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| Office of the<br>Development Commissioner<br>Chief Secretary, Madhya Pradesh |      |     |      |
| No.  | 2340 | DC  | PA   |
| Received on:   | 28   | JUL | 2020 |
| Despatched on:   | 28   | JUL | 2020 |

No. 4-10/2019-Admn.  
Government of India

Commission for Agricultural Costs & Prices  
Department of Agriculture, Cooperation & Farmers Welfare

Shastri Bhawan, new Delhi  
Dated, the, 2<sup>nd</sup> July, 2020

To,

1. All Ministries/Departments of the Government of India
2. All attached and subordinate offices of DAC&FW

Development Commissioner-clim  
Secretary to Govt  
Secn the Tapal

CS (Per)

**Subject: Filling up one post of Private Secretary in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture, Cooperation & Farmers Welfare) in the Level-7 of Pay Matrix (Rs. 44900-142400) on deputation basis.**

Sir,

I am directed to invite applications from eligible and suitable officials for filling up one post of Private Secretary in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture, Cooperation & Farmers Welfare) in the Level-7 of Pay Matrix (Rs. 44900-142400) on deputation basis. Details of the post and eligibility conditions etc. are given in **Annexure-I**. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as per proforma (**Annexure-II**), (ii) Photocopies of APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, and (iii) **Certificate from the employer that particulars furnished by the official are correct and he/she possesses educational qualifications and experience mentioned in the vacancy Circular/ Advertisement, and certificates regarding Vigilance Clearance, Integrity and Major/Minor Penalty, at the end of the bio-data.**

3. Applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Shri Sudhir Kumar Tevatia, Administrative Officer, Commission for Agricultural Costs and Prices (CACP), Room No. 217, F wing, Shastri Bhawan, New Delhi-110001, within a period of 60 days from the date of publication of the advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or 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 and shall be liable to be rejected.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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S. Tevatia

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39.07.2020

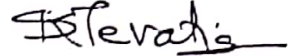
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6. The vacancy may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,



(Sudhir Kumar Tevatia)

Administrative Officer

E-mail:- aocacp-dac@gov.in

Tel. No. 011-23384142

Copy for necessary information to:-

- (i) Facilitation Centre, Department of Agriculture, Cooperation & Farmers Welfare.
- (ii) Guard File/Spare copies/ Notice Board of CACP & DAC&FW.
- (iii) NIC, for uploading on official website of DAC&FW.
- (iv) Hindi Section, with the request to translate the circular.
- (v) SSO (MC) for uploading on official website of CACP

Annexure-I

1. Name of the post: Private Secretary, Commission for Agricultural Costs & Prices (CACP)
2. Number of posts: 1 (One).
3. Classification of post: General Central Service, Group 'B', Gazetted, Ministerial
4. Pay Scale: Level-7 (Rs. 44900 to Rs. 142400) in the Pay Matrix
5. Age Limit: The maximum age limit for appointment by deputation shall be not exceeding 56 (fifty six) years, as on the closing date of receipt of applications.
6. Method of Recruitment: By deputation.
7. Eligibility: Officers holding the post of Stenographer under the Central Government:
  - (a) (i) holding analogous post on regular basis in the parent cadre or Department; OR
  - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-6 (Rs. 35400-112400) in the Pay Matrix or equivalent in the parent cadre or Department;
8. Place of posting:- Commission for Agricultural Costs and Prices, Krishi Bhawan/Shastri Bhawan, New Delhi.

Note-1:- The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on Deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-2:- 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 to exceed three years. The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of applications.

Note-3:- The crucial date of determining eligibility will be the last date for receipt of the applications.

9. Duties and responsibilities attached to the post:

Taking dictation in shorthand and its transcription; fixing up appointments, attending telephone calls and to the visitors in a graceful manner; keeping an accurate list of engagements, meetings etc; keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fair copies of drafts D.O. letters to be signed by the officer.

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