

भारत सरकार  
Government of India  
मत्स्यपालन पशुपालन और डेयरी मंत्रालय  
Ministry of Fisheries Animal Husbandry and Dairying  
पशुपालन और डेयरी विभाग  
Department of Animal Husbandry and Dairying  
केन्द्रीय पशु प्रजनन फार्म, सूरतगढ़ - 335804, जिला- श्रीगंगानगर (राजस्थान)  
Central Cattle Breeding Farm, Suratgarh- 335804, Distt: Sriganganagar (Rajasthan)

मिसिल संख्या/F.No. 7-42/2015/CFS/ 1962-2024

दिनांक 22.9.2022

प्रेषित/To

- (i) भारत सरकार के सभी मंत्रालय/विभाग  
All Ministries/Depts. of the Government of India  
(ii) पशुपालन, डेयरी और मत्स्य पालन विभाग के सभी संबद्ध और अधीनस्थ कार्यालय।  
All attached and subordinate offices of the Department of Animal Husbandry, Dairying & Fisheries.

विषय: केन्द्रीय पशु प्रजनन फार्म, सूरतगढ़ (राजस्थान) में उच्च श्रेणी लिपिक (यू.डी.सी), ग्रुप 'सी' अराजपत्रित, गैर-मंत्रिस्तरीय वेतन मैट्रिक्स स्तर- 4 (25500-81100 रुपये) में दो पदों को प्रतिनियुक्ति के आधार पर भरना।  
Filling up of **two post** of Upper Division Clerk (U.D.C), Group 'C' Non- Gazetted, Non- Ministerial in Pay Matrix Level- 4 (Rs. 25500-81100) in the Central Cattle Breeding Farm, Suratgarh (Rajasthan) on deputation basis.

श्रीमान/Sir,

केन्द्रीय पशु प्रजनन फार्म, सूरतगढ़ (राजस्थान) में पे मैट्रिक्स लेवल- 4 (रु. 25500-81100) में अपर डिवीजन क्लर्क (सामान्य केन्द्रीय सेवा, समूह 'सी', अराजपत्रित, मंत्रिस्तरीय) के दो पदों को केंद्र सरकार के ऐसे अधिकारियों से प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है जो (i) नियमित आधार पर सदृश पद धारण करता हो; या (ii) जिन्होंने अवर श्रेणी लिपिक के ग्रेड में आठ वर्ष की नियमित सेवा की हो या वेतन बैंड-I रु. 5200-20200 रुपये 1900/- के ग्रेड पे में समकक्ष धारित हो।

It is proposed to fill up **two posts** of Upper Division Clerk (General Central Service, Group 'C', Non-Gazetted, Ministerial) in Pay Matrix Level- 4 (Rs. 25500-81100) in Central Cattle Breeding Farm, Suratgarh (Rajasthan) on deputation basis from the officers of the Central Government, - (i) holding analogous posts on regular basis; or (ii) with eight years' regular service in the grade of Lower Division Clerk or equivalent in pay band-I Rs. 5200-20200 with grade pay of Rs. 1900/-.

नोट: 1: फीडर श्रेणी के विभागीय अधिकारी जो पदोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के विचार के लिए पात्र नहीं होंगे और इसी तरह, प्रतिनियुक्त व्यक्ति पदोन्नति द्वारा नियुक्ति के लिए विचार के पात्र नहीं होंगे।

Note: 1: The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

नोट 2: प्रतिनियुक्ति की अवधि, जिसमें केंद्र सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य एक्स-कैडर पद पर प्रतिनियुक्ति की अवधि शामिल है, आमतौर पर तीन वर्ष से अधिक नहीं होगी।

Note 2: 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 organization or Department of the Central Government shall ordinarily not to exceed three years.

नोट 3: प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.



लगातार/continued ...2



नोट 4: प्रतिनियुक्ति के आधार पर नियुक्ति के प्रयोजन के लिए, 1 जनवरी, 2006 से पहले एक अधिकारी द्वारा नियमित आधार पर की गई सेवा या जिस तारीख से छठे केंद्रीय वेतन आयोग की सिफारिशों के आधार पर संशोधित वेतन संरचना का विस्तार किया गया है। उक्त वेतन आयोग की सिफारिशों के आधार पर विस्तारित तदनुसूची ग्रेड वेतन या वेतनमान में की गई सेवा के रूप में समझा जाएगा, सिवाय इसके कि जहां एक से अधिक पूर्व-संशोधित वेतनमान का एक सामान्य ग्रेड वेतन के साथ एक ग्रेड में विलय किया गया हो। या वेतनमान, और जहां यह लाभ केवल उस पद (पदों) के लिए विस्तारित होगा जिसके लिए वह ग्रेड वेतन या वेतनमान बिना किसी उन्नयन के सामान्य प्रतिस्थापन ग्रेड है।

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the sixth Central Pay Commission has been extended shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said 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.

