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MEDICAL RESEARCH
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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

सं.E16/73/2022-प्रशासन/E.Office.143839

दिनांक:10/08/2026

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित पत्र, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न है।

क्र. सं.	संदर्भ संख्या एवं दिनांक	मंत्रालय का नाम	विषय
1.	सं. A-12039/02/2026-Estt.III दिनांक: 22.07.2026	भारत सरकार, विज्ञान और प्रौद्योगिकी मंत्रालय, विज्ञान और प्रौद्योगिकी विभाग, टेक्नोलॉजी भवन, नया महरौली मार्ग, नई दिल्ली	प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) के आधार पर भारतीय मिशन, टोक्यो (जापान) एवं भारतीय मिशन, बर्लिन (जर्मनी) में एक-एक, कुल '02' (दो) वैज्ञानिक अताशे के पदों को भरने के संबंध में।
2.	सं. 4-10/2019-Admn. CACP दिनांक:31.07.2026	भारत सरकार, कृषि लागत एवं मूल्य आयोग, कृषि एवं किसान कल्याण विभाग, नई दिल्ली	कृषि लागत एवं मूल्य आयोग (कृषि एवं किसान कल्याण विभाग के प्रशासनिक नियंत्रणाधीन एक संबद्ध कार्यालय) में वेतन मैट्रिक्स के स्तर-7 (₹44,900-1,42,400) में प्रतिनियुक्ति के आधार पर निजी सचिव के दो पदों को भरने के संबंध में।

यह पत्र सक्षम प्राधिकारी के आदेशानुसार जारी किया जा रहा है।

भवदीय,
Digitally signed by
Jaibir Singh
Date: 10/08/2026
13:18:42
सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

- महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
- परिषद के सभी प्रभाग प्रमुख
- उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहा. महानिदेशक(वित्त)
- डॉ. मनजीत सिंह चाल्गा, वैज्ञानिक-डी. को आईसीएमआर वेबसाइट पर अपलोड करने के अनुरोध के लिए

122

[Secy-goi] The advertisement for the Two Posts of Scientific Attache - one each in Indian Mission at Tokyo (Japan) & Indian Mission at Berlin (Germany)-on Deputation (Including Short-Term Contract) basis-regd.

secy-
dg <secy-dg@icmr.gov.in>

DG, ICMR OFFICE

Diary No 1354479

Date : 28/7/2026

recruitmentcell-dst recruitmentcell-dst <recruitmentcell-dst@nic.in>

Wed, 22 Jul 2026 3:57:16 PM +0530

To "secy-goi"<secy-goi@ismgr.nic.in>

Cc "Lily Pal"<us-estt3@gov.in>,"Pankaj Devrani"<pankaj.devrani@gov.in>

Respected Sir/Madam,

Kindly refer the subject cited above and find attached a vacancy circular regarding D/o Science & Technology's advertisement number Advt. No. DST/02/2026-Estt.III for filling up the '02' (Two) posts of Scientific Attache (Group 'A', Gazetted), one each in Indian Mission at Tokyo (Japan) & Indian Mission at Berlin (Germany)-on Deputation (Including Short-Term Contract) basis.

2. It is requested that wide publicity may be given to this circular in your organization/organisation(s) under your control.

Yours faithfully,

(स्थापना III / Establishment III)

विज्ञान और प्रौद्योगिकी विभाग/Department of Science and Technology

एक्सटेंशन नंबर/Extn. No: 16051

दूरभाष/Tel : 011 - 29512324 / 26565439

ईमेल/e-mail : us-estt3@gov.in , recruitmentcell-dst@nic.inSecy-goi mailing list -- secy-goi@ismgr.nic.inTo unsubscribe send an email to secy-goi-leave@ismgr.nic.in**1 Attachment(s)**

Vacancy Circular .pdf

8.1 MB

[Handwritten signature]

[Handwritten signature]

S.No-1553
3/8/26

7/22/2026, 4:38 PM



दूरभाष / Tel : 26962819, 26567373,
26562134, 26562122 (EPBAX)
फैक्स / Fax : 26569908, 26515637,
26863847, 26862418
वेबसाइट/website: www.dst.gov.in

A-12039/02/2026-Estt.III

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110 016

Dated: 22-07-2026

To,

1. The Secretaries, All Ministries / Department, Govt. of India
2. Chief Secretaries / Administrators of State Governments / Union Territories.

