

File No. 8-7/2019-INM/SLUSI  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agriculture and Farmers Welfare

Krishi Bhawan, New Delhi  
Dated: 26.05.2023

**Office Memorandum**

Subject: Uploading of the Vacancy Circular on DA&FW website - regarding.

The undersigned is directed to refer to the subject cited above and to enclose herewith an OM No. E.3-1/2019-SLU/284 dated 12.05..2023 along with a Vacancy Circular for filling up of three (03) vacancies of Office Superintendent, Group - B Non-Gazetted, Level-6 in the pay matrix on deputation (including short term contract) basis in SLUSI. It is requested to upload the same on the DA&FW website i.e www.agricoop.nic.in at Recruitment/Vacancy Section.

**Encl: As above.**

(Chandra Shekhar Prasad)  
Under Secretary to the Government of India.

To,

The Section Officer (IT),  
NIC Facilitation Centre,  
DA&FW, Krishi Bhawan,  
New Delhi - 110001

**IMMEDIATE/TIME BOUND**

भारत सरकार / Government of India

कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture &amp; Farmers Welfare

कृषि एवं किसान कल्याण विभाग / Department of Agriculture &amp; Farmers Welfare

भारतीय मृदा एवं भू-उपयोग सर्वेक्षण / Soil and Land Use Survey of India

आई.ए.आर.आई. भवन, पूसा केम्पस, नई दिल्ली-12 / I.A.R.I. Buildings, Pusa Campus, New Delhi -12

दूरभाष /Phone: 25849486, 25841263, 25843811; फैक्स/Fax: 91-011-25843811

E.3-1/2019-SLU/ 284

Dated: 12/05/2023

**OFFICE MEMORANDUM**

Subject: Publication of advertisement in Employment News for filling-up three (03) vacancies in the post of Office Superintendent, Group-B, Non-Gazetted, Ministerial, Level-6 of Pay Matrix (pre-revised Rs.9300-34800 + GP Rs.4200) on deputation (including short term contract) basis- regarding.

Sir,

I am directed to invite applications from eligible and suitable officials for filling up three (03) vacancies in the post of Office Superintendent by deputation (including short-term contract) basis. The classifications of the post is General Central Service, Group-B, Non-Gazetted, Ministerial, Level-6 of Pay Matrix [pre-revised scale Rs. 9300-34800, Pay Band-2, Grade Pay 4200/-]. The details of the eligibility conditions etc. are given in **Annexure-I**. The pay of the officials selected for appointment on deputation basis will be regulated in terms of DOPT's orders issued from time to time. The selected official will also be entitled to the grant of transfer TA as per rules in force.

2. Applications (in duplicate) as per Bio-data proforma (**Annexure-II**) of only such officials/candidates will be considered, which are routed through proper channel and are accompanied by (i) Photocopies of APARs/ACRs for the last five years (i.e. for the period from 2018-19 to 2022-23) duly attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, (ii) Vigilance Clearance Certificate, (iii) Integrity Certificate, (iv) No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years, (v) Certificate from the employer (as given at the end of the bio-data proforma) that particulars furnished by the official have been verified and found correct and he/she fulfills the requisite eligibility conditions and experience as mentioned in the Vacancy Circular/ Advertisement.


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15/5/23  
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3. Applications of willing and eligible officials and who can be spared immediately in the event of selection for the full period of deputation mentioned in Annexure-I, may be forwarded to the Chief Soil Survey Officer, Soil and Land Use Survey of India (SLUSI), Department of Agriculture and Farmers Welfare, I.A.R.I Buildings, Pusa Campus, New Delhi – 110012 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 would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.
5. Application which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. The application form and other details of the post can be downloaded from the official website i.e. <http://slusi.dacnet.nic.in> and Department of Agriculture & Farmers Welfare's website - [www.agricoop.nic.in](http://www.agricoop.nic.in)

Encl: Annexures I & II

  
11/5/2023  
(Milind Wadodkar)  
Chief Soil Survey Officer  
R.

To,

1. The Under Secretary (INM) for uploading in the website of Department of Agriculture & Farmers Welfare's website - [www.agricoop.nic.in](http://www.agricoop.nic.in)
2. Dr. V. Ranga Rao, Senior System Analyst for uploading in the website of SLUSI.
3. Notice board of HQ Office.