नियुक्ति के लिए चयनित अधिकारियों का वेतन वित्त मंत्रालय (व्यय विभाग) के कार्यालय जापन संख्या 15(7)/10/86 दिनांक 13 मार्च, 1987 या जारी ऐसे सामान्य/विशेष आदेशों में निहित निर्देशों के अनुसार विनियमित किया जाएगा या जो समय-समय पर मंत्रालय द्वारा जारी किया जा सकता है। चयनित अधिकारी के पास अपना ग्रेड पे प्लस प्रतिनियुक्ति (इयूटी) भत्ता प्राप्त करने या डीओपीटी के कार्यालय जापन संख्या 2/12/87- Estd. (वेतन-II) दिनांक 29.4.1988 जो समय-समय पर यथा संशोधित के अनुसार पद के पे बैंड और ग्रेड पे में अपना वेतन निर्धारित करने का विकल्प होगा।

The pay of the officers selected for appointment will be regulated in accordance with the instructions contained in the Ministry of Finance (Department of Expenditure) O.M No. 15(7)/10/86 dated 13<sup>th</sup> March, 1987 or such general/special orders issued or that may be issued by the Ministry from time to time. The officer selected will have the option to draw his grade pay plus deputation (Duty) allowance or to have his pay fixed in the Pay Band and Grade Pay of the post in accordance with the DOPT OM No. 2/12/87 Estd. (Pay-II) dated 29.4.1988 as amended from time to time.

पिछले 5 वर्षों के अधिकारियों के अप-टू-डेट सीआर डोजियर के साथ संलग्न प्रोफार्मा (अनुबंध- I) में दो प्रतियों में आवेदन, जो विचार करने के इच्छुक हैं और उनके चयन की स्थिति में रिलीव किया जा सकता है, संयुक्त आयुक्त, केंद्रीय पशु प्रजनन फार्म, सूरतगढ़, पोस्ट भगवानसर, जिला श्री गंगानगर - 335804 (राजस्थान) को भेजा जा सकता है। आवेदन अग्रेषित करते समय, यह सत्यापित और प्रमाणित जाए कि उम्मीदवारों द्वारा प्रस्तुत विवरण सही हैं और उनके खिलाफ कोई सतर्कता मामला लंबित या विचाराधीन नहीं है और उनकी सत्यनिष्ठा संदेह से परे है। पिछले 10 वर्षों के दौरान जुर्माना लगाने पर एक विवरण भी प्रदान किया जाए। उम्मीदवार के संबंध में एक संवर्ग निकासी प्रमाण पत्र भी इस कार्यालय को अग्रेषित किया जाए। आवेदन इस परिपत्र की तिथि से 60 दिनों के भीतर इस कार्यालय में पहुंच जाने चाहिए। नियत तारीख के बाद या एसीआर/एपीएआर के बिना प्राप्त या अन्यथा अपूर्ण पाए गए आवेदनों पर विचार नहीं किया जाएगा। उम्मीदवारों द्वारा दावा किए गए योग्यता और अनुभव के समर्थन में समर्थन प्रमाण पत्र / दस्तावेजों के साथ आवेदन / सी आर नहीं होने पर चयन के लिए उम्मीदवारों की पात्रता निर्धारित करने के लिए संसाधित नहीं किया जाएगा। आवेदकों को बाद की तारीख में अपनी उम्मीदवारी वापस लेने की अनुमति नहीं दी जाएगी।

Application in duplicate in the enclosed proforma (Annexure-I) alongwith up-to-date CR dossiers of officers of last 5 years who are willing to be considered and can be spared in the event of their selection, may be sent to the Joint Commissioner, Central Cattle Breeding Farm, Suratgarh, Post Bhagwansar, District Sri Ganganagar - 335804 (Rajasthan). 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 office. **Applications should reach this office within 60 days from the date of this circular.** Applications received after the due date or without ACRs/APARs or otherwise found incomplete will not be considered.

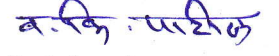


लगातार/continued ..... 3

The application/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. Applicants will not be allowed to withdraw their candidature at a later date.

संलग्न/Encl: उपरोक्त/As above.

भवदीय/Yours faithfully,



(डॉ. वी.के.पाटील/Dr.V.K.Patil)

संयुक्त आयुक्त/Joint Commissioner

E-mail: suratgarh-ccbf@nic.in

प्रतिलिपि/Copy to:

1. श्रीमान संयुक्त आयुक्त(कैटल) डीएडीएफ , कृषि भवन नई दिल्ली  
The Joint Commissioner (Cattle), DADF, Krishi Bhawan, New Delhi
2. श्रीमान अवर सचिव (प्रशा. 4) डीएडीएफ , कृषि भवन नई दिल्ली  
The Under Secretary(Admin-IV), DADF, Krishi Bhawan, New Delhi
3. एनआईसी सेल, डीएएचडी, कृषि भवन, नई दिल्ली इस अनुरोध के साथ कि कृपया इस रिक्ति परिपत्र को डीएएचडी की वेबसाइट पर अपलोड करें; चूंकि इस अधीनस्थ कार्यालय की अपनी वेबसाइट नहीं है।  
The NIC cell, DAHD, Krishi Bhawan, New Delhi with the request to kindly upload this vacancy circular in the website of the DAHD; as this subordinate office doesn't have its own website.



डॉ. वी.के.पाटील/Dr.V.K.Patil)

संयुक्त आयुक्त/Joint Commissioner

E-mail: suratgarh-ccbf@nic.in



**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

5.1 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.

7. Details of Employment, in chronological. **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 Matrix Level of the post held on regular basis.	Nature of Duties (in details) highlighting experience required for the post applied for.

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

Office/Institution	Pay, Pay Band & Grade Pay/Pay Matrix 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 organization.

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith the 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/organization.

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 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 PB/Pay Matrix	Grade Pay/Pay Matrix Level	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Origination 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**) :

**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. 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)

# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST :

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/APARs 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)**