected.

Signature of the Candidate

Address _____

Place:

Date:

Countersigned (Employer with seal)

Annexure-II

CURRICULUM VITAE PROFORMA

SN.	Particular (s)	Content
1.	Name and Address (In Block Letters) with contact number and e-mail	
2.	Date of Birth (In Christian Era)	
3.	Date of retirement under Central/ State Government Rules (only those who applied for deputation)	
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 possessed by the officer Essential -1 -2 -3 Desirable -1 -2
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	

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

SN.	Office/Institution	Post held	Duration		Scale of pay and basic pay	Nature of duties (in detail)
			From	To		
1						
2						
3						
4						

12. Nature of present employment i.e. Ad- hoc or Temporary or Quasi Permanent or Permanent-

13. 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 you belong

5. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

a) Central Govt.

b) State Govt.

c) Autonomous Organization

d) Government

e) Undertaking

f) Universities

g) Others

h) 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.

i) Total emoluments per month now drawn.

j) Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (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).

k) Whether belongs to SC/ST/OBC

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address _____

Place:

Date:

Countersigned (Employer with seal)

Annexure -III

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/ Smt. / Ms. _____. who has applied for the post of Administrative Officer in CCS NIAM, Jaipur on Deputation basis.

[Authorized signatory]

Name & Office Seal: _____

Date: _____

Annexure -IV

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/ Smt./ Ms. _____, who has applied for the post of Administrative Officer in CCS NIAM, Jaipur on Deputation basis, it is certified that his/ her integrity is beyond doubt.

(Authorized Signatory)

Name & Office Seal: _____

Date: _____

Annexure -V

NO PENALTY CERTIFICATE

Certified that no major/ minor penalty has been imposed on Shri/ Smt./ Ms. _____ who has applied for the post of Administrative Officer in CCS NIAM, Jaipur on Deputation basis during the last seven years.

[Authorized signatory]

Name & office Seal: _____

Date: _____