

PRESIDENT'S SECRETARIAT  
(Administration Section)

No.A-36011/13/16-Admn

27 June, 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.**

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).

2. 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 21.07.2017.
- (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.

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**3. General Information:**

(i) Candidates who fulfill the prescribed qualification, experience, age requirement and other eligibility conditions as on 21.07.2017 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.

4. 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 21<sup>st</sup> July, 2017.

5. **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)