**Annexure-I**

E.3-1/2019-SLU/  
Government of India  
Department of Agriculture and Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Soil and Land Use Survey of India  
I.A.R.I. Buildings, Pusa Campus, New Delhi-110012

**Dated:****VACANCY CIRCULAR**

Applications are invited in the prescribed format from eligible officials under the Central/State Government / Union Territory Administrations / Public Sector Undertakings / Universities or Recognized Research Institutes / Semi Government / Autonomous Bodies or Statutory organizations for filling up the post of Office Superintendent by deputation (including short term contract) basis in the Centres of Soil and Land Use Survey of India (SLUSI), Department of Agriculture and Farmers Welfare. The detailed eligibility requirement of the said post and instructions are given as under:-

Name of Post	Method of filling & period of deputation	Number of Posts and its location	Level in Pay Matrix (revised pay structure)
Office Superintendent (Group 'B' Non- Gazetted, Ministerial)	Deputation (including short term contract) basis for three years	Three (03) each one at: Ahmedabad Centre, Kolkata Centre and Bangalore Centre of SLUSI.	Level-6 (Pay Band-2 + Rs.4200 in pre-revised structure)

**Eligibility Conditions for the post of Office Superintendent :**

Officers under Central/State Government / Union Territory Administrations / Public Sector Undertakings / Universities or Recognized Research Institutes / Semi Government / Autonomous Bodies or Statutory organizations: -

- (A)(i) holding analogous post on regular basis in the parent cadre/department; **or**
- (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 [*pre-revised Pay Band-1 (Rs. 5200-20200 with grade pay of Rs.2800 or equivalent)*] in the parent cadre or department; **or**
- (iii) with ten years' service in the grade rendered after appointment there to on a regular basis in posts in Level-4 [*pre-revised Pay Band-1, Rs.5200-20200 with grade pay of Rs.2400 or equivalent*] in the parent cadre or department; and

(B) Possessing two years' experience of establishment, administration and accounts work.

**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, the deputationists shall not be eligible for consideration for appointment by promotion. [The period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government, shall ordinarily not to exceed three 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].

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**Note 2 :** For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations have been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will be extended only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**2. Instructions : -**

- i. Applications (in duplicate) as per Bio-data proforma (**Annexure-II**) of only such officials/ candidates will be considered, which are routed through proper channel and are accompanied by (i) Photocopies of APARs/ACRs for the last five years (i.e. for the period from 2017-18 to 2021-22) duly attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, (ii) Vigilance Clearance Certificate, (iii) Integrity Certificate, (iv) No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years, (v) Certificate from the employer that particulars furnished by the official have been verified and found correct and he/she fulfills the requisite eligibility conditions and experience, as mentioned in the vacancy Notification/ Advertisement, at the end of the bio-data proforma.
- ii. Applications of willing and eligible officials and who can be spared immediately in the event of selection for the full period of deputation mentioned above, may be forwarded to the Chief Soil Survey Officer, Soil and Land Use Survey of India (SLUSI), Department of Agriculture and Farmers Welfare, I.A.R.I Buildings, Pusa Campus, New Delhi – 110012 within a period of 60 days from the date of publication of the advertisement in the Employment News.
- iii. Application which are incomplete or are not accompanied with the photocopies of ACRs/APARs for the last five years will not be entertained and no correspondence will be made or entertained in this regard. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. The application form (Bio-data proforma) and other details of the post can be downloaded from the official website i.e. <http://slusi.dacnet.nic.in> and also from the website of Department of Agriculture and Farmers Welfare website - [www.agricoop.nic.in](http://www.agricoop.nic.in)
- iv. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.
- v. The pay of the selected officials will be regulated in terms of DOPT's orders issued from time to time. The officials will also be eligible for transfer TA as per rules in force.
- vi. The officials applying for the post of Office Superintendent may mention his/her preference for place of posting as indicated in the Bio-data. However, the posting shall be decided by the competent authority as per the need of the SLUSI and no further request shall be entertained for change of posting after selection.

Annexure-IIBIO DATA PROFORMA

Application for the post of Office Superintendent on deputation (including short-term contract) basis

1.	Name and Address of candidate (in Block Letters)						
2.	Date of Birth (in Christian era)						
3.	Date of entry into Govt. service and date of retirement						
4.	Post in which applying			Office Superintendent			
5.	Educational Qualifications of candidate in brief						
6.	Whether the candidate is fulfilling the Eligibility Conditions for the post applied for. (Please see the conditions indicated for the posts in Annexure-I)						
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient :-						
	Name of Office where employed	Post held	From	To	Pre-revised Scale/Pay Band or Level of Pay Matrix in revised pay structure	Whether temp./ regular/ ad-hoc/ deputation	Nature of duties
	1	2	3	4	5	6	7

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8.	Mention details of experience of establishment, administration and accounts work.	
9.	Details about present Employment. Please state whether working under:- (a) Central Government, (b) State Government, (c) Autonomous Organization, (d) PSU, (e) University, (f) Recognized Research Institute, (g) Semi-government, (h) Statutory Organization	
10.	Indicate preference of posting for all vacancies of Office Superintendent (Note : However, posting shall be made as per the requirement of SLUSI as per conditions given in Annexure-I)	
11.	Remarks, if any.	
	Place: Date :	Signature of the Candidate Designation Mobile No. Address:

**(Certificate 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 fulfills the eligibility conditions and experience as 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 either pending or 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 on each page by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) No major/ minor penalty has been imposed on him/her during the last 10 years.

Place:

Dated:

Countersigned  
(Employer / Cadre Controlling Authority with seal)