Subject: - Filling up of the '02' (Two) posts of Scientific Attache - one each in Indian Mission at Tokyo (Japan) & Indian Mission at Berlin (Germany)-on Deputation (Including Short-Term Contract) Basis-regd.

Sir/Madam,

I am directed to say that this Department is in the process of filling up of '02' (Two) posts of Scientific Attache - one each in Indian Mission at Tokyo (Japan) & Indian Mission at Berlin (Germany)-on Deputation (Including Short-Term Contract) basis as per Advt. No. DST/02/2026-Estt.III (copy enclosed).

2. The applications are to be submitted online by willing and eligible candidates on this Department's recruitment portal (<https://recruitment.dst.gov.in/>) by 01.09.2026 till 23:59 Hrs. Subsequently a print out of the application (after final submission on portal) along with attested copies of ACRS/APARS (or work profiles and grading) for the last five years is to be forwarded through proper channel to the Under Secretary (Establishment-III), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016, so as to reach this Department latest by 01.10.2026 (16.10.2026 for remote areas). While forwarding the applications, the certificate given along with the advertisement shall also be completed & enclosed.

3. Applicants shall refer to the detailed advertisement available on this Department's website (www.dst.gov.in) before proceeding to fill up their applications. Any further updates regarding the selection process shall be provided

only on this Department's website i.e. **www.dst.gov.in**.

4. It is requested that wide publicity may kindly be given to this Circular in your Organisation/Organisation (s) under your control.

Yours faithfully.

Lily Pal

Digitally signed
by Lily Pal
Date: 2026.07.22
13:41:03 +05'30'

(Lily Pal)

Under Secretary to the Government of India

Copy forwarded for information and wide publicity to:

1. Registrars, Central Universities.
2. SGI, Survey of India, Dehradun.
3. Director, NATMO, CGO Complex, MSO Building, 7th Floor, Salt Lake City, Kolkata.
4. Head AI Division, DST with a request to forward the circular to all Autonomous Institutes under DST.
5. DST E-Office Notice Board.

You can also follow us on

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 @IndiaDST or www.twitter.com/IndiaDST

A-12039/02/2026-Estt.III
Government of India
Ministry of Science & Technology
Department of Science & Technology

ADVT. No. DST/02/2026-Estt.III

Applications are invited for filling up the '**02**' (**Two**) temporary posts of **Scientific Attache** (Group 'A', Gazetted), one each in the Indian Mission at Tokyo (Japan) and Indian Mission at Berlin (Germany), on deputation (including short-term contract) basis.

- 1. LEVEL IN THE PAY MATRIX** : Level 13A (Rs.1,31,100 - 2,16,600/-)
- 2. METHOD OF RECRUITMENT** : Deputation (including short-term Contract)
- 3. NATURE OF THE POST** : Temporary
- 4. PERIOD OF DEPUTATION** : Three years or until further orders

5. ELIGIBILITY

Scientists or Technologists working in Central Government or State Government or Universities or recognised research Institutions or Semi-government or Statutory or autonomous organisations in India or abroad:

(a) (i) holding analogous post on regular basis in the parent cadre or department;

Or

(ii) with **two years'** regular service in posts in the Level 13 in Pay Matrix (Rs. 1,23,100-2,15,900) or equivalent in the parent cadre or department;

Or

(iii) with **six years'** regular service in the Level 12 in Pay Matrix (Rs. 78,800-2,09,200) or equivalent in the parent cadre or department;

and

(b) Possessing the qualifications and experience as under:

I. Essential qualifications & experience:

(i) Doctorate Degree in Natural or Agricultural Sciences or Master's degree in Engineering or Technology or Medicine from a recognised University or equivalent;

(ii) Twelve years' experience in research and development in industrial and academic institutions or science and technology organisations or scientific activities and services, out of which six years in managerial capacity in science and technology programme, planning development and cooperation; and

(iii) Should have at least one of the components of Natural Science, Mathematics, Information Technology and Computer Science from Science streams at Graduate and subsequent levels.

II. Desirable qualifications and experience:

(i) knowledge of a modern European or German or Russian or Japanese language in addition to English;

(ii) Post doctorate research in Natural or Agricultural Sciences or doctorate degree in Engineering or Technology or Medicine from a recognised University or research Institute as evidenced by certification by such University or Institute and publication of research work in Science Citation Indexed (SCI) journals;

(iii) Wide experience in inter-disciplinary areas of Science and Technology with an emphasis on copyrights, intellectual property rights, patents and inventions.

