

SB 6488

COCONUT DEVELOPMENT BOARD

(Ministry of Agriculture, Govt. of India)

KOCHI-11

F.No.897/2011-Admn.

Dated : 30.1.2013

CIRCULAR

Applications are invited for filling up the following posts in the Coconut Development Board :-

Sl.No.	Name of Post	Pay Band and Grade Pay	No. of Posts
1.	Deputy Director (Development)	Rs.15600-39100 + Grade Pay Rs.6600	2 Posts – Direct Recruitment - (1 UR and 1 reserved for OBC)
2.	Hindi Translator	Rs.9300-34800 + Grade Pay Rs.4200	1 Post – Deputation/Absorption

1. Deputy Director (Development) (Rs.15600-39100 + Grade Pay Rs.6600) – 2 posts – Direct Recruitment – (1 UR and 1 reserved for OBC)

Qualifications and Experience

Essential :

- Post Graduate Degree in Horticulture / Agriculture/Plant Sciences (with working experience of plantation tree crops) from a recognized University or equivalent.
- Seven years experience in a responsible capacity (out of which 5 years experience in a Group A post under the Central Government or equivalent) in agriculture development with particular reference to coconut crop.

Age limit : Not exceeding 45 years (Relaxable for Government servants and employees of the Coconut Development Board up to 5 years in accordance with the instructions / orders issued by the Central Government. The age is also relaxable for OBC candidates upto 3 years in respect of the post reserved for OBC.)

Note:- The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahual and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

Application fee :Rs.100/- (Rupees One hundred only). SC/ST Candidates are exempted from payment of fee subject to submission of attested copy of the SC/ST certificate issued by the Competent Authority. Women candidates of any category are also exempted from payment of fee.

General Conditions for the post at Sl. No. 1

Candidates desirous of applying for the above post may send in their applications typed on plain paper in the format given below (**Annexure I**) with a passport size photograph affixed thereon alongwith copies of certificates in support of date of birth, qualifications, experience, caste etc. duly attested by a Gazetted Officer. Applications complete in all respects together with a Crossed Demand Draft for Rs.100/- towards the prescribed application fee drawn in favour of the Chairman, Coconut Development Board payable at Ernakulam should reach the Chairman, Coconut Development Board, Kera Bhavan, Kochi – 682 011. The last date of the receipt of the applications is 20th February, 2013. Application may be sent either in English or in Hindi.

Candidates working in Central/State Governments, Research Institutions, Public Sector Undertakings, Autonomous Bodies, etc. should apply through proper channel and their applications should be forwarded by the controlling authorities along with Original/attested copies of ACR/APAR for the last 5 years and Vigilance/Integrity Certificates. Incomplete applications/ applications received after the due date and applications of serving candidates not forwarded by the controlling authorities shall not be entertained. The Chairman, Coconut Development Board reserves the right to reject any or all the applications without assigning any reason(s).

2. Hindi Translator (Rs.9300-34800 + Grade Pay Rs.4200) - 1 post – Deputation/Absorption

Eligibility: From amongst Central/State Governments/Autonomous bodies and Corporations holding –

- (a) (i) analogous posts; or
- (ii) posts in the pay band of PB-1 [Rs.5200-20200] + Grade Pay Rs.2400 or equivalent with three years' regular service in the grade, or
- (iii) posts in the pay band of PB-1 [Rs.5200-20200] + Grade Pay Rs.1900 or equivalent with five years' regular service in the grade; and
- (b) possessing the following educational qualifications and experience :

Master's Degree of a recognized university in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

OR

Master's Degree of a recognized university in any subject other than Hindi/English, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at Degree level.

OR

Master's Degree of a recognized university in any subject other than Hindi/English, with Hindi/English medium and English/Hindi as a compulsory/elective subject or as a medium of examination at Degree level.

OR

Bachelor's Degree of a recognized university, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognized Diploma/Certificate Course in Translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government Offices, including Govt. of India undertakings.

(Period of deputation ordinarily not exceeding 3 years). The maximum age limit for appointment on deputation (including short-term contract) shall not exceed 56 years as on the closing date of the receipt of applications.

Place of Posting: Headquarters of the Board at Kochi.

The post is liable to be transferred anywhere in India.

General Conditions: for the post of S.No. 2

The officers selected on deputation basis will have the option to draw his existing basic pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with DOPT OM No.2/8/97-Estt. (Pay-II) dated 11.3.1998, as amended from time to time.

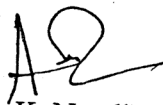
Applications (in triplicate) in the enclosed proforma (**Annexure II**) should be sent along with complete and upto date confidential reports for the last 5 years duly attested by an Officer and Integrity Certificate of eligible officers to Chairman, Coconut Development Board, Kera Bhavan, Kochi-682 011. The last date of the receipt of the applications is 20th February, 2013. In the event of selection, the Officer shall be relieved for reporting in the Board within fifteen days of intimation.

In case, a Central Govt. Servant is selected for the post of Hindi Translator in Coconut Development Board on deputation basis, then the Central Govt. servant will have to be treated as having resigned from the Central Government and absorbed in Coconut Development Board. He/She will then have to forego counting of his/her past service for pensionary benefits in this Board.

