VACANCY CIRCULAR

Sub: Appointment to the posts of Director, Deputy Director and Executive Private Secretary on deputation basis – Reg.

Small Farmers’ Agribusiness Consortium (SFAC) is a Central Autonomous Body implementing various Central Sector Schemes like EGCGFS, VCA and NAM. The objective of the Society is to promote Farmer Producer Organizations and facilitate private investment in agri-business with the support of banks, thereby establishing forward and backward linkages with small and marginal farmers, providing assured market to their produce thereby generating rural employment and doubling farmers’ income.

SFAC invites application for the following posts on deputation/short-term contract basis for its Head Office at New Delhi:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Posts</th>
<th>No. of Vacancies</th>
<th>Scale (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director</td>
<td>01</td>
<td>Pay Band-3; Rs.15,600-39,100/- with Grade Pay of Rs.7,600/- (Pre-revised) #</td>
</tr>
<tr>
<td>2</td>
<td>Deputy Director</td>
<td>01</td>
<td>Pay Band-3; Rs.15,600-39,100/- with Grade Pay of Rs.6,600/- (Pre-revised) #</td>
</tr>
<tr>
<td>3</td>
<td>Executive Private Secretary</td>
<td>01</td>
<td>Pay Band (PB-2) Rs.9,300-34,800/- with Grade Pay of Rs.4600/- (Pre-revised) #</td>
</tr>
</tbody>
</table>

# Revision of pay scale as per 7th CPC is under process.

1. **Director - 01 (one post):**
   - Pay Band-3 Rs.15,600-39,100/- with Grade Pay of Rs.7600/- (Pre-revised)
   - Officers of Central Govt./State Govt./UT/PSUs/Autonomous, Statutory Body, Export Promotion Councils, Commodity Boards, Marketing Board dealing in agriculture and agro industries activities funded by Government possessing the following qualifications:
     (i) Holding analogous post on regular basis; or with five years regular service in a post in the Pay Band-3, Rs.15,600-39,100 with Grade Pay Rs.6,600/- or equivalent; and
     (ii) Minimum twelve (12) years experience out of which at least five (05) years should be in appraisal, financing, monitoring, execution etc. of projects preferably in agri-business/ agro-processing/ agro-marketing/ agro-allied projects.

Contd…2/
JOB PROFILE FOR DIRECTOR:

The candidate for the post of Director will be assigned to undertake the following major activities:

(i) In charge of implementation of projects/schemes in Agribusiness/agro processing/ agro-marketing/agro-allied/Farmers Producers Organization/Procurement.
(ii) To supervise and monitor effective working of all sections under their charge.

(iii) To aid and advise MD both on policy matters and implementation of Projects/Schemes.
(iv) To coordinate with the Central Government/State Government and other stakeholders for implementation of the scheme/projects and formulation of Policy.
(v) To attend various conferences, work-shops, meetings of working groups, exhibition etc.
(vi) To organize awareness and capacity building programmes for farmers and stakeholders.
(vii) To undertake basic administrative coordination and networking tasks as assigned from time to time.
(viii) Any other activity assigned from time to time by MD.

Details of the schemes/projects are available in SFAC website: www.sfacindia.com.

2. Deputy Director – 01 (one post):
Pay Band-3, Rs.15,600-39,100 with Grade Pay of Rs.6,600/- (Pre-revised)
Officers of Central Govt./State Govt./UT/PSUs/Autonomous, Statutory Body, Export Promotion Councils, Commodity Boards, Marketing Board dealing in agriculture and agro industries activities funded by Government possessing the following qualifications:
(i) Holding analogous post on regular basis; or with five years regular service in a post in the Pay Band-3, Rs.15,600-39,100 with Grade Pay of Rs.5,400/- or equivalent; and
(ii) Minimum ten (10) years experience out of which at least five (05) years should be in appraisal, financing, monitoring, execution etc. of projects preferably in agri-business/ agro-processing/ agro-marketing/ agro-allied projects.

JOB PROFILE FOR DEPUTY DIRECTOR:

The candidate for the post of Deputy Director will be assigned to undertake the following major activities:

(i) To Assist the Director in project appraisal, financing, monitoring, execution etc. of projects preferably in Agribusiness/agro processing/agro-marketing/agro-allied projects
(ii) To Assist in organizing/attend conferences, training, awareness programmes, work-shops, exhibitions, meetings of working groups etc.
(iii) To prepare internal notes, reports, plans and documents.
(iv) Undertake basic administrative coordination and networking tasks as assigned from time to time.
(v) Responsible for preparation of field reports on project visits, News letter, Bulletin, Annual Report etc. for the schemes.
(vi) To liaison with Central/State Govt. and other stakeholder for implementation of schemes/projects and formulation of policy.
(vii) Any other job or duty assigned by Senior Officer from time to time.

