

PRESIDENT'S SECRETARIAT  
(Administration Section)

No.A-36011/13/16-Admn

17<sup>th</sup> July, 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.**

Reference Vacancy Circular of even number dated 27<sup>th</sup> June 2017.

2. 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).

3. 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 31.07.2017.
- (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.

