

No. 16013/11/2001-ICA
Government of India
Ministry of Agriculture,
Department of Agriculture and Cooperation

Krishi Bhavan, New Delhi
Dated, April, 2001

To

/c MAY 2001

1. The Chief Secretaries of all State Governments and Union Territories
2. Agriculture Production Commissioners/Secretaries, Department of Agriculture of all States and Union Territories

Subject: Applications for Empanelment with FAO for future FAO vacancies.

Sir,

The Department of Agriculture and Cooperation being the nodal agency is often requested by the Food and Agriculture Organisation (FAO) and the World Food Programme (WFP) of the United Nations for nominations of qualified and experienced experts in different fields for assignments in various countries under their programme.

In order to meet FAO's requirements, this Department invites periodically applications from Indian Agricultural experts, who are interested in having themselves registered for future FAO vacancies. The empanelment remains valid with FAO for a period of two years. As per the DOPT's guidelines dated 20th June, 1991, Government employees have been allowed to register their names in the rosters maintained by the International Organizations by sending their applications directly to the concerned international agencies, keeping their cadre controlling authority and the relevant nodal Ministry informed and cadre clearance in such cases is sought when the international agency checks on the availability of the officer for a specific assignment. However, this panel is not only utilized by the FAO but by this Department also to nominate candidates against the individual vacancies received from time to time from FAO/WFP in pursuance of para 8.12 of DOPT's guidelines.

This year again, applications in the prescribed PH form of FAO (copy enclosed) of officers who have the necessary qualifications and experience, may be forwarded (5 copies) to this Department with the recommendations of the State Government/head of Departments. Five copies of service particulars in the format as at Annexure-I (copy enclosed) duly signed and verified by the Sponsoring Authority may also please be sent alongwith the applications. The existing panel will expire on 31.12.2001. The proposed panel would hold good for two years, i.e. 2002 and 2003. Applications of eligible officers, complete in all respect, may be forwarded so as to

reach this Department latest by the 31st August, 2001. The applications should be duly forwarded by the respective cadre controlling authorities, e.g. in case of Scientists/Officers working in the ICAR Institutes as also in State Agricultural Universities through DARE, applications of officers belonging to Indian Forest Service through the Ministry of Environment and Forests, in respect of Indian Economic Service Officers through Department of Economic Affairs, etc. Incomplete applications or applications received after the last date or the applications not accompanied with the requisite clearances shall not be entertained.

While scrutinizing the applications submitted by the officers, the following guidelines may please be kept in view by the cadre/cadre controlling authority/Head of Department before recommending the officers for empanelment:

- (a) Cadre authority has no objection to the empanelment of officer recommended and that the officer has the professional specialisation in particular discipline or sub-discipline, as indicated in Annexure-I. (The work experience must not be less than 3 years in an area of specialisation).
- (b) The officer will be available for taking up an assignment, if selected by the FAO.
- (c) The work handled by the officer will not suffer during the absence of the officer for the period of foreign assignment and alternative arrangements can be made to look after the work.
- (d) The officer will be placed in the same area of specialisation for which he/she has been recommended after his/her return to India on completion of the foreign assignment, if selected.
- (e) It must be ensured that no vigilance case is pending or contemplated against the officer.
- (f) Special consideration should be given to the applications from women officers and those officers belonging to the Scheduled Castes and Scheduled Tribes, if they fulfil the requirements, their name should be recommended for empanelment.
- (g) Applications of those candidates who have already completed the stipulated limit of 5 years of foreign assignments but have not completed 25 years of service or those officers who have been on foreign assignments of more than 6 months during the last 2 years and are under 'cooling off' period need not be forwarded.
- (h) The officer so recommended should not be superannuating before 1.12.2003.
- (i) Cadre clearance would be obtained in the case of officers belonging to the IAS, CSS and other Central Services who are serving under the Central Staffing Scheme is actually offered a consultancy assignment.