Note: - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other Organisations or Departments of the Central Government shall ordinarily not exceed **four years**.

6. AGE LIMIT: The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding **fifty-six years** as on the closing date for receipt of applications.

7. DUTIES AND RESPONSIBILITIES:

i. Following up the implementation of joint programmes of cooperation.

ii. Suggesting possible new areas for bilateral cooperation.

iii. Acquiring information about the latest developments in Science & Technology (S&T) in the countries of accreditation in specific sectors of interest to India.

iv. Attending to official work delegated by the various scientific agencies in India in the countries of accreditation.

v. Keeping the Government of India briefed about new policy decisions and related aspects pertaining to Science & Technology in the countries of accreditation.

vi. Preparing a roster of Indian scientists working/settled in the countries of accreditation and maintaining contacts with them.

vii. Attending to requests received from Indian scientists.

viii. Serving as focal points for information on Science & Technology activities in India.

ix. Securing information about S&T activities in other countries through contacts established in the countries of accreditation.

x. Coordinating/assisting in organizing visits of S&T officials, S&T delegations, scientists from research laboratories, public sector undertakings, etc.

xi. In general, serving as liaison with concerned Government offices, R&D institutions, academic institutions, and research organizations in the countries of accreditation.

8. GENERAL

i. The Department reserves the right to cancel the recruitment process at any time without assigning any reason.

ii. The prospective applicants are advised to refer to the relevant recruitment rules before applying and the same may be perused by visiting the following URL:
https://dst.gov.in/sites/default/files/Gazette_29.12.2017.pdf

iii. Prospective applicants are advised to visit the Recruitment Cell webpage under the Administration & Finance section of this Department's website regularly at:
<https://dst.gov.in/>. Any addendum/corrigendum or any update regarding the recruitment process shall be posted only on the Department's website.

iv. The prescribed essential qualifications are minimum and mere possession of the same does not entitle applicants to be called for interview. If the number of applications received in response to the advertisement is large, the Department may restrict the number of applicants to be called for interview to a reasonable limit through a shortlisting process based on well-defined criteria, which may include possession of desirable qualifications and/or experience prescribed in the advertisement and/or qualifications/experience in a particular field as per the specific requirements of the Department. No correspondence will be entertained from applicants who are not called for interview or not selected for appointment.

CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.

v. Since the criteria for shortlisting the applicants to be called for interview may be raised above the minimum eligibility criteria, applicants are advised to fill/upload their complete educational qualifications and/or experience as well as any other relevant documents such as research papers etc, in support of their application.

vi. While selecting applicant(s) for appointment, applications duly supported by documents will be assessed by the Committee(s)/Board(s) constituted in this regard. Applicants who apply for the post will not be allowed to withdraw their candidature subsequently.

vii. The selected applicant is liable to be posted anywhere as per Government requirements.

viii. The terms and conditions of appointment shall be as per the Recruitment Rules for the post and other orders and rules issued from time to time.

ix. The applicant selected for the post is required to join the post as soon as the formalities of appointment are completed or as soon as the present incumbent remits the office, whichever is later. Accordingly, the applicant is expected to be available for briefing/orientation programme, etc.

9. **HOW TO APPLY:** The application process involves the following stages:

I. Filling up of online application form:

(a) Willing and eligible applicants are first required to **apply Online**, through the online portal <https://recruitment.dst.gov.in/> using a valid email ID. This online portal for applying shall be available for a period of **45 days** from the date of publication of the advertisement in Employment News / Rozgar Samachar.

(b) The applicants are also required to upload the relevant certificates/documents (in support of educational and experience qualifications, date of birth, disability, community/caste etc.) on the portal. Uploading of illegible/incorrect certificates may lead to rejection of the candidature. Certificates/documents uploaded in support of educational qualifications must contain the degree certificate as well as the marksheets.

(c) Applicants shall also upload a **No Objection Certificate (NOC)** issued by the competent Authority of the Organization where they are serving, in the format specified at the **Annexure I**.