Details of the schemes/projects are available in SFAC website: www.sfacindia.com.

Contd.. 3/-
3. Executive Private Secretary-01(One) post
Pay Band (PB-2) Rs.9,300-34,800/- with Grade Pay of Rs.4600/- (Pre-revised)
Holding analogous post on regular basis; or with three years regular service in a post in the
Pay Band of Rs.9,300-34,800/- with Grade Pay of Rs.4200/- or equivalent with minimum
three (03) years experience in English Shorthand, Typing and working knowledge of
computer applications in MS Office, Excel, Internet, E-mail etc.

General Conditions:

The maximum age-limit for appointment on deputation (including short-term contract) shall
not be exceeding 56 years as on the closing date of receipt of applications for determining
eligibility. Slight relaxation in age may be considered provided all other eligibility conditions are
met satisfactorily. Maximum period of deputation shall be three (3) years. Applications of such
officers/candidates will be considered which are routed through proper channel and are
accompanied with (i) Bio-data (in duplicate) as in the proforma given (Annexure-I) (ii) attested
photocopies of ACRs for the last five years 2012-13 to 2016-17 (ACRs to be attested by
Competent Authority of the organization) (iii) Vigilance clearance/Integrity Certificate/cadre
clearance certificate and (iv) statement given details of major or minor penalties imposed on the
officer, if any, during the last 10 years (if no penalty has been imposed a ‘Nil’ certificate should be
enclosed). (Annexure-II)

Candidates can also send advance copy which shall be considered only after getting NOC
from the employer/through proper channel. The pay of the officer selected for appointment on
deputation basis will be regulated in terms of DOPT’s O.M. No.6/8/2009-Esst. (Pay-II), dated
17.06.2010 as amended from time to time. The short-listed candidates will be called for interview
before the Selection Committee. Employees on deputation can avail residential accommodation
facility under SFAC pool of flats as available.

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

It is, therefore, requested that the applications of suitable and eligible officers and who can
be spared immediately in the event of selection may be sent directly to the Managing Director,
Small Farmers’ Agri-Business Consortium, NCUI Auditorium Building, 5th Floor, 3, Siri
Institutional Area, August Kranti Marg, Hauz Khas, New Delhi -110016 within 45 days of the
publication of the circular in the Employment News/Rozgar Samachar clearly super scribing on the
envelop “Application for the post of...”.


Yours faithfully,

[Signature]

(Dr. Bhuyan)
Director(Projects)

Incl: As above.
FORM OF APPLICATION

1. Post applied for:  
   (In block letters)

2. Name of applicant: Mr./Mrs./Miss:  
   (In block letters)

3. Father's/Husband's Name:  

4. Marital Status:  

5. Present postal address for Communication:  
   in block letter with pin code

6. (a) Telephone No. (with STD Code):  
   (b) Mobile No.:  
   (c) E-mail Address:  

7. Date of Birth:  
   (and age as on date)

8. Nationality:  

   (Please attach attested photocopy of certificate of the Competent Authority in prescribed proforma)

10. Educational Qualification starting with Secondary Education:  
   (Please attach attested photocopies of certificates/mark sheets)

<table>
<thead>
<tr>
<th>Examination/Degree</th>
<th>University/Board</th>
<th>Year of Passing</th>
<th>% of marks/Division</th>
<th>Subject taken</th>
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INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of .................................................. who has applied for the post of ..................................................... in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank
Deputy Secretary or above Secretary of above)
Name & Office Seal: -------------------------------
Date: -------------------------------

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against ..................................................... who has applied for the post of ..................................................... in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis.

(Authorized signatory)
Name & Office Seal: -------------------------------
Date: -------------------------------

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on ..................................................... who has applied for the post of ..................................................... in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis during the last ten years.

(Authorized signatory)
Name & Office Seal: -------------------------------
Date: -------------------------------

CADRE CLEARANCE CERTIFICATE

This office has no objection to ..................................................... applying for the post of ..................................................... in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

(Authorized signatory)
Name & Office Seal: -------------------------------
Date: -------------------------------