While forwarding the applications it may also be verified and certified that the particulars furnished by the officers are correct and that no Vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on the Officers during the last 10 years of their service. Applications received after due date or without the CRs, Vigilance Clearance, Integrity or otherwise found incomplete will not be considered. The Chairman, Coconut Development Board reserves the right to reject any or all the applications without assigning any reason(s).

Place : Kochi-11

Date : 30.1.2013


(Dr. A.K. Nandi),
Secretary

To:

1. The Commissioner of Agriculture, Directorate of Agriculture, Govt. of Tamil Nadu, Chepauk, Chennai – 600 005.
2. The Secretary to Govt. of Gujarat, Deptt. of Agri. & Co-operation, Govt. of Gujarat, Block No.5, Sachivalaya, Gandhi Nagar, Gujarat – 10.
3. The Secretary to Government of Kerala, Agriculture (NCA) Deptt., Thiruvananthapuram-695 033.
4. The Director of Agriculture, Government of Kerala, Vikas Bhavan, Thiruvananthapuram – 695 033.
5. The Secretary to Govt. of Orissa, Agriculture Department, Bhubaneswar, Orissa-751001.
6. The Director of Horticulture and Soil Conservation, Directorate of Horticulture and Soil Conservation, Deptt. of Agriculture, Govt. of Tripura, Agartala-799 001
7. The Director of Horticulture, Govt. of Assam, Directorate of Horti. & FP, Khanapara, Assam-22.

8. The Director of Horticulture, Govt. of Karnataka, Lalbagh, Bangalore-560027.
9. The Secretary to Government (Horti.), Agri. & Hort. Department, Karnataka Govt. Secretariat, Bangalore.
10. The Principal Secretary to Govt. of Tripura, Department of Agriculture, Agartala, Tripura-799001.
11. The Principal Secretary & Agriculture Production Commissioner, Chattisgarh Shashan, Ministry of Agriculture, Cooperation & Biogas, D.K. Mantralaya, Raipur - 492 001.
12. The Director, Food Processing Industries & Horticulture, 4, Mayukh Bhavan, 4 floor, Salt Lake, Kolkata-700 091.
13. The Administrator, Union Territory of Lakshadweep, Deptt. of Agriculture, Kavaratti-682 555.
14. The Director, Andaman & Nicobar Administration, Directorate of Agriculture, Port Blair - 744 102.
15. The Director of Agriculture, Directorate of Agriculture, Krishi Bhavan, Tonca, Caranzalem - Goa - 403 002.
16. The Agriculture Production Commissioner (APC), Vikas Bhawan, New Secretariat, Bailey Road, Patna-800 015.
17. The Director (Horticulture), Old Secretariat, Barrack No.-13, Patna - 800 015.
18. The Director (Agriculture), Vikas Bhawan, New Secretariat, Bailey Road, Patna - 800015.
19. The Principal Secretary (Horticulture), Govt. of Andhra Pradesh, Room No.262-A, D-Block, 1st Floor, Secretariat, Hyderabad (A.P.) -500 022.
20. The Commissioner & Director of Horticulture & Mission Director, Govt. of Andhra Pradesh, Public Gardens, Hyderabad (A.P.) - 500 024.
21. The Director of Agriculture, Directorate of Agriculture, New Light House Road, Vambakeerapalayam, Uppalam, Puducherry - 605 001.
22. The Director of Agriculture, Deptt. of Agriculture, Meghalaya, Shillong, Meghalaya, PIN - 794 111.

Encl on SB U 6488/13/Ldii

Directorate of Agriculture
Vikas Bhavan
Thiruvananthapuram
Dated 13/12/2013

Copy with copy of the enclosures forwarded to
IT cell for publishing in the departmental web site

[Signature]
13/12/13
for Director of Agriculture
M.S. HARIS
SENIOR SUPERINTENDENT
Directorate of Agriculture
Vikas Bhavan, Thiruvananthapuram

Proforma for Application

Application for the post of.....

1. Name (in Block letters)
2. Father's/Husband's name
3. Date of birth (in Christian era)
4. Sex
5. Whether belongs to SC/ST/OBC
6. Are you seeking age relaxation, if so, under which category ?
7. Educational qualifications:


 PHOTO

Examination passed	Board/Institute	Year of passing	Optional subjects	Percentage of marks obtained

8. Details of employment in chronological order:

Office/Institute/Organization	Post held	From	To	Scale of pay	Nature of duties

9. Address for communication with contact No.:
10. Permanent address
11. Details of Demand Draft (application fee)
12. Additional information if any

Place :

Date :

Signature of the applicant

CURRICULUM VITAE PROFORMA

1. Name and Address (IN BLOCK LETTERS) (Photo)
2. Date of Birth (In Christian Era)
3. Date of retirement under Central/
State Govt. 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	Qualifications/Experience possessed by the officer
Essential	(i)	
	(ii)	
	(iii)	
Desired	(i)	
	(2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e., ad-hoc or temporary 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 you belong

10. 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 Organizations
(d) Government Undertakings
(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
14. 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
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)
15. Whether belongs to SC/ST/OBC
16. Remarks (The candidate may indicate information
with regard to (i) Research publications and reports
and special projects (ii) Awards/ Scholarship / Official
appreciation (iii) Affiliation with the professional bodies /
institutions/ societies and (iv) any other information)
(Note: Enclose a separate sheet, if the space is insufficient)

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

Signature of the Candidate

Date:.....

Address.....

Tel. No.....

Countersigned
(Employer with seal)