

No. A-12034/10/2023- E.II  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare  
(Establishment-II Section)

Krishi Bhawan, New Delhi

Dated: 27/02/2024

**VACANCY CIRCULAR**

Subject: Filling up one (01) vacancy of Despatch Rider in the scale of PB-1 Rs.5200-20200 with Grade Pay of Rs.1900 in Department of Agriculture and Farmers Welfare on Deputation/Absorption basis-reg.

**1. Details of Post:**

- I. **Name of the post:** Despatch Rider
- II. **Number of posts:** 1 (One)
- III. **Classification of post:** General Central Service, Group 'C', Non-Gazetted, Non-Ministerial
- IV. **Pay Scale:** PB-1 Rs.5200-20200 with Grade Pay of Rs.1900
- V. **Age Limit:** Not exceeding 56 years on the closing date of receipt of applications.

**2. Eligibility Conditions for appointment:**

**(i) Deputation or Absorption:**

From amongst the regular employees holding Group 'C' posts in the Department of Agriculture and Cooperation (Presently renamed as Department of Agriculture and Farmers Welfare) who possess the following qualifications and experience:

**Essential:**

1. Matriculation
2. (i) Possession of a valid commercial driving license for driving scooter or motor cycle or auto rickshaw, as the case may be;
- (ii) Two years experience in driving scooter or motor cycle or auto rickshaw, as the



case may be;

(iii) Knowledge of scooter or motor cycle or auto rickshaw mechanism, as the case may be, and shall be able to remove minor defects in vehicle;

(iv) Ability to read English and Hindi.

**Desirable:**

Three years service as Home Guard or Civil Volunteers.

**Note:** A driving test shall be conducted to assess the candidates' competency to drive scooter or motor cycle or auto rickshaw, as the case may be.

**3. Place of posting:** New Delhi.

**4. Regulation of Pay and other terms of Deputation:**

The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's OM No. 6/08/2009-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 or Department of the Central Government shall ordinarily not exceed three years.

**5. Duties and responsibilities attached to the post:**

- i. Delivery of letters marked as 'Special Messenger' beyond a distance of 4 Kms.
- ii. Delivery of 'Most Immediate', 'Out Today' letters and Parliament Questions covered at a Nodal Point of Department.
- iii. To keep the scooter in the Night Duty section after delivery of Dak and deposit the key with the Section Officer or Night Duty Clerk.

6. Applications of only such officials/candidates will be considered which are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per Proforma (Annexure-I) (ii) Photocopies of ACRs/APARs for the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate or a Statement giving detail of Major or Minor penalties imposed on the officers, if any, during the last 10 years as per Proforma (Annexure-II). It may also be verified and certified that the particulars furnished by the official are correct.

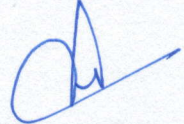
Complete advertisement together with Bio-data format (Annexure-I) and certificates to be furnished by employer (Annexure-II) etc. are available on the



Department of Agriculture and Farmers Welfare website- <https://agriwelfare.gov.in/>  
(Click on Recruitment tab).

Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Under Secretary (Pers.II), Department of Agriculture, Cooperation and Farmers Welfare, Room No.37A, Ground Floor, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the issue of this Circular.

Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.



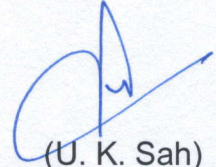
(U. K. Sah)

Under Secretary to the Govt. of India

To:-

All Attached/Subordinate offices under the Department of Agriculture & Farmers Welfare.

Copy for information to: AS (Admn.)/ DS (GA)/US (GA)/ US(P-I)/US (P-III)/ SO (E.III)/Guard file/Spare Copies/Notice Board.



(U. K. Sah)

Under Secretary to the Govt. of India



**CURRICULUM VITAE PROFORMA**

1. Name and Address (with phone numbers/email)  
(in Block Letters)

2. Date of Birth  
(in Christian era)

3. Driving License (Commercial)  
No. and Date, Class of vehicle  
for which valid (category also to be indicated)

5. Experience in Driving

6. Knowledge of Motor Mechanism  
with specific reference to training  
course etc. possessed if any.

7. Experience of hill driving

8. Date of retirement under Central/State Government Rules

9. Educational Qualifications

10. 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)

Sl. No.	Essential experience	Qualification/Qualification/experience possessed.
1.		
2.		
3.		

Desirable:

11. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post

12. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.



Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

**Important:-** Pay band and Grade Pay granted under MACP/ACP are personal to the officer and therefore, should not be mentioned . Only pay band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated under:

Office/Organization	Pay/Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

14. Nature of present employment i.e.  
Ad-hoc or Temporary or Quasi-  
Permanent or Permanent

15. In case the present employment is  
held on deputation/contract basis,  
please state)

- The date of initial appointment
- Period of appointment on  
deputation/contract
- Name of the parent office/  
organization to which you  
belong .

16. Additional details about present employment. Please state whether  
working under (indicate the name of your employer against the relevant  
column)

- Central Govt.
- State Govt.
- Autonomous Organization
- ~~Government Undertaking~~
- Universities
- Others

17. Please state whether you are working in the same Department and are in  
the feeder grade or feeder to feeder grade



18. 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

19. Total emoluments per month now drawn

20. Whether belongs to SC/ST

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)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

Countersigned

(Employer with Seal)



**Annexure-II**

**(Certificate to be furnished by the employer/Head of Office/Forwarding Authority)**

It is certified that the particulars furnished by Shri/Smt.....are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular.

2. It is 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) Photocopies of APARs/ACRs of last 5 years duly attested by the officer of the rank of Under Secretary to the Government of India or above are enclosed (Wherever applicable).
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years . Enclose a list of major/minor penalties imposed on the official if any in last 10 years.

Place:

Date:

Signature  
Name & Designation  
Name of the Organisation  
Telephone No.  
Email Id/Fax etc.  
Office Seal

List of enclosures:-

- 1.
- 2.
- 3.
- 4.
- 5.

(Strike out whichever is not applicable)