



**Veterinary Council of India**  
(Statutory body under Ministry of Agriculture, Govt. of India)  
'A' Wing, 2<sup>nd</sup> Floor, August Kranti Bhawan,  
Bhikaji Cama Place, New Delhi -110 066

No. 2-1/2016 (Secretary App)-VCI/4707-4843

Dated: 03/10/16

**VACANCY CIRCULAR**

Subject: Filling up the post of Secretary in the Pay Band PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 8700 (in 6<sup>th</sup> CPC scale) in the Veterinary Council of India, New Delhi on deputation basis.

Applications are invited from willing and eligible Indian nationals for filling up the post of Secretary in the Pay Band: PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 8700 (in 6<sup>th</sup> CPC scale) by appointment on deputation basis in the Veterinary Council of India, New Delhi, a statutory body set up by an Act of Parliament namely, the Indian Veterinary Council Act, 1984.

2. The eligibility criteria for appointment to the post on deputation basis are given at **ANNEXURE-I**. The pay and other conditions of appointment of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.

3. Application of only such candidates will be considered as are routed through proper channel and are accompanied with (i) bio-data (in duplicate) as per proforma enclosed at **ANNEXURE-II** (with passport sized photographs affixed thereon); (ii) CR dossier containing ACRs/APARs of at least previous five years up to 2015-16 or clear photocopies of ACRs/APARs of at least previous five years up to 2015-16 duly attested by a Group 'A' /Group 'A' level Officer of the Department/Organisation/Institution where working; (iii) cadre clearance/clearance from parent office/organisation; (iv) no-objection certificate from the present employer, if already on deputation; (v) Integrity Certificate; (vi) clearance from vigilance and disciplinary angle; (vii) statement giving details of major or minor penalties, if any, imposed on the applicant during the last 10 years and; (viii) a check list with certificate as per **ANNEXURE-III** duly signed with Office Seal by the authority forwarding the application that in the event of his/her selection, the candidate will be relieved immediately to join duties of the post.



4. Ministries/Department of Central/State Governments, Central/State Autonomous Institutions/ Universities/Colleges are requested to forward applications of willing and eligible employees duly complete in all respects as indicated at para 3 above to the **Assistant Secretary, Veterinary Council of India, 'A' Wing, 2<sup>nd</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066 so as to reach this Office by 5<sup>th</sup> December, 2016.** While forwarding the application attention may be paid to the requirements stated at para 3 above. Incomplete/unsigned applications/ applications not accompanied by requisite certificates/documents or received after the last date prescribed shall be summarily rejected.

5. The appointment of selected candidate shall be subject to the outcome of Civil Writ Petition No. 4415/2016 in the matter of Dr. Anup Bhaumik vs Veterinary Council of India and anr. pending in the High Court of Delhi.

  
(T.P. Singh)  
Assistant Secretary

To

- (i) Ministries/Departments of Government of India (as per list attached).
- (ii) The Director of Animal Husbandry and Veterinary Services, all States/UT's Governments.
- (iii) All Registrar, State/UT's Veterinary Universities.
- (iv) All Deans, Veterinary Colleges, All States/UT's.
- (v) All Registrars, State/UT's Veterinary Councils.
- (vi) The Director, IVRI, Izzatnagar, Bareilly, Uttar Pradesh.
- (vii) The Director, NDRI, Karanal, Haryana.

Copy to:

- (i) Section Officer, VCI for uploading the Circular in the VCI website immediately.
- (ii) Technical Director, NIC, Department of Animal Husbandry, Dairying and Fisheries with the request to upload the Circular in the Department's website appropriately for wide dissemination.