- (j) The officers who are already on the existing panel have to apply afresh if they wish to be empanelled.

It is requested that wide publicity may be given to this circular among the officers serving in the various offices/public sector undertakings/Quasi Government organisations, cooperatives etc. under the administrative control of the State Governments etc. so that officers who fulfil the requirements can submit their applications for consideration.

Yours faithfully,



(E.K. MAJHI)
DEPUTY SECRETARY(IC)

Copy forwarded for similar action to:-

1. All Ministries/Departments of the Government of India including Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
2. Office of the Comptroller and Auditor General of India, Bahadur Shah Jafar Marg, New Delhi/Comptroller General of Accounts, Ministry of Finance, Lok Nayak Bhavan, New Delhi
3. Department of Personnel and Training, Director(FA-UN), North Block, New Delhi
4. All attached and subordinate offices under the Department of Agriculture and Cooperation
5. All Special Secretaries/Additional Secretaries/Joint Secretaries/Commissioners/Joint Commissioners/Directors/Deputy Secretaries in the Department of Agriculture and Cooperation
6. PSs to AM/MOS(A)
7. Sr. PPS to Secretary(A&C)/Secretary(AHD)/Secretary(DARE)/Secretary(RD)/Secretary (Food)/Secretary(FPI)/Secretary, Ministry of Environment and Forests/Secretary, Planning Commission.
8. JS(IC)/(AHD)/JS(DARE) with the request to give wide publicity in the attached/subordinate offices/Institutes/SAU's under their control.
9. Managing Director, State Farms Corporation of India Ltd., Beej Bhavan, Pusa Institute, Complex, CTO Building, New Delhi - 110012
10. Managing Director, National Agricultural Marketing Federation Ltd., NAFED House, Siddartha Enclave, Ashram Chowk, New Delhi
11. Managing Director, NCDC, 4, Siri Institutional Area, Hauz Khas, New Delhi - 110016
12. Chief Administrative Officer, National Seeds Corporation Ltd., New Pusa Complex, Beej Bhavan, New Delhi

13. Managing Director, Agricultural Finance Corporation Ltd., Dhanraj Mahal, 1st Floor, Chhatrapati Shivaji Marg, Mumbai – 400 039
14. Economic and Statistical Adviser, Dte. Of Economics & Statistics, New Delhi
15. The Chairman, The Marine Products Export Development Authority, Island and Club House, 1st Main Road, Willington Island, Cochin-682003.
16. Director, Dte. of Extension, West Block No. 8, R.K. Puram, New Delhi-110022
17. Executive Director, National Horticulture Board, 30/17, Mehrauli Road, P.B. No. 38, Gurgaon (Haryana)
18. Executive Director, National Oilseeds & Vegetable Oils Development Board, P.B. No. 22, 975, Sector 14, Gurgaon-122001 (Haryana)



(E.K. MAJHI)
DEPUTY SECRETARY(IC)

ANNEXURE-I

1. Name & Designation of the applicant.
2. Ministry/Deptt./Office to which belongs.
3. i) Date of Birth
ii) Date of Superannuation
4. i) Basic Pay
ii) Scale of Pay of the present post.
iii) Date from which the present post is held.
5. Service/Cadre/year of allotment.
6. Date of entry into Government service.
7. Whether belongs to SC/ST.
8. Foreign language(s) known.
9. Foreign assignments already done, if any, (Indicate name of the Organisation, dates, duration and other detailed).
10. Educational qualifications.
11. i) Main field of specialisation*
ii) Sub-discipline(s) of specialisation.

*(For specialisation, the candidate should have a minimum work-experience of 3 years in a particular discipline. If an officer has an experience in more than one field of specialisation, the same may also be indicated preference-wise).

P.T.O.

12. Experience relevant to the field of specialisation*

(A grid procedure of not more than 100 words).

(Signature of the applicant)

The particulars furnished by the officer are verified.
There is no vigilance case pending or contemplated against the officer.

Signature of the
Sponsoring Authority.