

- 1 -

No.A- 12025/9/2019-(E)Hqrs.  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of Animal Husbandry and Dairying

Krishi Bhavan, New Delhi  
Date: 14 / 11 /2019

To,

1. All Secretaries to the Government of India
2. The Secretary, DARE, New Delhi
3. The Secretary, Department of Animal Husbandry,  
(All State Government and Union Territories)
4. The Registrar, All Agricultural Universities
5. The Director, all Autonomous/Statutory Bodies/Public Sector  
Undertakings /Recognized Research Institutions
6. The Director, Animal Husbandry/Dairying/Fisheries (All State  
Governments and Union Territories)
7. NIC for uploading the vacancy circular on the website of the  
department.

Subject: Recruitment to three posts of Joint Commissioner (Animal Husbandry) in Level-13 of pay matrix (Rs.1,23,100-2,15,900) in the Ministry of Fisheries, Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying on deputation including short term contract basis.

Sir,

I am directed to say that it is proposed to fill up three vacant posts of Joint Commissioner (Animal Husbandry) in the Ministry of Fisheries, Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying. The date of eligibility of one of the anticipated vacancy of Joint Commissioner (Animal Husbandry) is 10.03.2020. The post of Joint Commissioner (Animal Husbandry) in General Central Service, Group 'A' Gazetted, Non-Ministerial in Level-13 in the pay matrix (Rs.1,23,100-2,15,900) on deputation (including short term contract) basis can be filled from amongst:

(I) Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations or Councils:

a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or

(ii) With five years' regular service in the grade rendered after appointment thereto on a regular basis in the post in the Level-12 (Rs.78,800-2,09,200) in the pay matrix or equivalent in the parent cadre or Department; and

  
Admi

b) Possessing the following educational qualifications and experience:

**ESSENTIAL:-**

- i) Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First and Second Schedule of the India Veterinary Council Act, 1984.
- ii) Registration in the Veterinary Council of India or Veterinary Council of States.
- iii) Ten years' experience in Cattle and Livestock Development or Poultry or animal health or meat and meat products from Central or State Government or Union Territory Administration Departments or Statutory or Autonomous Institutes or related organisations recognized by the Government.

**Desirable:-**

Post Graduate Degree in any branch of Veterinary Science and Animal Husbandry from recognized University or Institution or equivalent.

Note 1: The departmental officers in the feeder category who in the direct line of promotion will not be eligible for consideration for appointment on deputation/ absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : 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 organisation or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of application.

2. The duties and responsibilities attached with the post of Joint Commissioner (Animal Husbandry) are given below:

- i) Formulation and setting up of the Centrally sponsored/Central Schemes in Livestock, Animal Health, Meat & Meat Products and Poultry Sectors.
- ii) To supervise and advise in implementation of Livestock and Poultry Sector Schemes of the Central Government.
- iii) Analysis of the physical/financial progress report of Central Sector/Centrally Sponsored Schemes of Livestock and Poultry Sectors.
- iv) To guide in policy and planning matters related of the Livestock and Poultry Sectors in the Department.
- v) To coordinate with international bodies, institutions like OIE, APHCA and FAO in policy, planning and other latest development in the field of livestock and poultry sector.

  
Signature: [Handwritten Signature]  
Date: 14/11/19

vi) To prepare answer to the Parliament Questions and Assurance related to schemes, policy and development matters relating to Livestock and Poultry Sectors.

vii) To assist higher officers in his duties.


viii) To coordinate inter-departmental issues related to Livestock, Animal Health, Meat & Meat Products and Poultry Sectors.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall not exceed 5 (five) years. 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).

3. It is requested that applications (in duplicate) and countersigned by the employer of willing and eligible officers in the enclosed proforma along with copies of last five years ACRs/APARs (2014-15 to 2018-19), each page duly attested by an officer not below the rank of Under Secretary, may please be forwarded to this department within 60 days from the date of issue of this letter or from the date of advertisement of vacancy in the Employment News, whichever is later.

4. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct. It may also be noted that applications received after due date or without requisite documents, will not be considered.

Yours faithfully, /


  
(Rohit Tewari) 14/11/19

Under Secretary to the Government of India  
Telefax: 23382779

Encl:- As above.

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.
3. Director (NIC), DAHD for uploading the same to the Department's website.
4. Guard file/Spare copies(20)

  
Rohit Tewari) 14/11/19

Under Secretary to the Government of India  
Telefax: 23382779

**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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</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><b>6.1 Note:</b> 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.</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 regular basis	From	To		Nature of

\*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		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
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/organisation			

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		
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 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)		

<p>16.B Achievements: 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>(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>	
<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").</p>	
<p>18. Whether belongs to SC/ST</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) 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)



**Annexure-II**

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP& T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP& T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.

