

**F.No A-12025/3/2021- (Estt.)(Hqrs)-E-20158**  
**Government of India**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**

Krishi Bhawan, New Delhi-110001  
Dated: 11<sup>th</sup> October, 2022

To,

1. All Secretaries to the Government of India
2. The Secretary, ICAR, Krishi Bhawan, New Delhi 110001.
3. The Secretary, Department of Animal Husbandry,  
(All State Government and Union Territories)
4. The Registrar, All Agricultural Universities.
5. The Director, All Agricultural Research Institutions.

Subject: Recruitment to the posts of Joint Commissioner (02), Deputy Commissioner (04) & Assistant Commissioner (15), General Central Service, Group A Gazetted in the Ministry of Fisheries, Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying on deputation basis (including short-term contract).

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Sir,

I am directed to say that it is proposed to fill up the posts of Joint Commissioner(2), Deputy Commissioner (4) & Assistant Commissioner (15) in this Department in the General Central Service, Group 'A' Gazetted on deputation basis (including short-term contract), in the Department of Animal Husbandry and Dairying.

2. The Department of Animal Husbandry and Dairying intends to fill the following posts in the Department of Animal Husbandry & Dairying at stations indicated below from amongst Officers under the Central Government or State Governments or Union Territory Administration or public sector undertakings or Universities or recognized research institutions or autonomous bodies or statutory organizations on deputation(including short term contract) basis:-

Post & Period of Deputation (ISTC)	Number of Posts and Name of the Station (Zone-wise)	Scale of Pay (As per 7 <sup>th</sup> CPC)	Eligibility
Joint Commissioner (Five Years)	<b>02(Two)</b>  { <b>NORTH ZONE:</b> Headquarter, New Delhi-01}  { <b>SOUTH ZONE</b> : CFSP&TI, Bangalore- 01}	Level-13 in the Pay Matrix (Rs. 1,23,100-2,15,900)	Officers under the Central Government or State Governments or Union Territory Administration or public sector undertakings or Universities or recognized research institutions or autonomous bodies or statutory organizations,-  (a)(i) holding analogous posts on regular basis in the parent cadre or department; or

			<p>(ii) with five years' regular service in grade rendered after appointment thereto on a regular basis in Level-12(Rs. 78,000-2,09,200) in the Pay Matrix or equivalent, in the parent cadre or department; and</p> <p>b) possessing the following educational qualifications and experience:</p> <p><b>Essential:-</b></p> <p>i. Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First Schedule and Second Schedule of the Indian Veterinary Council Act, 1984 (52 of 1984);</p> <p>ii. Registration in the Veterinary Council of India or Veterinary Council of States.</p> <p>iii. Ten years' experience in cattle and livestock development or poultry or animal health or meat and meat products from the Central Government or State Government or Union Territory Administration or statutory organization or autonomous bodies or institutes recognized by the Government.</p> <p><b>Desirable:-</b> Post Graduate degree in any branch of the Veterinary Science and Animal Husbandry from the recognized University or Institute.</p>
Deputy Commissioner (Four Years)	04(Four) {NORTH ZONE: CSBF, Hisar-01 NIAH, Baghpat-01 CPPTC, Gurugram-01}	Level-12 in the Pay Matrix (Rs. 78,800-2,09,200)	Officers under the Central Government or State Governments or Union Territory Administration or public sector undertakings or Universities or recognized research institutions or autonomous bodies or

