



**Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403**

F. No. Pr.CCIT/Circulation/2019-20

Date: 21.01.2020

VACANCY CIRCULAR

Sub: Deputation – Filling up of 1 vacancy in the grade of Data Entry Operator, Grade-B in level 5 of Pay Matrix in the Ministry of Agriculture and Farmers Welfare - Reg.

Please find enclosed herewith the letter dated 13.01.2020 of the Income Tax Officer (HRD)-3 , New Delhi for filling up of 1 vacancy in the grade of Data Entry Operator, Grade-B in level 5 of Pay Matrix Rs 29200-92300/- in the Ministry of Agriculture and Farmers Welfare) , Department of Agriculture, Cooperation and Farmers Welfare on **DEPUTATION BASIS** for circulation.


(M MOHAN BABU)
Deputy Commissioner of Income Tax,
(Hqrs.) (Admin.),
O/o. Pr.CCIT, AP & TS, Hyd.

Encl: As above.



सत्यमेव जयते

Government of India/Ministry of Finance
Department of Revenue/Central Board of Direct Taxes
Directorate General of Income-tax (HRD)
2nd Floor, Jawaharlal Nehru Stadium,
Gate No. 1, New Delhi - 110003

HRD/CM/152/Vac. Cir/2018-19/ 6773

Dated: 13/01/2020

To,

All Pr. Chief Commissioners of Income Tax.

Madam/Sir,

Sub: Filling up 1 vacancy in the grade of Data Entry Operator, Grade-B, in Level 5 of Pay Matrix Rs. 29200-92300/- on deputation basis in the Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare-reg.

Kindly refer to the above mentioned subject.

- In this regard, the undersigned is directed to enclose the Vacancy Circular No. 12026/05/2019-E.II. dated 04.12.2019 for the post of Data Entry Operator, Grade-B, in Level 5 of Pay Matrix Rs. 29200-92300/- on deputation basis in the Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, with a request that the above vacancy circular may be circulated to all the concerned officers/officials.
- Further, I am directed to request that the names of suitable officers/officials may be forwarded/processed from the Office of Pr.CCs/IT of the respective region to the borrowing authority directly as the Cadre Control in respect of Group 'B' & Group 'C' Officers/ officials vests with the respective Pr.CC/ITs.
- The last date of receipt of application within 60 days of the publication of the circular in the Employment News/ Rozgar Samachar.

Encls: As Above

Yours faithfully,


(Sanju R. Chauhan)
Income Tax Officer,
(HRD)-3, New Delhi

✓ Copy to: The Web Manager, www.irs.officeronline.gov.in with the request to upload the letter on the website along with its enclosures.


Income Tax Officer
(CMD-3), HRD, New Delhi

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1334254/19

F.No. K-12017/12/2019-Coord
Government of India
Ministry of Finance
Department of Revenue
Coordination Section

New Delhi, 27th December, 2019

OFFICE MEMORANDUM

Subject: Filling up 1 vacancy in the grade of Data Entry Operator, Group B, in Level 5 of Pay Matrix Rs. 29200-92300/- on Deputation Basis in the Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare.

The undersigned is directed to forward herewith a copy of Department of Agriculture, Cooperation and Farmers Welfare's Circular no. 12026/05/2019-E.II dated 4th December, 2019 on the above mentioned subject for information.

Encl: as above

अपर निदेशक (सी एम डी)-III (मा. स. वि.)	
दिनांक :	27-01-2020
उप निदेशक (सी एम डी)-III (1)	
उप निदेशक (सी एम डी)-III (2)	

Narendra Kumar
(Narendra Kumar)
Under Secretary- (coord.)
Tel: 2309-5539

1. The Chairman, CBDT
2. The Chairman, CBIC
3. Director, Directorate of Enforcement
4. D.G, CEIB
5. Director (FIU-IND)
6. Director (Hqrs), Revenue Hqrs
7. Director (Admn), Revenue Hqrs
8. Director (NC), Revenue Hqrs

Call in act
M(A) S
30/12/19
PrDSIT(HRD)

Copy to:

1. Commissioner (C&S), CBDT
2. Commissioner (Coord.), CBIC

ITD
Sd/-
7/11/20

अपर आयकर महानिदेशक (मा. स. वि.)-3	
दिनांक:	
अपर आयकर निदेशक (सी एम डी)-3	
सहायक निदेशक (सी एम डी)-3	
निजी सहायक	

IT
DC

अ. आयकर महानिदेशक (मा. स. वि.)	
आ. सं. :- 11483	दिनांक :- 03/01/2020
अ. महा नि-1	
अ. महा नि-2	
अ. महा नि-3	
अ. महा नि. (परीक्षा एवं एच. स. मा.)	
मुख्या सहायक	
निजी सहायक	

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No.12026/05/2019-E.II.
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare

Krishi Bhawan, New Delhi
Dated 4th December, 2019

VACANCY CIRCULAR

Subject: : Filling up of 1 vacancy in the grade of Data Entry Operator, Grade-B, in Level 5 of Pay Matrix Rs. 29200-92300/- on Deputation Basis in the Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare.

It is proposed to fill up one post of Data Entry Operator, Grade-B (General Central Service Group 'C' Non-Gazetted, Non-Ministerial) in the Department of Agriculture, Co-operation and Farmer's Welfare in Level 5 of Pay Matrix Rs. 29200-92300 on Deputation basis.

