

No.A- 12025/05/2017-Admn.I  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Animal Husbandry, Dairying and Fisheries

Krishi Bhavan, New Delhi

Date: 05 / 12 /2017

To,

1. All Secretaries to the Government of India
2. The Secretary, DARE, New Delhi
3. The Secretary, Department of Animal Husbandry,  
(All State Government and Union Territories)
4. The Registrar, All Agricultural Universities
5. The Director, all Autonomous/Statutory Bodies/Public Sector  
Undertakings /Recognized Research Institutions
6. The Director, Animal Husbandry/Dairying/Fisheries (All State  
Governments and Union Territories)
7. NIC for uploading the vacancy circular on the website of the department.

Subject: Recruitment to one post of Joint Commissioner (Animal Husbandry) in PB-4 Rs.37400-67000 + 8700 (Grade Pay) revised to Level-13 of pay matrix (Rs.1,23,100-2,15,900) in the Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying and Fisheries on transfer on deputation (including short term contract) basis.

Sir,

I am directed to say that it is proposed to fill up one vacant post of Joint Commissioner (Animal Husbandry) in the Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries in the General Central Service, Group 'A' Gazetted in the scale of pay of PB-4 37400-67000 + 8700 (GP) revised to Level-13 in the pay matrix (Rs.1,23,100-2,15,900) on transfer on deputation (including short term contract basis) from amongst:

(I) Officers under the Central/State Governments or Union Territory Administration or Public Sector Undertakings or Autonomous or Statutory Organizations or Agricultural Universities or Recognized Research Institutions or Councils.

a) (i) Holding analogous post on regular basis in the parent cadre or department;  
or

(ii) With five years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB-3 Rs.15600-39100 + 7600 (Grade Pay) revised to Level-12 (Rs.78,800-2,02,200) in the pay matrix or equivalent in the parent cadre or Department; and

contd/....

b) Possessing the following educational qualifications and experience:

**ESSENTIAL:-**

- i) Bachelor's Degree in Veterinary Science and Animal Husbandry as listed in the First and Second Schedule of the India Veterinary Council Act, 1984.
- ii) Post Graduate Degree in any branch of Veterinary Science and Animal Husbandry from a recognized University or Institution or equivalent.
- iii) Registration in the Veterinary Council of India or Veterinary Council of States.
- iv) Twelve years' experience in Cattle and Livestock Development or Animal Health or Poultry or Meat and Meat Products.

**Desirable Qualifications:-**

i) Doctorate Degree in any field of Veterinary Science and Animal Husbandry from a recognized University or Institution or equivalent.

2. The duties and responsibilities attached with the post of Joint Commissioner (Animal Husbandry) are given below:

i) Formulation and setting up of the Centrally sponsored/Central Schemes in Livestock, Animal Health, Meat & Meat Products and Poultry Sectors.

ii) To supervise and advise in implementation of Livestock and Poultry Sector Schemes of the Central Government.

iii) Analysis of the physical/financial progress report of Central Sector/Centrally Sponsored Schemes of Livestock and Poultry Sectors.

iv) To guide in policy and planning matters related of the Livestock and Poultry Sectors in the Department.

v) To coordinate with international bodies, institutions like OIE, APHCA and FAO in policy, planning and other latest development in the field of livestock and poultry sector.

vi) To prepare answer to the Parliament Questions and Assurance related to schemes, policy and development matters relating to Livestock and Poultry Sectors.

vii) To assist higher officers in his duties.

viii) To coordinate inter-departmental issues related to Livestock, Animal Health, Meat & Meat Products and Poultry Sectors.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall not exceed 5 (five) years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications).

contd.....

3. It is requested that applications (in duplicate) and countersigned by the employer of willing and eligible officers in the enclosed proforma, along with the following documents may please be forwarded to this department within 60 days from the date of issue of this letter or from the date of advertisement of vacancy in the Employment News, whichever is later:

- i) Copies of last five years Confidential Reports Dossier, each page duly attested by an officer not below the rank of Under Secretary,
- ii) Duly attested cadre clearance certificate i.e. in the event of the selection of the candidate the parent organization will have no objection to relieve him,
- iii) Duly attested minor/major penalties certificate of last ten years,
- iv) Duly attested vigilance clearance certificate,
- v) Duly attested integrity certificate.

4. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct. It may also be noted that applications received after due date or without requisite documents, will not be considered.