	<p><b>{SOUTH ZONE: CCBF, Chennai-01}</b></p>		<p>statutory organizations,-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in Level-11(Rs. 67,700-2,08,700) in the Pay Matrix or equivalent, in the parent cadre or department; and</p> <p>b) possessing the following educational qualifications and experience:</p> <p><b>Essential:-</b></p> <p>i. Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First Schedule and Second Schedule of the Indian Veterinary Council Act, 1984 (52 of 1984);</p> <p>ii. eight years' experience in cattle and livestock development or poultry or animal health or meat and meat products from the Central Government or State Government or Union Territory Administration or statutory organization or autonomous bodies or institutes recognized by the Government.</p> <p><b>Desirable:-</b> Post Graduate Degree in any branch of Veterinary Science and Animal Husbandry from recognized University or Institute.</p>
<p>Assistant Commissioner (Four Years)</p>	<p><b>15 (Fifteen)</b></p> <p><b>{NORTH ZONE:</b></p> <p>Head Quarter, New Delhi-09 NIAH, Baghpat-02</p>	<p>Level-11 in the Pay Matrix (Rs. 67,700-2,08,700)</p>	<p>Officers under the Central Government or State Governments or Union Territory Administration or public sector undertakings or Universities or recognized research institutions or autonomous bodies or</p>

<p>AQCS, Delhi-01}</p> <p>{WEST ZONE: AQCS, Mumbai-01 CCBF, Dhamrod-01 }</p> <p>{SOUTH ZONE: CCBF, Bangalore-01}</p>	<p>statutory organizations,-</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with four years' service in grade rendered after appointment thereto on a regular basis in Level-10 (Rs. 56,100-1,77,500) in the Pay Matrix or equivalent, in the parent cadre or department; and</p> <p>b) possessing the following educational qualifications and experience: <b>Essential:-</b></p> <p>i. Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First Schedule and Second Schedule of the Indian Veterinary Council Act, 1984 (52 of 1984);</p> <p>ii. Registration in the Veterinary Council of India or Veterinary Council of States; and</p> <p>iii. Five years experience in cattle and livestock development or poultry or animal health or meat and meat products.</p> <p><b>Desirable:-</b> Doctorate degree in any branch of the Veterinary Science and Animal Husbandry from a recognized University or Institution.</p>
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**Note 1:** The period of deputation and other terms and conditions shall be as per the instructions issued by Department of Personnel and Training from time to time.

**Note 2:** The maximum age limit for appointment by deputation shall not be exceeding **fifty six** years as on the closing date of receipt of applications.

3. The officers can be posted in any of the stations falling under the jurisdiction of the respective Zone in public interest (Annexure-A). An Undertaking duly signed by the candidate is mandatory as in (Annexure-B).

4. For eligibility criteria, i.e. educational qualification, experience and bio-data proforma etc., the applicants are advised to refer to the official website of this Department <http://dahd.nic.in>.

5. Applications, in triplicate, in the Bio- Data and C.V. Proforma along with the complete up-to-date photocopies of the CR / APAR dossiers (Last five years i.e. w.e.f. 2016-17 to 2020-21) of officers who are willing to be considered and can be spared, in the event of their selection, may be sent to this Department. **Each page of the photocopy of the CR/APAR should be attested by the Group A Officer.** While forwarding applications, it may be verified and certified that particulars furnished by the candidates are correct and that no vigilance case is either pending or contemplated against them and their integrity is beyond doubt. A statement on imposition of penalty during the last 10 years may also be provided. A Cadre clearance certificate in respect of the candidate may also be forwarded to this Department.

6. **Applications received after the due date or found incomplete will not be considered. Applications complete in all respects should reach this Department THROUGH PROPER CHANNEL within 60 days from the date of issue of this letter or from the date of publication of the vacancy in the Employment News/Rozgar Samachar, whichever is later, to the following address:-**

Shri Madhusudanan V.K.,  
Under Secretary [(Estt)(Hqrs)],  
Room No. 435,  
Department of Animal Husbandry and Dairying,  
Krishi Bhawan, New Delhi-110001  
e mail id : madhusudanan.vk@nic.in

Encl:- Bio-Data/ C.V.Proforma

Yours faithfully,

(Madhusudanan V.K.)

Under Secretary to the Government of India

दूरभाष/Tele : 23382779

ई मेल / e mail id : madhusudanan.vk@nic.in

Copy for information/necessary action to:

1. All Ministries/Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices, public undertakings and other autonomous bodies under their administrative control.
2. All attached and subordinate offices of the Department of Animal Husbandry and Dairying, and Department of Fisheries.
3. Director (NIC), DAHD for uploading the same to the Department's website.
4. Guard file/Spare copies(20)

(Madhusudanan V.K.)

