

F. No. 1-7/92 -Adm.III
Government of India
Ministry of Agriculture
(Department of Agriculture and Cooperation)

Directorate of Plant Protection, Quarantine and Storage

N.H. IV, Faridabad (Haryana)

Office Memorandum

Subject : Filling up the post of Care-taker (Insecticides) in the Directorate of Plant Protection, Quarantine & Storage, Faridabad – On deputation basis.

The undersigned is to say that the services of a suitable official are required for appointment to the post of Care-taker (I), as mentioned in Annexure-I. The pay of the official will be regulated in accordance with the Ministry of Finance Office Memorandum No. F.10(24)-E.III(E)/60 dated 4th May, 1961 as amended from time to time.

2. Officials who volunteer for the post will not be permitted to withdraw their candidature later. Only such recommendations which are accompanied by the requisite personal data, as in Annexure-II, will be considered.

3. Applications of only those officials who satisfy the requirements mentioned in Para I of Department of Personnel & Training Office Memorandum No. 5/11/76-CS.III dated 19th May, 1976 and who can be relieved on being selected need be forwarded to this Directorate.

4. The Officials will be required to perform the following duties :-

(i) To look after the maintenance of the buildings of the Central Insecticides Laboratory and other premises attached to the Laboratory, Central Insecticides Board and Registration Committee (CIB&RC) Building and Headquarters Office.

(ii) To handle all types of cases pertaining to the construction/repair of the buildings and other House Keeping functions.

(iii) To make necessary arrangements for the meetings, conferences etc.

(iv) Other duties which may be assigned from time to time.

5. As the requirement is urgent, it is requested that the particulars of the eligible officials (in duplicate) as in Annexure-II, along with their complete and up-to-date CR dossiers may be sent to this Directorate **within 60 days** from the date of publication of this advertisement in the Employment News. The particulars of the Officials received without C.R. Dossier and certificate of experience and vigilance clearance or after the due date are not likely to be considered.

(Binda Paswan)
Under Secretary (Hqrs.)
Annexure-I

1. **Name of the post** : Care-taker (Insecticides)

2. **Place of the Post** : Directorate of Plant Protection, Quarantine & Storage, NH-IV, Faridabad.

3. **Pay Scale** : Rs.5000-8000/- (pre-revised) PB-2 of Rs.9300-34800/- G.P. Rs.4200/- (Revised).

4. **Eligibility : Deputation**

(a) (i) The officials holding analogous post (Ministerial) on regular basis.

(ii) The officials having 8 years regular service in the scale of Rs. 4000-6000 (pre-revised) (ministerial post) or equivalent and;

(b) Possessing at least one year experience of maintenance of building/making necessary arrangements for holding meetings etc.

5. **Period of Deputation** : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Govt. shall Ordinarily not exceed three years.

(To be furnished in duplicate)

1. Name :
2. Date of Birth :
3. Present post held whether it is cadre/Ex-cadre post :
4. Name of the Employer & Department :
5. Present Pay and Scale of Pay :
6. Educational and other qualifications, if any :
7. Experience :
8. Date of regular appointment to the present post :
9. Rank in civil list of the cadre / Select list of cadre :
10. Date of return from last ex-cadre post if any :
11. Brief service particulars :
12. Whether belongs to SC/ST :
13. Remarks :

Date:

Signature of the Candidate

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