(d) **Experience/Employment certificates for work/research work must clearly indicate the date of joining, date of relieving and the post held including pay level of the post.** In case the applicant has worked in the same organization at different posts/levels (due to promotion etc.), then the experience/employment certificate must clearly indicate the time spent in each post/level clearly indicating the "from" and "to" dates for each post/level. Documents such as offer of appointment, joining report or any other such certificate from which the "From" and "To" date of experience claimed cannot be ascertained will not be treated as a valid experience certificate/document. The experience/employment certificate must also give a brief description of duties performed. It is the sole responsibility of the applicant to ensure that all the claims related to experience in respect of each experience claimed by the applicant can be ascertained from the experience certificate uploaded on the recruitment portal. Self-claims in respect of experience will not be considered. Only experience/employment certificates issued by the concerned organization will be considered valid. **An indicative format of a valid experience certificate is attached at Annexure II.**

(e) The applicants must furnish the original documents in respect of the claims made in the applications as and when required.

(f) Certificate(s) issued by foreign University(s)/institution(s) must be certified by Association of Indian Universities (AIU), New Delhi by way of equivalence certificate(s). However, in case where AIU does not entertain applications for equivalence of such professional degrees awarded by foreign universities in disciplines which are presently outside the purview of AIU and where such cases are handled by the respective professional councils (recognised by Government of India), the applicant needs to upload equivalence certificate(s) issued by such professional council. Applicants will have to produce all the original certificates thereof as and when required.

(g) In case the applicant is presently working in State Govt./Union Territory/University/recognized Research Institute/PSU/Statutory organization/Autonomous organization etc. where the pay scales are not identical to the pay scales of central Government, the applicant will have to upload Gazette notification/government order(s) wherein such pay scales of State Govt./PSU/Autonomous organization/University etc. have been equated to corresponding pay scale/level of 7th CPC in Central Government. In this connection the onus of providing such equivalence shall be on the applicant and in such cases, the decision of the Department shall be final & binding.

II: Submission of hard copy of application by registered or speed post:

(a) After successful submission of the online application on the recruitment portal as mentioned in para 9(I) above, hard copy of the computer-generated application (duly signed by the applicant) should be taken by the applicant. No print out of the enclosed documents/ certificates uploaded on the portal, is required to be forwarded with the hard copy of the application.

(b) Applicants must mandatorily apply through proper channel. Applications will be considered only if received through proper channel with '**Certificate**' duly signed by the Competent Authority in the prescribed format (Annexure- I), within the prescribed time limit.

(c) Physical copies of applications, if received after the last date shall not be considered even if the online application is filled before the last date. Hence, it is the responsibility of such applicants to follow up their applications in their department /organization and ensure that their applications, complete in all respects and duly verified by their competent authority are received by this Department within the prescribed time limit. Also, incomplete applications in any form shall be summarily rejected. Applications received after the last date of receipt of applications due to any reason including postal delay or delay in forwarding by the concerned forwarding authority etc. shall not be considered. **No relaxation shall be given in this regard.**

(d) The application form duly signed by the applicant along with attested copies of ACRs/ APARs for the last five years, duly attested on each page by **an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank**, and also a summary sheet of the ACR/APAR gradings received in these five years, are mandatorily required to be forwarded through proper channel to **Under Secretary (Establishment-III), Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016** by **Registered Post or by Speed Post** so as to reach this Department within **30 days** (45 days for applicants in remote areas i.e. those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) from the date of closure of online portal. It is advised not to send applications by ordinary posts or through courier.

Note: Organisations/Institutes (whose employees are otherwise eligible to apply) which do not have the system of recording APARs/ACRs, need to **mandatorily**

furnish their work profiles and gradings of the last 05 years duly certified by their Head of organisations/institute along with the applications through proper channel, so as to reach this Department by **Registered Post or by Speed Post** within **30 days** (45 days for remote areas) from the date of closure of online portal. It is advised not to send applications by ordinary posts or through courier.

(e) A list of names of applicants whose applications are received within the prescribed time limit shall be posted on the Department's website, after the last date of receipt of applications. The applicants may check the status of their applications on the website. Any representation in this regard (non-inclusion of name in the list of applications received within the prescribed time limit) can be filed within **seven days** of date of posting the list on the website along with the relevant proof of delivery of application in Department of Science & Technology within the prescribed time limit.

Note 1: Advance copies of Applications will not be entertained.

Note 2: In case of any discrepancy between the English and Hindi version of the advertisement, the English version of the advertisement will prevail.



