PRESIDENT'S SECRETARIAT
(Administration Section)

No.A-36011/13/16-Admn 17th July, 2017

VACANCY CIRCULAR

Subject: Filling up of one vacancy of Officer on Special Duty (Horticulture) in President’s Secretariat on deputation on co-terminus basis.

Reference Vacancy Circular of even number dated 27th June 2017.

2. This Secretariat proposes to fill up one vacancy of Officer-on-Special Duty (Horticulture) in President’s Secretariat on deputation on co-terminus basis with the tenure of the President or until further orders, whichever is earlier. The post carries pay scale of PB-4: Rs.37400-67000 plus Grade Pay Rs.8700/- (Revised pay scale: Level 13 of Pay Matrix).

3. This post has to be filled up from amongst officers under the Central or State Government or Union Territories-

   (a) (i) Holding analogous substantive posts on a regular basis; or

   (ii) Holding substantive posts in PB-3: Rs.15600-39100 plus Grade Pay Rs.7600/- (Revised pay scale: Level 12 of Pay Matrix) or equivalent on regular basis for 5 years or more; or

   (iii) Holding substantive posts in PB-3: Rs.15600-39100 plus Grade Pay Rs.6600/- (Revised pay scale: Level 11 of Pay Matrix) or equivalent on regular basis for 10 years or more.

(b) Age: 40 years to 56 years as on 31.07.2017.

(c) Educational Qualifications: Bachelor Degree in Agriculture/Horticulture or equivalent from a recognized University.

(d) Experience & other Qualifications: The candidate should have sufficient knowledge of Floriculture, Horticulture, Landscaping and maintenance of Gardens, Parks and plantations. He should have the capacity to effectively supervise and control the horticulture staff numbering approximately 250. He should be well conversant with the tendering process, office administration and maintenance of office record.

(e) Candidates with advanced training in floriculture and landscaping will be preferred.

... 2/-
4. **General Information:**

(i) Candidates who fulfill the prescribed qualification, experience, age requirement and other eligibility conditions as on 31.07.2017 should apply giving full particulars including date of birth, educational qualifications, specialized knowledge and experience supported by copies of all relevant certificates and a passport size photograph, all duly attested by a Gazetted Officer.

(ii) The Candidates should forward their application through their parent department along with Integrity Certificate, No Objection Certificate, Vigilance Clearance Certificate and ACR Gradings for the preceding five years.

(iii) The eligible candidates will have to appear for an Interview before an Interview Board. No TA/DA will be payable to the candidates for appearing in the interview.

(iv) Besides, maintenance and upkeep of Gardens in Rashtrapati Bhavan, New Delhi, the Officer will be responsible for maintenance and upkeep of Gardens at The Retreat, Mashobra, Shimla and Rashtrapati Nilayam, Bolarum, Secunderabad, Andhra Pradesh.

(v) While on deputation on co-terminus basis, the candidate will be, subject to availability, provided licence fee - free accommodation on the President’s Estate, New Delhi, subject to the conditions laid down in the President’s Estate Accommodation Rules.

5. The format of application is appended as Annexure ‘A’. The applications from the willing and eligible Officers, whose services can be spared, may be forwarded through proper channel to “The Under Secretary (Admn), President’s Secretariat, Rashtrapati Bhavan, New Delhi - 110004”, along with attested copies of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance, so as to reach this Secretariat latest by 31st July, 2017.

6. **RIGHT TO CANCEL THE PROCESS OF SELECTION:** President’s Secretariat reserves the right to cancel the process of selection of candidates at any stage without any prior notice and without assigning any reason thereof.

   (Rubina Chauhan)
   Under Secretary (Admn)
(1) Name of post applied for:

(2) Name of the candidate:

(3) Date of Birth:

(4) Permanent Address:

(5) Address for Correspondence:

(6) Contact No./email id

(7) Educational qualification(s):

(8) Present Post held & Date from which working:

(9) Present place of working:

(10) Present Pay:

(11) Working experience:

(12) Service particulars from the date of initial appointment (alongwith brief of duties performed):

Paste self-attested passport size photograph (signed partly on photo and partly on paper)
Declaration

1. I, .................................................. hereby declare my posting on deputation on co-terminus basis as ........................... (name of the post) in the President’s Secretariat shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.

2. I will not claim absorption in the President’s Secretariat in the said post.

3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date: .................................................. Signature of the applicant
Place: ...........................................................................

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING THE APPLICATION

1. Certified that the particulars given by the applicant are true and have been verified from the service records.

2. The applicant, if selected, will be relieved immediately.

3. Copies of ACR/APAR for the last five years are enclosed.

4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post of ........................... (name of the post). No major/minor penalty is in force or current against the official.

5. Recommendations:

...................................................................................................

Date .................................................. Signature of the Head of Office
Place ................................. with office seal and Telephone No.