



National Horticulture Board

Ministry of Agriculture, Government of India,
Plot No.85, Sector 18, Institutional Area,
Gurgaon – 122 015 (Haryana)
Ph. 0124-2342992, Fax: 2342991, 2341225
Website: www.nhb.gov.in

Subject: Filling up the post of Director (Personnel), in the pay band of Rs. 15600-39100 and Grade Pay of Rs. 7600/- in National Horticulture Board, Gurgaon (Haryana) on deputation basis (including short-term contract).

It is proposed to fill up the post of Director (Personnel) in National Horticulture Board, Gurgaon (Haryana) in the pay scale of Rs. 15600-39100 and grade pay of Rs. 7600/- on deputation (including short-term contract) basis, from amongst officers of the Central Government/ State Governments /SAUs/ Autonomous Institution/ Public Sector Undertakings eligible for consideration with the following qualification & experience

- (a) holding analogous posts on regular basis in the parent cadre/department or
 - (b) Having minimum 05 years' of service in the Grade Pay of Rs. 6600/-
2. The period of deputation shall be initially for a period of 3 years which may be extended upto 5 years or till the candidate attains age of 60 years, whichever is earlier.
 3. The officer selected for appointment on deputation basis will have the option to draw his/her grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the post in accordance with DoPT OM. No. 2-8/97-Estt. (PayII) dated 11.03.1998 as amended from time to time.
 4. It is requested that applications (in triplicate) in the enclosed proforma, along with complete and up to date annual confidential / assessment report dossiers (for last five years) (photocopies of the CRs are to be got attested by Gazetted officer) and Integrity Certificate of eligible officers who could be spared in the event of his/her selection, may be forwarded to the **Managing Director, National Horticulture Board, Govt. of India, Ministry of Agriculture, Plot No. 85, Institutional Area, Sector – 18, Gurgaon (Haryana)** within 45 days from the date of issue of this circular. 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 him/her and no major/ minor penalty has been imposed on the officers during the last 10 years. Applications received after due date or without the CRs, Vigilance Clearance, Integrity Certificate and a statement showing major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete may not be considered.

Managing Director

PROFORMA

1. Name:
2. Date of Birth:
3. Date of retirement under Parent Department/organization:
4. Educational Qualifications:
5. Whether educational 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:- (1)
(2)
(3)

DESIRABLE:- (1)
(2)
(3)

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 the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instn./Orgn.	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

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.
 - j) The date of initial appointment
 - k) Period of appointment on deputation/contract
 - l) Name of the parent office/organization to which you belong

10. Additional details about present employment. Please state whether working under:-

y) Central Government

z) State Government

aa) Union Territory

bb) ICAR

cc) Agriculture University

dd) Recognized Research Institutions or Councils

ee) Semi Government/Autonomous or Statutory Organizations

ff) Other organizations

11. Are you in the 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/OBC

15. Remarks

Date

Signature of the Candidate
Address

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of
Department/Organization (with Stamp)