

Coconut Development Board
(Ministry of Agriculture & Farmers Welfare, Govt. of India)
Kera Bhavan, SRV Road, Kochi-682 011.

VACANCY CIRCULAR

Applications are invited for filling up the following post in Coconut Development Board on deputation basis:

Sl.No.	Name of Post	Level in the pay matrix	No. of Posts
1.	Audit Officer	Level-10 (Rs.56,100-1,77,500)	One

1. Audit Officer (Level 10 in the pay matrix) – 1 Post on deputation basis

Officers under Central/State Governments/Indian Council of Agricultural Research/ Agricultural Universities/ Public Sector Undertakings/ Recognized Research Institutions or Councils/Semi-Government/ Autonomous or Statutory Organizations:

- (a) (i) holding analogous posts on regular basis in the scale of pay of Rs.8000-13,500/- (pre-revised) [Level-10 in the pay matrix (Rs.56,100-1,77,500) as per 7th CPC pay structure]; or
(ii) officers holding scale of pay of Rs.7450-11,500/- (pre-revised) [Level-7 in the pay matrix (Rs.44,900-1,42,400)as per 7th CPC pay structure] with 3 years regular service in the grade; or
(iii) officers holding scale of pay of Rs.6500-10,500/- (pre-revised) [Level-7 in the pay matrix (Rs.44,900-1,42,400)as per 7th CPC pay structure] with 5 years regular service in the grade; and
- (b) Possessing the educational qualifications and experience as under:
- (i) A Degree in any discipline of a recognized university;
- (ii) Pass in Subordinate Accounts Service/Junior Accounts Officer (Civil) conducted by the Comptroller and Auditor General/Controller General of Accounts; and
- (iii) 5 years' experience in auditing in a Government/Recognized Research Institutes/ Universities/Public Sector Undertakings/Statutory/Autonomous Bodies.

The officer selected on deputation basis will have the option to draw his existing basic pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with DoPT OM No. 6/8/2009-Estt. (Pay-II), dated 17.06.2010, as amended from time to time. Period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

Applications (in triplicate) in the given proforma (**Annexure – I**) of eligible and willing officers who can be spared immediately in the event of selection may be sent along with attested copies of complete and up-to-date APAR for the last 5 years, Integrity Certificate and Vigilance Clearance Certificate to the **Chairman, Coconut Development Board, Kera Bhavan, SRV Road, Kochi – 682 011** so as to reach within **45 days** from the date of appearance of the advertisement in the Employment News. (The first date of publication of this advertisement in the Employment News will be taken into account for calculation of 45 days.)

While forwarding the applications it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on the officers during the last 10 years of their service. Applications received after due date or without APAR, vigilance clearance and integrity certificates or otherwise found incomplete will not be considered.

Secretary

CURRICULUM VITAE PROFORMA

1. Name and Address (IN BLOCK LETTERS) (Photo)

2. Date of Birth (In Christian Era)

3. Date of retirement under Central/State Govt. Rules

4. Educational Qualifications

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential	(i)	
	(ii)	
	(iii)	
Desirable	(i)	
	(ii)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office/ Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e., ad-hoc or temporary or permanent

9. In case the present employment is held on deputation/ contract basis, please state: -
(a) The date of initial appointment
(b) Period of appointment on deputation/contract
(c) Name of the parent office/organization to which you belong

10. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- (a) Central Government
- (b) State Government
- (c) Autonomous Organizations
- (d) Government Undertakings
- (e) Universities
- (f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement) (Note: Enclose a separate sheet, if the space is insufficient.)
15. Whether belongs to SC/ST/OBC
16. Remarks

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.

Signature of the Candidate

Date:.....

Address.....

Tel. No.....

e-mail :

Certificate to be furnished by the Employer/Head of the Office/Forwarding authority

Certified that the particulars furnished by Shri/Smt./Kum._____ are correct and he/she possesses the required educational qualifications and experience mentioned in the advertisement.

Also certified that:

- a) There is no vigilance case pending/contemplated against him/her.
- b) Copies of his/her APAR for the last 5 years duly attested (on each page) by an authorised officer are enclosed.
- c) His/her Integrity is beyond doubt.
- d) No major/minor penalty has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Date.....

Place.....

Signature.....

Name & Designation.....

With seal.....