Yours faithfully,

  
(Dharm Prakash)

Under Secretary to the Government of India  
Telefax: 23383340

Copy for information/necessary action to:

1. All Ministries/Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices, public undertakings and other autonomous bodies under their administrative control.
2. All attached and subordinate offices of the Department of Animal Husbandry, Dairying and Fisheries.
3. Director (NIC), DADF for uploading the same to the Department's website.
4. Guard file/Spare copies(20)



(Dharm Prakash)  
Under Secretary to the Government of India  
Telefax: 23383340

**BIO-DATA PROFORMA**

1. NAME AND ADDRESS (TELEPHONE No.) IN BLOCK LETTER:
2. DATE OF BIRTH IN CHRISTIAN ERA:
3. DATE OF RETIREMENT UNDER CENTRAL/  
STATE GOVERNMENT RULES:
4. EDUCATIONAL QUALIFICATION:

WHETHER EDUCATIONAL QUALIFICATION  
REQUIRED FOR THE POST ARE SATISFIED  
(IF ANY QUALIFICATIONS HAS BEEN TREATED  
AS EQUIVALENT TO THE ONE PRESCRIBED IN THE  
RULES, STATE THE AUTHORITY OF THE SAME)

QUALIFICATIONS/  
EXPERIENCE  
REQUIRED

QUALIFICATIONS/  
EXPERIENCE  
POSSESSED BY THE  
OFFICER

ESSENTIAL: (1)

(2)

(3)

DESIRABLE: (1)

5. PLEASE STATE CLEARLY WHETHER IN THE  
LIGHT OF ENTRIES MADE BY YOU ABOVE,  
YOU MEET THE REQUIREMENTS OF THE POST.

6. WHETHER YOUR CANDIDATURE IS FOR  
APPOINTMENT ON DEPUTATION  
(INCLUDING SHORT-TERM CONTRACT) OR  
TRANSFER BASIS.

7. DETAILS OF EMPLOYMENT IN CHRONOLOGICAL  
ORDER, ENCLOSE A SEPARATE SHEET, DULY  
AUTHENTICATED BY YOUR SIGNATURE, IF THE  
SPACE BELOW IS INSUFFICIENT

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OFFICE/INSTT./ NATURE OF ORGN.	POST HELD  PAY SCALE & BASIC PAY	FROM	TO  DUTIES
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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/ORGANISATION  
TO WHICH YOU BELONG:

10. ADDITIONAL DETAILS ABOUT PRESENT  
EMPLOYMENT:

PLEASE STATE WHETHER WORKING UNDER

- (a) CENTRAL GOVERNMENT
- (b) STATE GOVERNMENT
- (c) AUTONOMOUS ORGANISATION
- (d) GOVERNMENT UNDERTAKINGS
- (e) UNIVERSITIES

11. 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:

12. TOTAL EMOLUMENTS PER MONTH NOW  
DRAWN:

13. ADDITIONAL INFORMATION, IF ANY WHICH YOU WOULD LIKE TO MENTION IN SUPPORT OF YOUR SUITABILITY FOR THE POST. ENCLOSE A SEPARATE SHEET, IF THE SPACE IS INSUFFICIENT:

14. WHETHER BELONGS TO SC/ST:

15. MOBILE NO.....

16. E-MAIL ID.....

SIGNATURE OF THE CANDIDATE\_\_\_\_\_

DATE\_\_\_\_\_

MOBILE/CONTACT NO.\_\_\_\_\_

COUNTERSIGNED\_\_\_\_\_

(EMPLOYER)

SEAL OF THE OFFICE

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**Note : The bio-data not countersigned by the HOD will not be accepted.**

**PROFORMA FOR REQUIRED CERTIFICATES**  
**CADRE CLEARANCE CERTIFICATE**

In the event of the selection of Mr./Ms./Mrs./Dr.....he/she will be relieved to join the post of .....in the Department of Animal Husbandry, Dairying and Fisheries on deputation (including short term contract basis).

**VIGILANCE CLEARANCE CERTIFICATE**

As per the records Mr./Ms./Mrs./Dr.....is clear from vigilance angle.

**INTEGRITY CERTIFICATE**

As per the records the integrity of Mr./Mrs./Mrs./Dr. ....is beyond doubt.

**MAJOR/MINOR PENALTY CERTIFICATE**

As per the records no major/minor penalty has been imposed on Mr./ Ms./ Mrs./ Dr..... during the last 10 years/date of his joining.

Date:

Signature  
Name & Designation