Under Secretary to the Government of India

**Annexure-A**

ZONE	S.No.	STATION	Total Vacancy (21) & Period of Deputation(ISTC)*			Remarks
			Joint Commissioner Group A Gazetted, Non-Ministerial in Level-13 in the Pay Matrix [1,23,100-2,15,900] (Five Years)	Deputy Commissioner Group A Gazetted, Non-Ministerial in Level-12 in the Pay Matrix [78,000-2,09,200] (Four Years)	Assistant Commissioner Group A Gazetted, Non-Ministerial in Level-11 in the Pay Matrix [67,700-2,08,700] (Four Years)	
NORTH						The officers can be posted in any of the stations falling under the jurisdiction of the respective zone in public interest.
	1.	Head Quarter New Delhi	01	-	09	
	2.	CSBF, Hisar	-	01	-	
	3.	NIAH, Baghpat	-	01	02	
	4.	AQCS, Delhi	-	-	01	
	5.	CCBF, Suratgarh	-	-	-	
	6.	CCBF, Andeshnagar	-	-	-	
	7.	CPDO, Chandigarh	-	-	-	
	8.	CPPTC, Gurugram	-	01	-	
	9.	CHRS, Ajmer	-	-	-	
10.	CHRS, Rohtak (Haryana)	-	-	-		
EAST	11.	AQCS, Kolkata	-	-	-	
	12.	CCBF, Sunabeda	-	-	-	
	13.	CCBF, Chiplima	-	-	-	
	14.	CPDO, Bhubaneswar	-	-	-	
WEST	15.	CCBF, Dhamrod	-	-	01	
	16.	CHRS, Ahmedabad	-	-	-	
	17.	CCBF, Dhamrod	-	-	-	
	18.	CPDO, Mumbai	-	-	-	
	19.	AQCS, Mumbai	-	-	01	
SOUTH	20.	CHRS, Ongole	-	-	-	
	21.	CFSP&TI, Bangalore	01	-	-	
	22.	AQCS, Chennai	-	-	-	
	23.	AQCS, Hyderabad	-	-	-	
	24.	AQCS, Bangalore	-	-	-	
	25.	CCBF, Bangalore	-	-	01	
	26.	CCBF, Chennai	-	01	-	
	27.	CPDO&TI, Bangalore	-	-	-	
		Total	02	04	15	

\*The Selected Deputationist can be posted in any office of the respective Zone in the functional interest.

**UNDERTAKING**

I hereby undertake that I may be posted in any Office of the Zone to which I am selected for the post of \_\_\_\_\_ in the Department of Animal Husbandry and Dairying.

(Signature of the Applicant)  
Name \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

## BIO-DATA/ CURRICULUM VITAE PROFORMA

Name of the post : JOINT COMMISSIONER

**Number of posts = 02(Two)**

**Period of Deputation(ISTC) = Five years**

**{NORTH ZONE: Headquarter, New Delhi-01}**

**{SOUTH ZONE : CFSP&TI, Bangalore- 01}**

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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>A. Essential Qualification:-</b>  i. Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First Schedule and Second Schedule of the Indian Veterinary Council Act, 1984 (52 of 1984);  ii. Registration in the Veterinary Council of India or Veterinary Council of States.  <b>B. Desirable Qualification:-</b>  Post Graduate degree in any branch of the Veterinary Science and Animal Husbandry from the recognized University or Institute.	<b>A) Essential Qualification:-</b>        <b>B) Desirable Qualification:-</b>
<b>C) Experience</b>  10 years experience in cattle and livestock development or poultry or animal health or meat and meat products from the Central Government or State Government or Union Territory Administration or statutory organization or autonomous bodies or institutes recognized by the Government.	<b>C) Experience:-</b>