(Lily Pal)

Under Secretary to the Govt. of India

Email: us-estt3@gov.in, recruitmentcell-dst@nic.in

Phone-011-29512324, 011-26565439

ANNEXURE-I

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)

(i) Certified that Sh./Smt./Ms./Dr.....joined this organization as (Name of the post) in pay level.....(as per 7th CPC) on (Date of Joining) and is presently working as.....(Name of the post) in pay level (as per 7th CPC) with effect from.....(Date of Joining the currently held post).

(ii) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

(iii) The application of Sh./Smt./Ms./Dr.....is recommended. In case of his/ her selection, the Department / organization will relieve him/ her. It is also certified that cadre clearance in r/o the applicant has also been obtained.

(iv) Copies of ACRs / APARs for the last five years duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, and also a summary sheet of the ACR/APAR gradings received during these five years are enclosed

OR

Work profiles and gradings of the last 05 years duly certified by the Head of the organisation/institute along with his/her application are enclosed.

(Choose whichever is applicable).

(v) No major/or minor penalties have been imposed on Sh./Smt./Ms./Dr..... during the last ten years.

OR

Statement showing major and /or minor penalties imposed on Sh./Smt./Ms./Dr. during the last ten years is enclosed.

(Choose whichever is applicable).

Place:

Date:

**Signature of the Head of
the Organization/ Office with Office Seal**

ANNEXURE-II

EXPERIENCE CERTIFICATE

This is to certify that Shri/Smt./Ms. _____ S/o / D/o / W/o Shri
_____ was/is an employee/researcher of this
Organisation/Department/Ministry and holds/held the following experience: -

I. Name of the Post held:

II. Pay Level:

III. Particular of the experience (Job/research work):

IV. Duration: From. _____ to _____.

Signature
Name & Designation of the competent authority
Stamp of competent authority

NOTE: Separate sheets may be filled for each post/research work/employer.

Fwd: Vacancy Notice for filling up of two (02) posts of Private Secretary in Commission for Agricultural Costs and Prices (CACP) in Pay Level - 7 on deputation basis - reg.

admnhq

< admn-hq@icmr.gov.in >

M. S. Rawat < rawatms.hq@icmr.gov.in >

Mon, 03 Aug 2026 3:01:23 PM +0530

To "Administration ICMR"< admn-hq@icmr.gov.in>

===== Forwarded message =====

From: Jaibir Singh <jaibirs.hq@icmr.gov.in>

To: "M. S. Rawat"< rawatms.hq@icmr.gov.in>

Date: Mon, 03 Aug 2026 14:26:58 +0530

Subject: Fwd: Vacancy Notice for filling up of two (02) posts of Private Secretary in Commission for Agricultural Costs and Prices (CACP) in Pay Level - 7 on deputation basis - reg.

===== Forwarded message =====

Rawat ji,

Please circulate.

Regards,

जयबीर सिंह / Jaibir Singh

सहायक महानिदेशक (प्रशासन) / Assistant Director General (Admn)

भारतीय चिकित्सा अनुसंधान परिषद / Indian Council of Medical Research

वी. रामलिंगस्वामी भवन / V. Ramalingaswamy Bhawan,

अंसारी नगर, नई दिल्ली / Ansari Nagar, New Delhi-110029

===== Forwarded message =====

From: DG ICMR <secy-dg@icmr.gov.in>

To: "Jaibir Singh"<jaibirs.hq@icmr.gov.in>

Date: Mon, 03 Aug 2026 12:41:11 +0530

Subject: Fwd: Vacancy Notice for filling up of two (02) posts of Private Secretary in Commission for Agricultural Costs and Prices (CACP) in Pay Level - 7 on deputation basis - reg.

