

No. A-12017/2/2024-Admin_1/(E-29893)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi - 110001
Dated, the 02nd September, 2024

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 the post of Animal Nutritionist in the scale of PB-3 (Rs. 15600-39100) + 5400 Grade Pay revised to Level-10 (Rs. 56100-177500) of the Pay Matrix of 7th Pay Commission in the Ministry of Fisheries, Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying on deputation (Including Short Term Contract) basis - reg.

Madam/Sir,

I am directed to say that it is proposed to fill up one (01) vacancy to the post of Animal Nutritionist in the General Central Service, Group 'A' Gazetted Non-Ministerial in the scale of PB-3 (Rs. 15600-39100) + 5400 Grade Pay revised to Level-10 (Rs. 56100-177500) of the Pay Matrix of 7th Pay Commission on deputation (Including Short Term Contract) basis, in the Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India. The vacancy is proposed to be filled from amongst:

Officers under the Central Government or State Governments or Public Sector Undertakings or Autonomous or Statutory Organisations or Agricultural Universities or Recognized Research Institutions or Councils: -

(a) (i) Holding analogous posts 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 Pay Band-2, Rs. 9300-34800 with Grade Pay of 4800 revised to Level-8 (Rs. 47600-151100) of the Pay Matrix of 7th Pay Commission or equivalent in the parent cadre or department; or



पंकज कुमार सिन्हा / PANKAJ KUMAR SINHA
अवर सचिव / Under Secretary
भारत सरकार / Government of India
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय
Ministry of Fisheries, Animal Husbandry & Dairying
पशुपालन और डेयरी विभाग
Department of Animal Husbandry & Dairying
कृषि भवन, नई दिल्ली / Krishi Bhawan, New Delhi-110001

ANIL RAMUL KUMAR SINHA, IAS, IAS
Secretary to Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9300-34800 with Grade Pay of 4600 revised to Level-7 (Rs. 44900-142400) of the Pay Matrix of 7th Pay Commission or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

Essential: -

(i) Bachelors' Degree in Veterinary Science from a recognized university or institute; and

(ii) Post Graduate Degree in any branch of Veterinary Science and Animal Husbandry with specialization in animal nutrition from a recognized university or institute.

Desirable: -

Two years' experience in the Animal Nutrition and quality control of feed.

Note 1: Period of deputation (ISTC) including period of deputation (ISTC) 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. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding fifty six years as on the closing date of receipt of application.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2006 or the date from which the revised pay structure based on the sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. The period of deputation and other terms and conditions shall be governed by Department of Personnel and Training's Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and the guidelines of DoP&T issued on the subject from time to time.

3. The duties and responsibilities attached with the post of Animal Nutritionist are given below: -

- i) Appraise the project proposals received from all states and UTs.
- ii) Release of funds to state/UTs.
- iii) Monitor physical progress of the entire project funded by Government of India.
- iv) Deal with matters related to RTI Act 2005, parliament questions, VIP and PMO references related to Feed/ Fodder.

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- v) To keep close liaison with research institutes of ICAR and other research organizations.
- vi) Deal with matters of Plan Co-ordination, General Co-ordination.
- vii) Deal with other feeds related issues like quality control, incentive & other related support to feed industry.
- viii) Any other duties, designed by the superiors from time to time.

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 i.e. <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. 2018-19 to 2022-23) 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 at the level of Under Secretary or equivalent and above.** 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 sixty (60) days from the date of issue of this letter or from the date of publication of vacancy in the Employment News/ Rozgar Samachar, whichever is later, to the following address: -**

Sh. Pankaj Kumar Sinha,
Under Secretary [Estt.(Hqrs)],
Room No. 436-A,
Department of Animal Husbandry and Dairying,
Krishi Bhawan, New Delhi - 110001.
Email ID: manuj.gupta@nic.in

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

Yours faithfully,



(Pankaj Kumar Sinha)
Under Secretary [Estt.(Hqrs)]
Tel. 011-23382779
E-mail id: manuj.gupta@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 the attached and subordinate offices of the Department of Animal Husbandry and Dairying.
3. Director (NIC), DADF for uploading the same to the Department's website.
4. Guard file/ Spare copies (Twenty (20)).