**5.1 Note:** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the **Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

**5.2** 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.

**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 Bio-data) 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 Level/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay Level/Scale granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level/Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level/Scale where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay Level/Scale drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc 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	d) Name of the post and Pay of the post held in substantive capacity in the parent.

	applicant belongs.	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		
Basic Pay in the Pay Level/Scale	Pay Level	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 Level/Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

**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)**

**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)**

17. Whether belongs to SC/ST/OBC

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) Photocopies of the ACRs /APARs for the last 5 years (i.e. from 2016-17 to 2020-21) 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)**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**Name of the post : DEPUTY COMMISSIONER**

**Number of Posts = 04(Four)**

**Period of Deputation(ISTC) = Four Years**

**{NORTH ZONE:**

CSBF, Hisar-01

NIAH, Baghpat-01

CPPTC, Gurugram-01}

**{SOUTH ZONE:**

CCBF, Chennai-01}

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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>A. Essential Qualification:-</b>  Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First Schedule and Second Schedule of the Indian Veterinary Council Act, 1984 (52 of 1984);  <b>B. Desirable Qualification:-</b>  Post Graduate degree in any branch of the Veterinary Science and Animal Husbandry from the recognized University or Institute.	<b>A. Essential Qualification:-</b>     <b>B. Desirable Qualification:-</b>     
<b>C. Experience:-</b>  8 years' experience in cattle and livestock development or poultry or animal health or	<b>C) Experience:-</b>     

meat and meat products from the Central Government or State Government or Union Territory Administration or statutory organization or autonomous bodies or institutes recognized by the Government.

**5.1 Note:** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the **Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 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.

**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 Bio-data) 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 Level/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay Level/Scale granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level/Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level/Scale where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay Level/Scale drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc 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			
Basic Pay in the Pay Level/Scale	Pay Level	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 Level/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)</p> <p><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;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>vi) any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Whether belongs to SC/ST/OBC</p>	

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) Photocopies of the ACRs / APARs for the last 5 years (i.e. from 2016-17 to 2020-21) 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)**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**Name of the post : ASSISTANTCOMMISSIONER**

**Number of Posts : 15 (Fifteen)**

**Period of Deputation(ISTC) = Four Years**

**{NORTH ZONE:Head Quarter, New Delhi-09, NIAH, Baghpat-02 and AQCS, Delhi-01}**

**{WEST ZONE: AQCS, Mumbai-01, CCBF, Dhamrod-01}**

**{SOUTH ZONE: CCBF, Bangalore-01}**

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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
A. <b>Essential Qualification:-</b>  i. Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First Schedule and Second Schedule of the Indian	A. <b>Essential Qualification:-</b>

<p>Veterinary Council Act, 1984 (52 of 1984);</p> <p>ii. Registration in the Veterinary Council of India or Veterinary Council of States; and</p> <p><b>B. Desirable Qualification:-</b></p> <p>Doctorate degree in any branch of the Veterinary Science and Animal Husbandry from a recognized University or Institution..</p>	<p><b>B. Desirable Qualification:-</b></p>
<p><b>C) Experience:-</b> 5 years' experience in cattle and livestock development or poultry or animal health or meat and meat products.</p>	<p><b>C. Experience:-</b></p>
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b></p>	
<p>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.</p>	
<p><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 Bio-data) with reference to the post applied.</b></p>	

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	From	To	*Pay Band	Nature of
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	regular basis			and Grade Pay/Pay Level/Pay Scale of the post held on regular basis	Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay Level/Scale granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level/Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level/Scale where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay Level/Scale drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc 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.	
11. <b>Additional details about present employment:</b> 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		
Basic Pay in the Pay Level/Scale	Pay Level	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 Level/Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
<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>		

<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 professional	
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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>	
17. Whether belongs to SC/ST/OBC	

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) Photocopies of the ACRs/ APARs for the last 5 years (i.e. from 2016-17 to 2020-21) 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)**