===== Forwarded message =====

8. Satarde 6/5/26 Csl No-1556 Dde: 6/3/26

===== Forwarded message =====

From: KRISHAN DUTT <krishan.dutt19@gov.in>

To: "Amit Agrawal"<secy-dot@nic.in>, "Secretary MCA"<secy.mca@nic.in>, "Nidhi Khare"<secy-ca@nic.in>, "VIVEK AGGARWAL"<secy-culture@nic.in>, "Secretary DESW"<secyesw@nic.in>, "Secretary DP"<sdpns@nic.in>, "Sanjay Jaju"<secydoner@nic.in>, "N. KALAISELVI"<secretary@moes.gov.in>, "Shri K. Moses Chalai"<secy-dpe@nic.in>, "Narayana Raju"<gn.raju@nic.in>, "Shri Niraj Verma"<secy-jus@gov.in>, "Dr. Srivatsa

Krishna"<secy-mma@nic.in>, "Pankaj Agarwal"<secy-power@nic.in>, "Rohit Kansal"
 <secyrd@nic.in>, "Secretary MoRTH"<secy-road@nic.in>, "Shri Vijay Kumar"
 <secyship@nic.in>, "Bhuvnesh Kumar"<sectour@nic.in>, "jsupamhupa"
 <jsupamhupa@gov.in>, "Anil Malik"<secy.wcd@nic.in>, "secyspace"<secyspace@nic.in>,
 "secyoi"<secyoi@nic.in>, "Budithi Rajsekhar"<brajsekhar@gmail.com>, "azimulhaque"
 <azimulhaque@hotmail.com>, "agriculturedepartmentassam"
 <agriculturedepartmentassam@gmail.com>, "secretaryagri gok"
 <secretaryagri.gok@gmail.com>, "M SELVENDRAN"<psagriculture@mp.gov.in>, "Dr B
 Ashok , IAS"<apc.agri@kerala.gov.in>, "acs agri"<acs.agri@maharashtra.gov.in>, "Director
 of Agri. Manipur"<amdmn@nic.in>, "merilynnampui"<merilynnampui@gmail.com>,
 "hmingtea ias"<hmingtea.ias@gmail.com>, "Secretary Agriculture"<agrsec.or@nic.in>,
 "Arunish Chawla"<secydivest@nic.in>, "Mr Rajesh Kumar Singh Singh"<defsecy@nic.in>,
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 Sinha"<secy.moca@nic.in>, "Vikram Dev Dutt"<secy.moc@nic.in>, "Keshav Chandra"
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 <csoffice@nic.in>, "Mr Naresh Pal Gangwar"<secyahd@nic.in>, "chairman"
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 <ncfc@gov.in>, "SAHDEV SINGH"<sahdevsingh.68@gov.in>, "Manish Bhatia"
 <manish.bhatia@gov.in>, "B M Nandede"<fmti-mp@nic.in>, "Southern Region Farm
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Date: Mon, 03 Aug 2026 10:39:19 +0530

Subject: Vacancy Notice for filling up of two (02) posts of Private Secretary in Commission for Agricultural Costs and Prices (CACP) in Pay Level - 7 on deputation basis - reg.

===== Forwarded message =====

Respected Sir/Madam,

Please find enclosed herewith the Vacancy Notice for Filling up of two **(02) posts of Private Secretary** in Commission for Agricultural Costs and Prices (An attached office under the administrative control of the Department of Agriculture & Farmers Welfare) in **the Pay Level-7** on deputation basis.

Further, it is requested to kindly give wide publicity to the attached vacancy notice.

Thanks and Regards,

O/o Administrative Officer,

CACP (Commission for Agricultural Costs and Prices)

Dept. of Agriculture & Farmers Welfare, Govt. of India

Ministry of Agriculture and Farmers Welfare,

217, F-wing, Shastri Bhawan, New Delhi -- 110001

1 Attachment(s)

Private Secretary.pdf

1.8 MB

No. 4-10/2019-Admn.CACP
Government of India
Commission for Agricultural Costs & Prices
Department of Agriculture & Farmers Welfare

Shastri Bhawan, New Delhi
Dated, the, 31st July, 2026

To,

1. All Ministries/Departments of the Government of India
2. All attached and subordinate offices of DA&FW

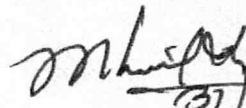
Subject: Filling up two posts of Private Secretary in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture & Farmers Welfare) in the Level-7 of Pay Matrix (Rs. 44900-142400) on deputation basis.