02/09/2024

(Pankaj Kumar Sinha)
Under Secretary [Estt.(Hqrs)]
Tel. 011-23382779
E-mail id: manuj.gupta@nic.in

BIO-DATA/ CURRICULUM VITAE PROFORMA

Name of the Post: ANIMAL NUTRITIONIST

Number of Post = One (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	
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
A. Essential Qualification: - i. Bachelors' Degree in Veterinary Science from a recognized university or institute; and ii. Post Graduate Degree in any branch of Veterinary Science and Animal Husbandry with specialization in animal nutrition from a recognized university or institute. B. Desirable Qualifications: - Two years' experience in the Animal Nutrition and quality control of feed.	A. Essential Qualification: - B. Desirable Qualifications: -
5. 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. 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 Scale of the	Nature of Duties (in detail) highlighting experience

				post held on regular basis	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

7. Nature of present employment i.e. Ad-hoc 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.
<p>8.1 Note: In case of Officer already on deputation, the application of such officer should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>8.2 Note: Information under Column 8(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/ organization.</p>			
9. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>10. Additional details about present employment: - Please state whether working under (indicate the name of your employer against the relevant column):</p>			

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:		
Basic Pay in the Pay Level/Scale	Pay Level	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 Level/Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
15A. 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)		
15B. 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. Whether belongs to SC/ST/OBC			
17. Mobile No.:			
18. Email ID:			

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)

Note # 10

Reference preceding Notes, please.

It is submitted that the [vacancy circular](#) regarding recruitment to One (01) post of Animal Nutritionist on Deputation was issued on 02.09.2024 and the same was uploaded on the website of this Department on 02.09.2024. Now, the vacancy circular has also been advertised in the [Employment News of 21 - 27 September, 2024](#)

2. It is pertinent to mention here that as per the [Para-6](#) of the above vacancy circular, the applications to the advertised posts should reach this Department within 60 days from the date of issuance of the circular i.e. 02.09.2024 or from the date of publication of the vacancy in the Employment News/ Rozgar Samachar i.e. 21 - 27 September, 2024, whichever is later.

3. As per the instructions contained in [DoP&T O.M. dated 03.10.1989 \(Para-6\)](#), In the case of a vacancy already existing at the time of issue of the communication inviting nominations, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the Ministry/ Department/ Organization responsible for making appointment to the post, i.e. originating Ministry etc. Further, [DoP&T vide its O.M. dated 02.07.2015](#) has enumerated that 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 January 2014, the crucial date will be counted from the 19th January 2014 (excluding the first date of publication).

4. In view of the position stated above, as the above vacancy circular was published in the Employment News of 21 - 27 September, 2024, the crucial date for determining the eligibility of the applicants is to be counted as 60 days from the 22nd September, 2024 i.e., **20th November, 2024.**

Submitted for kind information, please.

25/09/2024 10:09 am

Himanshu Agarwal
ASO

Note # 11

25/09/2024 10:34 am

मनुज गुप्ता|MANUJ GUPTA

Note # 12

DS (Admn.) may kindly see for information please.

25/09/2024 12:21 pm

**PANKAJ KUMAR SINHA
UNDER SECRETARY**

Note # 13

25/09/2024 04:10 pm

**SANJIB BHATTACHARYA
DEPUTY SECRETARY**

Note # 14

25/09/2024 05:21 pm

**PANKAJ KUMAR SINHA
UNDER SECRETARY**

Note # 15

27/09/2024 10:26 am

मनुज गुप्ता|MANUJ GUPTA
अनुभाग अधिकारी|SECTION OFFICER
