

SMALL FARMERS' AGRIBUSINESS CONSORTIUM  
(Society promoted by Ministry of Agriculture & Farmers Welfare, Govt. of India)  
5<sup>th</sup> Floor, NCUI Auditorium Building, 3, Siri Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi - 110 016

No.SFAC/1-3/7/2016-Admn.

Dated: 19.02.2019

**VACANCY NOTIFICATION**

Small Farmers' Agribusiness Consortium (SFAC), a registered Society & Autonomous body under the Department of Agriculture, Cooperation & Farmers Welfare, Govt. of India, invites applications on deputation/short term contract basis from officers of Central Govt./State Govt./Central /State Autonomous Bodies/Public Sector Undertakings possessing the following qualifications for its Head Office at New Delhi.

S. No.	Name of the Posts	No. of Vacancies	Level (Rs.)
1	Accounts Officer	01	Level-7 (Rs.42900-142400/-)
2	Executive Private Secretary	01	Level-7 (Rs.42900-142400/-)

**Eligibility Criteria for Accounts Officer:**

- (i) Holding analogous post on a regular basis, or (ii) with 3 years regular service in a post in level-6 (Rs.35400-112400) in the pay matrix (revised) or equivalent with minimum three (03) years experience in financial rules and regulations, accounts and budgeting.
- (ii) Degree in Commerce/Mathematics/Economics/Statistics from a recognized university.

**JOB PROFILE:**

The candidate will be required to undertake the following major activities:-

- (i) Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- (ii) Responsible for entering financial information and maintaining all financial records for program and for the organization.
- (iii) Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the Supervisor on budget expenditures.
- (iv) Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year.
- (v) Provide financial inputs for logistics, travel and other areas of administration. Oversee the preparation and submission of annual activity based project budgets as well as Monthly and quarterly financial reports.
- (vi) Any other work related accounts assigned from time to time.

Contd...2/-

**Eligibility Criteria for Executive Private Secretary:**

Holding analogous post on regular basis; or with 3 years regular service in a post in level-6 (Rs.35400-112400) (Revised) 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. The period of deputation shall ordinarily be three (3) years (including short term contract). 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 2013-14 to 2017-18 (ACRs to be attested by Competent Authority not below the rank of Under Secretary to Govt. of India 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. (**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-Estt. (Pay.II), dated 17.06.2010 as amended from time to time. Employees on deputation can avail residential accommodation facility under SFAC pool of flats.

The application should reach within 60 days of publication of the advertisement in the Employment News 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 \_\_\_\_\_".

**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 : .....

9. Category (SC/ST/OBC/PH/GEN) : .....  
(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)

Please affix a recent passport size photograph

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

11. Experience (please start with the latest) :

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work (Please attach separate sheet if required)
		From	To		

12. Training Programmes attended :

13. Have you ever been discharged/ : ... ..  
reprimanded/suspended from any position?  
If yes, state reason:

14. Have you ever been convicted under the Law : .....

15. Reference : 1.

2.

**DECLARATION**

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Place:

Signature of the Candidate

Date:

Name.....

**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 CLEARANC 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: -----