Sir,

I am directed to invite applications from eligible and suitable officials for filling up two posts of Private Secretary in Commission for Agricultural Costs and Prices (An attached office under the administrative control of Department of Agriculture & Farmers Welfare) in the Level-7 of Pay Matrix (Rs. 44900-142400) on deputation basis. Details of the post and eligibility conditions etc. are given in **Annexure-I**. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

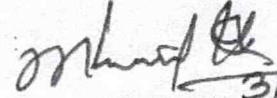
2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as per proforma (**Annexure-II**), (ii) Photocopies of APARs for the last five years duly attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, and (iii) **Certificate from the employer that particulars furnished by the official are correct and he/she possesses educational qualifications and experience mentioned in the vacancy Circular/ Advertisement, and certificates regarding Vigilance Clearance, Integrity and Major/Minor Penalty, at the end of the bio-data.**
3. Applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Administrative Officer, Commission for Agricultural Costs and Prices (CACP), Room No. 217, F wing, Shastri Bhawan, New Delhi-110001, within a period of 60 days from the date of publication of the advertisement in the Employment News.
4. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.
5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Contd.....2/


31/7/2026

6. The vacancy may kindly be given wide publicity in your Department/ Organization.

Yours faithfully,


(Mohit Kumar Jha)
Administrative Officer
Tel. No. 011-23384142
E-mail:- aocacp-dac@gov.in

Copy for necessary information to:-

- (i) Facilitation Centre, Department of Agriculture & Farmers Welfare.
- (ii) Guard File/Spare copies/ Notice Board of CACP & DA&FW.
- (iii) NIC, for uploading on official website of DA&FW.
- (iv) Hindi Section, with the request to translate the circular.
- (v) LDC (H) for uploading on official website of CACP

Annexure-I

1. Name of the post: Private Secretary, Commission for Agricultural Costs & Prices (CACP)

2. Number of posts: 02 (Two).

3. Classification of post: General Central Service, Group 'B', Gazetted, Ministerial

4. Pay Scale: Level-7 (Rs. 44900 to Rs. 142400) in the Pay Matrix of 7CPC

5. Age Limit: The maximum age limit for appointment by deputation shall be not exceeding 56 (fifty six) years, as on the closing date of receipt of applications.

6. Method of Recruitment: By deputation.

7. Eligibility : Officers holding the post of Stenographer under the Central Government:

(a) (i) holding analogous post on regular basis in the parent cadre or Department; OR

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-6 (Rs. 35400-112400) in the Pay Matrix or equivalent in the parent cadre or Department;

8. Place of posting:- Commission for Agricultural Costs and Prices, New Delhi.

Note-1:- The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on Deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-2:- 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 to exceed three years. The maximum age limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of applications.

Note-3:- The crucial date of determining eligibility will be the last date for receipt of the applications.

9. Duties and responsibilities attached to the post:

Taking dictation in shorthand and its transcription; fixing up appointments, attending telephone calls and to the visitors in a graceful manner; keeping an accurate list of engagements, meetings etc; keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fair copies of drafts D.O. letters to be signed by the officer.

ANNEXURE-II

Proforma for application for the post of Private Secretary, Commission for Agricultural Costs and Prices (CACP), Department of Agriculture & Farmers Welfare, on deputation basis

BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address(in Block Letters) and Contact No.	
2. Date of Birth (in Christian era)	
3.(i) Date of entry into service	
3. (ii) Date of retirement under Central/State Government 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 as mentioned in the advertisement/vacancy circular	Qualifications/ experience possessed by the officer
Essential	
A) Qualification Not applicable	A) Qualification
B) Experience:- Not applicable	B) Experience
Desirable	Desirable
Not applicable	
Note:- In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.	

7. 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 on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale/ Level in the Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important :** Pay Band and Grade Pay/ Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale/ Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/ Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay/ Level in the Pay Matrix drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent 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 deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11.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 Organization
- d) Government Undertaking
- e) Universities
- f) Others

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

13. 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

14. Total emoluments per month now drawn

Level in the Pay Matrix and Basic Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.	
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details) Total Emoluments
16.A Additional information , if any, relevant to the post you applied for 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)	
16. B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects	

(ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/ Re-employment Basis. #(Officers under Central/State Governments/Union Territory Administrations are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
#(The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

(Certificate by the Employer/ Cadre Controlling Authority)

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records and he/she fulfills eligibility criteria mentioned in the vacancy Circular/Advertisement. If selected, he/she will be relieved immediately.

2. 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) His/her CR Dossier in original is enclosed/Photocopies of the APARs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or alist of major/ minor penalty imposed on him/her during the last 10 years is enclosed. (as the case may be).

Place:

Date:

Countersigned

(Employer/ Cadre Controlling Authority with seal)