Government of India
Ministry of Agriculture & Farmers' Welfare
(Deptt. of Agriculture & Cooperation & Farmers' Welfare)

Krishi Bhavan, New Delhi.
Dated, the 15th Nov., 2019

VACANCY CIRCULAR

Subject: Filling the post of Director General in National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad.

One post of Director General Group ‘A’ in the Level 14 in Pay Matrix (Rs. 1,44,200/- to 2,18,200/-) under Non-Central Staffing Scheme, is proposed to be filled in the National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad, an Autonomous Organization under the Ministry of Agriculture and Farmers’ Welfare, Department of Agriculture, Cooperation and Farmers’ Welfare on deputation basis through Search-cum-Selection Committee process as laid down in DOP&T’s Office Memorandum No. 28/13/2006-EO(SM.II) dated 3.7.2006 for a period not exceeding 5 years from the date of its filling. Deputation is from amongst the officers under the Central or State Governments or UTs or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:

(i) holding a post of Joint Secretary or equivalent post in the Level 14 of the Pay Matrix(Rs. 144,200/- to 2,18,200/-) in parent cadre or department or organization;

(ii) having excellent academic background with wide experience profile at senior levels of management besides hands on experience in managing an organisation, preferably a training Institution; and

(iii) having a minimum of three years’ experience in the field of agriculture or rural development.

Note 1: Period of deputation including 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 exceed five years.

Note 2: The Maximum age limit for appointment by deputation shall be not exceeding 54 years as on the closing date of the receipt of application.

Vacancy Circular | Post of DG, MANAGE
2. Details of the post, eligibility conditions etc., are given in Annexure-I.

3. This vacancy will also be advertised in the Employment News/Rojgar Samachar and all editions of National dailies in ‘The Hindu’ (English), Hindustan Times (English) Navbharat Times’ (Hindi) and Economic Times (English). Applications of interested and eligible officers who can be spared in the event of their selection may be forwarded to this Department within 60 days from the date of advertisement of this vacancy in the Employment News/Rojgar Samachar. The following documents also need to be sent along with the application:-

(i) Biodata- in duplicate as per proforma given in Annexure-II.
(ii) Vigilance Clearance Certificate;
(iii) Integrity Certificate;
(iv) Major/Minor Penalty statement during last ten years;
(v) Cadre clearance from the cadre controlling/appointing authority if applicable;
(vi) Attested Copies of APARs of last five years i.e. from 2013-14 to 2017-18 duly attested by an officer not below the rank of an Under Secretary to the Govt. of India. If for some reasons, the APARs of the Officer have not been written for a particular year or a part (for more than three months) of a year, a ‘No Report Certificate’ (NRC) for that period may be sent along with the APARs of the corresponding previous year(s).

4. The upper age limit for this appointment shall be 54 years as on the closing date of the receipt of applications. A check list of documents to be attached with the application may also be sent (proforma enclosed). Applications should be sent through the Cadre Controlling Authority/Department of applicant to the Under Secretary (Extension), Department of Agriculture, Cooperation and Farmers’ Welfare, Room No.17-A, Krishi Bhavan, New Delhi-110001. Soft copies of the application may also be e-mailed at ponni.d@gov.in.

5. Applications received after due date or without up-to-date APARs, integrity certificate, vigilance clearance certificate and major/minor penalty statement or otherwise found incomplete, will not be considered.

(D.Ponni)
Under Secretary to the Govt. of India
Ph: 23382013
Email: ponni.d@nic.in
Copy forwarded to:

1. All Ministries/Departments of the Central Government.
2. Chief Secretaries of all States and UTs.
3. Secretary (Agriculture) of all States & UTs.
4. Secretary (Rural Development) of all States & UTs.
5. Secretary (Planning Department) of all States and UTs.
6. The Secretary, Union Public Service Commission, New Delhi.
7. The Department of Personnel & Training (Office of the EO-I), North Block, New Delhi.
8. All Officers in the Department of Agriculture, Cooperation and Farmers’ Welfare.
9. All attached/subordinate offices under the Department of Agriculture, Cooperation and Farmers’ Welfare.
10. All autonomous organizations under Agriculture, Cooperation and Farmers’ Welfare.
11. NIC (for uploading on the website of Agriculture, Cooperation and Farmers’ Welfare).
12. NIC (DOPT), Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi (for uploading on the website of Department of Personnel and Training).
13. MANAGE, Hyderabad (for uploading on the website of MANAGE).
14. Estt-I Section and Estt.-II Section, Department of Agriculture, Cooperation and Farmers’ Welfare.
15. Guard File.
<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Director General, NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE), Hyderabad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of post</td>
<td>One</td>
</tr>
<tr>
<td>Classification of post</td>
<td>Group ‘A’</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>Level 14 in Pay Matrix (Rs. 1,44,200/- to 2,18,200/-)</td>
</tr>
<tr>
<td>Age Limit</td>
<td>The Maximum age limit for appointment by deputation shall be not exceeding 54 years as on the closing date of the receipt of application</td>
</tr>
</tbody>
</table>
| Eligibility Conditions | From amongst the officers under the Central or State Governments or UTs or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or/ Statutory or Autonomous Organizations:  
(i) holding a post of Joint Secretary or equivalent post in the Level 14 of the Pay Matrix(Rs. 144,200/- to 2,18,200/-) in parent cadre or department or organization;  
(ii) having excellent academic background with wide experience profile at senior levels of management besides hands on experience in managing an organisation, preferably a training Institute. |
| Experience       | Having a minimum of three years' experience in the field of agriculture or rural development |
| Place of posting | Hyderabad                                                                                       |
| Period of deputation | Period of deputation including 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 exceed five years. |
| Duties and responsibilities attached to the post | i) The Director General who is the Principal Executive Officer of the MANAGE, shall be responsible for the proper administration of the affairs of MANAGE and shall exercise powers under the direction and guidance of the Executive Council; He/she shall also prepare Annual Report and Annual Accounts of MANAGE  
ii) To coordinate and exercise general supervision over all the activities of MANAGE. He/she shall also be competent to delegate any of the powers conferred upon him/her to such officers of the MANAGE working under him/her as may be considered necessary for effective and efficient functioning of the MANAGE.  
iii) DG MANAGE shall have full powers on behalf of MANAGE to Institute, conduct, intervene, defend, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the MANAGE or its employees or otherwise concerning the affairs of the MANAGE in any court, to refer any claims or demand by or against the MANAGE to arbitration and observe and perform the awards, to sign and verify plaints written statements. Execution and other petitions, applications, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi judicial authorities or arbitrators to enforce judgement, execute any decree or order of any judicial/quasi judicial authorities or to satisfy the same and/or to realize or withdraw money from any court, persons |

**ANNEXURE-I**

Vacancy Circular | Post of DG, MANAGE 4
or other authorities in execution of such decree or order and to sign vakalatnamas; all financial powers as delegated by the Executive Council.

iv) Director General shall be competent on behalf of the MANAGE to execute contacts, collaboration agreement(s) general/special instruments, service agreements/agreements containing arbitration clauses, indemnity bonds and deeds in respect of or connected with sale/lease/license, mortgage, hypothecation, pledge, or other deed(s) of a legal character of whatever description, power(s) of Attorney, to enforce guarantee(s) or any other legal rights, to incur legal expenses and to act as agent of the MANAGE for any purpose whatsoever relating to the affairs of the MANAGE.
## BIO-DATA/CURRICULUM VITAE PROFORMA

<table>
<thead>
<tr>
<th>1. Name and Address and Designation (in block letter)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Date of Birth (in Christian era)</td>
<td></td>
</tr>
<tr>
<td>3. i) Date of entry into service</td>
<td></td>
</tr>
<tr>
<td>ii) Date of retirement under Central/State Government Rules</td>
<td></td>
</tr>
<tr>
<td>4. Service to which candidate belongs</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
</tr>
</tbody>
</table>

### Qualifications/Experience required as mentioned in the advertisement/vacancy circular

#### Essential

(i) holding a post of Joint Secretary or equivalent post in the Level 14 of the Pay Matrix (Rs. 144,200/- to 2,18,200/-) in parent cadre or department or organization;

(ii) excellent academic background with wide experience profile at senior levels of management besides hands on experience in managing an organisation, preferably a training institution.

(iii) a minimum of three years' experience in the field of agriculture or rural development

| Qualifications/experience possessed by the officer |
|---------------------------------------------------|--|

#### Essential

A) Qualification

### 5.1 Note: 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. |  |

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**Vacancy Circular | Post of DG, MANAGE**

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7. Details of employment in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
</table>

*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 and present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

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 Govt.
- b) State Govt.
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same organization 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

<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Grade Pay</th>
<th>Total emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay and rate of increment</th>
<th>Dearness Pay/Interim relief/other Allowances etc., (with break-up details)</th>
<th>Total emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 report and special projects
ii) Awards/Scholarship/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 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 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 to 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)