2. Eligibility Conditions for appointment:

(i) Deputation:

Officials under Central Government

- (a) (i) Holding analogous post on regular basis; or
- (ii) With five year's service in the grade rendered after appointment thereto on a regular basis in posts in PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 2400 (Corresponding to level 4 of the Pay Matrix Rs. 25500-81100/-) or equivalent in the parent cadre or department; and

(b) Possessing the educational qualification and experience prescribed for direct recruits which is as follows:

- (i) 12th standard pass in Science stream with mathematics as a subject from a recognised board with one year diploma in Computer Applications or DOEACC-A level from a recognised institute and two years experience in EDP work in a Government office/PSU/Statutory/Autonomous Organizations/recognized institutions;

AS(R) (in inty)

OR
Bachelor's degree in computer Applications/Information Technology/computer Science of a recognised University/Institute.

JS(R) - in vldg

- (ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.

25 (1/2019) J. 16/11/19

Note 1: The Departmental Officers in the feeder grade category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation; similarly, deputationists shall not be eligible for consideration for appointment by promotion.

U/b

Note 2: The period of deputation including the period of another ex-cadre post held immediately preceding this appointment in the same of some other Organisation or Department of the Central Government shall ordinarily not exceeding three years.

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16/11/19

Duties and responsibilities attached to the post: Data Entry Work of various Divisions in respect of various schemes, to Scrutinize/validate and correct the data, to Prepare/typeset all India reports and Input Surveys related to various Divisions, to check the division's Website for any type of errors in the data which is uploaded by NIC on the Division's website, to prepare statistical tables required by different users and by various Divisions of Ministry etc.

SO (1/2019) dt 11/11/19
My Memo

132-9131/2019 / (2019)

2-3-12-2019

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4. Regulation of pay and other terms of deputation : -

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

5. Age-limit :-

The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

6. Period of deputation; -

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or departments of the Central Govt. shall ordinarily not to exceed four years.

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

(i) cadre clearance; (ii) Integrity certificate (iii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed). (iv) Vigilance clearance certificate. (v) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

8. Complete advertisement, Bio-data format(Annexure-I) and certificate format for CC, IC, VC & MMP (Annexure-II),etc. can be downloaded from the Department of Agriculture, Cooperation and Farmers Welfare's website:- www.agricoop.nic.in (Link-Recruitment-Vacancies)

9. The application alongwith required documents, may be forwarded to Sh. Sunil Kumar Swarnkar, Under Secretary (Pers.-II), Room No. 37, Ground Floor, F-Wing, Krishi Bhawan, New Delhi - 110001, within 60 days of the publication of the circular in the Employment News/ Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents or after due date will not be entertained.

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

(Sunil Kumar Swarnkar)
Under Secretary(Pers.-II)
Department of Agriculture, Cooperation & Farmers Welfare.
Tel. No. 011-23383053

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Annexure-I

Proforma for application for the post of Data Entry Operator, Grade-B on Deputation basis in the Department of Agriculture, Cooperation and Farmers Welfare.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) with telephone number		
2. Date of Birth (in Christian era)		
3.(i) Date of entry into service		
(ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
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)		
Criteria	Qualifications/ Experience required	Qualification / Experience possessed by the officer
Essential	<p>(i)Deputation: Officials under Central Government (a)(i) Holding analogous post on regular basis; or (ii) With five year's service in the grade rendered after appointment thereto on a regular basis in posts in PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 2400(Corresponding to level 4 of the Pay Matrix Rs. 25500-81100/-) or equivalent in the parent cadre or department; and</p> <p>(b).Possessing the educational qualification and experience prescribed for direct recruits which is as follows: (i).12th standard pass in Science stream with mathematics as a subject from a recognised board with one year diploma in Computer Applications or DOEACC-A level from a recognised institute and two years experience in EDP work in a Government office/PSU/Statutory/Autonomous Organizations/recognized institutions; OR Bachelor's degree in computer</p>	

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Applications/Information Technology/computer Science of a recognised University/Institute. (ii).A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.	
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 experience of the post.	

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

Office/ Organization	Post Held on regular basis	Period of service		*Pay Band and Grade Pay/Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad- hoc/ deputation	Nature of duties (in detail)
		From	To	Pay in PB	G.P.	Basic Pay		

*Important: Pay band and Grade pay granted under MACP/ACP 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 with present pay Band and Grade pay where such benefits have been drawn by the candidate, may be indicated as under:

Office/ Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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	b) Period of
c) Name of the	d) Name of the post

2/1/2

appointment	appointment on deputation/contract	parent organization to which the applicant belongs.	office/ to held in substantive capacity in the parent organization.	and Pay of the post						
<p>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.</p> <p>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/ organization.</p>										
<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>										
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>										
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>										
<p>13. Are you in Revised Scale of Pay w.e.f 01.01.2017 ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>										
<p>14. Total emoluments per month now drawn</p> <table border="1"> <thead> <tr> <th>Basis 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>					Basis Pay in the PB	Grade Pay	Total Emoluments			
Basis Pay in the PB	Grade Pay	Total Emoluments								
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.</p> <table border="1"> <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>					Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments								
<p>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</p>										

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and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Re-employment Basis.	
18. Whether belongs to SC/ST	

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 the 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(with phone and email)_____

Date_____

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

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Annexure-II

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 or disciplinary 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 of 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)

Name & Designation:
Telephone No.:
Fax No.:
Office Seal:

Place:
Dated: