



**SMALL FARMERS' AGRIBUSINESS CONSORTIUM**  
(Society promoted by Dept. of Agriculture & Cooperation, Govt. of India)  
5<sup>th</sup> Floor, NCUI Auditorium, August Kranti Marg, Hauz Khas  
New Delhi - 110 016

Small Farmers' Agribusiness Consortium (SFAC), a Society under the administrative control of Department of Agriculture and Cooperation, Govt. of India, invites applications through deputation for the following posts from Officers of Central/State Govts./Central/State Autonomous Bodies/ Public Sector Undertakings in its Head Office at New Delhi:-

S. No.	Name of the Posts	No. of Vacancies	Pay Band & Scale (Rs.)	Grade Pay (Rs.)
1	Director (Project Development Facility)	01	PB-3 Rs.15600-39100	Rs.7600
2	Deputy Director (Project Development Facility)	02	PB-3 Rs.15600-39100	Rs.6600
3	Deputy Director (Administration)	01	PB-3 Rs.15,600-39100	Rs.6600
4	Legal Officer	01	PB-2 Rs.9300-34800	Rs.4600
5	Executive Private Secretary	01	PB-2 Rs.9300-34800	Rs.4600
6	Private Secretary	01	PB-2 Rs.9300-34800	Rs.4200

Interested candidates may visit website address:[www.sfacindia.com](http://www.sfacindia.com) for full details and apply. The last day for receiving the applications at the SFAC office address above is 5.00 p.m. on 15<sup>th</sup> October, 2015.

MANAGING DIRECTOR

## **SMALL FARMERS' AGRI-BUSINESS CONSORTIUM**

(A Society under the Ministry of Agriculture and Farmers Welfare, Department of Agriculture & Cooperation, Govt. of India)

Applications are invited from eligible and suitable officers for filling up of various posts of Director(PDF), Deputy Director(PDF), Deputy Director(Admn.), Legal Officer, Executive Private Secretary and Private Secretary on deputation basis from Officers of Central/State Govts./ Central/State Autonomous Bodies/ Public Sector Undertakings possessing the following qualifications. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No.2/29/91-Estt. (Pay.II), dated 05.01.1994 and its subsequent orders issued from time to time. The location of posts will be SFAC Head Quarter, New Delhi.

1. **Director(Project Development Facility) – 01 (one) post – (including short term contract)**  
**Pay Band-3 Rs.15,600-39,100/- with Grade Pay of Rs.7600/-**
  - (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.
  
2. **Deputy Director (Project Development Facility) – 02 (two) posts**  
**Pay Band-3, Rs.15,600-39,100 with Grade Pay of Rs.6,600/-**
  - (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.
  
3. **Deputy Director (Administration) – 01 (one) post**  
**Pay Band-3, Rs.15,600-39,100 with Grade Pay of Rs.6,600/-**
  - (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 Administration/Personnel Management/Human Resource Development, Finance & Accounts.
  
4. **Legal Officer-01(one) post**  
**Pay Band (PB-2) Rs.9,300-34,800/- with Grade Pay of Rs.4600/-**

Holding analogous post on regular basis; or with three (03) years regular service in a post in the Pay Band-2, Rs.9,300-34,800/- with Grade Pay of Rs.4,200/- or equivalent with minimum three (03) years experience in dealing with matters under Companies Law and arbitration.

**Contd...2/-**

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5. **Executive Private Secretary-01(one) post**  
**Pay Band (PB-2) Rs.9,300-34,800/- with Grade Pay of Rs.4600/-**

Holding analogous post on regular basis; or with three years regular service in a post in the Pay Band-2, Rs.9,300-34,800/- with Grade Pay Rs.4,200/- 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.

6. **Private Secretary-01(one) post**  
**Pay Band (PB-2) Rs.9,300-34,800/- with Grade Pay of Rs.4200/-**

Holding analogous post on regular basis; or with five years regular service in a post in the Pay Band-1, Rs.5,200-20,200/- with Grade Pay of Rs.2400/- or equivalent with minimum five (05) years experience in English/Hindi Shorthand with a speed of 100/80 w.p.m., English/Hindi Typing Speed of 40 w.p.m. 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 crucial date for determining eligibility. 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 (ACRs to be attested by an officer not below the rank of Under Secretary) (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. (Annexure-II)

Candidates can also send advance copy which shall be considered only after getting NOC from the employer/through proper channel.

Signature of applicant

**The application should reach latest by 5.00 PM on 15<sup>th</sup> October, 2015 to the Managing Director, Small Farmers' Agri-Business Consortium, NCUI Auditorium Building, 5<sup>th</sup> Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi -110016 clearly stating "Application for the post of \_\_\_\_\_".**

## CURRICULUM VITAE PROFORMA

Please affix a  
recent passport  
size  
photograph

1. Name & Address of applicant:  
(in Block Letters)
  
2. Date of Birth: M/F  
(in Christian era)
  
3. Date of Entry into Service
  
4. Date of Retirement under  
Central/State Govt. Rules:
  
5. Educational Qualifications:
  
6. Technical Qualifications:
  
7. Experience:
  
8. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Department/Office/ Institution/Organization	Post held	From	To	Scale of Pay and basic pay	Nature of duties (in detail)

9. Nature of present employment i.e. Ad-hoc or Temporary or permanent:

10. Basic pay and total emoluments, per month now drawn and Pay scale/from date.
11. 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.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

Remarks.

Signature of the candidate \_\_\_\_\_

Address: \_\_\_\_\_

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Date: \_\_\_\_\_

Countersigned: \_\_\_\_\_

(Employer with Seal)

**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of.....who has applied for the post of .....in the Small Farmers Agribusiness Consortium 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 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 on deputation basis during the last ten years.

(Authorized signatory)

Name & Office Seal:-----

Date: -----

**CADRE CLEARANC CERTIFICATE**

This office has no objection to .....applying for the post of .....in the Small Farmers Agribusiness Consortium 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: -----