(T.P. Singh)  
Assistant Secretary

## ANNEXURE-I

ELIGIBILITY CRITERIA FOR APPOINTMENT ON DEPUTATION BASIS TO THE POST OF SECRETARY, VETERINARY COUNCIL OF INDIA, 'A' WING, 2<sup>ND</sup> FLOOR, AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, NEW DELHI-110066

---

1. Name of : Secretary, Veterinary Council of India  
the Post
2. Scale of : PB-4: Rs. 37400-67000 with Grade Pay of Rs. 8700  
Pay/Pay : in 6<sup>th</sup> CPC scale (likely to be revised as per 7<sup>th</sup> CPC).  
Band &  
Grade Pay
3. Eligibility : Officers of the Central/State Governments/  
Central/State Research Institutions/ Statutory or  
Autonomous bodies/ Faculty members of  
Central/State Government Universities/ Colleges:

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

or

(ii) with 5 years' service in the Grade rendered  
after appointment thereto on regular basis in  
Pay Band: PB-3 (Rs. 15600-39000) with Grade  
Pay of Rs. 7600 (in 6<sup>th</sup> CPC scale) or equivalent  
in the parent cadre/organisation;

and

(b) possessing the following educational  
qualification and experience:

### **Essential:**

4. A recognized Veterinary Qualification  
obtained from a recognized Veterinary  
College and included in First Schedule to  
Indian Veterinary Council Act, 1984.
5. Ph.D. in any branch of Veterinary Science.
6. Ten years' experience in teaching/  
research/extension education and  
Administration (excluding the period in  
obtaining Ph. D. degree subject to  
maximum of 3 years).



**Desirable:**

Teaching experience of both degree and postgraduate education, academic attainment in educational planning, monitoring, knowledge of examinations and education systems, maintenance, monitoring and furtherance of standards of education related to Veterinary education, research and extension education.

**Note 1:** Qualification and experience are relaxable at the discretion of the Veterinary Council of India/competent Authority in case of candidates otherwise well qualified.

**Note 2:** For the purpose of determining eligibility only the Pay Scale/Pay Band and Grade Pay of the post held on regular basis shall be considered. Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and shall not be considered.

4. Age limit : Not exceeding 56 years on the last date prescribed for receipt of applications.
5. Period of deputation : The period of deputation including in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department shall ordinarily not to exceed 3 years. The deputation period is initially for one year and extendable upto maximum of three (3) years as stipulated above.



**ANNEXURE-II**

**BIO DATA**

1.	Name & address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/State Government rules	
4.	Date of entry into service	
5.	Educational Qualifications	
6.	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 applicant
	Essential	Essential
	(A) Qualifications	(A) Qualifications
	(B) Experience	(B) Experience
	Desirable	Desirable
	(A) Qualifications	(A) Qualifications
	(B) Experience	(B) Experience
6.1	In the case of Degree and Post Graduate Degree Elective / Main subjects and subsidiary subjects may be indicated.	
7.	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	
8.	Details of employment in chronological order. Please 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 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 granted under ACP/MACP 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 Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

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

9.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
10.	In case the present employment is held on deputation/contract basis, please state			
	a) The date of initial appointment	b) Period of appointment on 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 organization.
	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.			

	Note: Information under Column 10 (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.		
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
12.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>		
13.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
14.	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		
15.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay (as per 6 <sup>th</sup> CPC)	Total Emoluments
16.	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

17.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
18.	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(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.</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
19.	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 \_\_\_\_\_

Dated:





### **ANNEXURE-III**

CHECK LIST/CERTIFICATE TO BE FILLED AND SIGNED BY THE AUTHORITY FORWARDING THE APPLICATION FOR APPOINTMENT ON DEPUTATION BASIS TO THE POST OF SECRETARY, VETERINARY COUNCIL OF INDIA, 'A' WING, 2<sup>ND</sup> FLOOR, AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, NEW DELHI-110066

---

- (i) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (ii) Certified that no disciplinary proceedings/vigilance case is either pending or contemplated against the applicant.
- (iii) Certified that no criminal case is pending against the applicant.
- (iv) Integrity is certified.
- (v) List of penalties awarded, if any, during the last 10 years attached.
- (vi) CR dossier of the applicant containing ACRs/APARs of at least previous five years up to 2015-16 or clear photocopies of ACRs/APARs of at least previous five years up to 2015-16 duly attested by a Group 'A' /Group 'A' level Officer of the Department/Organisation/Institution is attached.
- (vii) Certified that that in the event of selection, the applicant will be relieved immediately to join duties of the post of Secretary, VCI.

Signature\_\_\_\_\_

Name & designation  
of the employer or cadre controlling officer with seal  
and telephone number (with STD code),  
Mobile Number, E-mail address

