

Coconut Development Board
(Ministry of Agriculture & Farmers Welfare, Govt. of India)

**Advertisement for the post of Chief Executive Officer (CEO) in
Coconut Development Board, Kochi**

Applications are invited from eligible candidates for filling up one vacant post of **Chief Executive Officer (CEO)** in Level-14 of pay matrix (Rs.1,44,200- Rs. 2,18,200/-) on deputation basis in Coconut Development Board (CDB), Kochi, Kerala, an autonomous organization under the Department of Agriculture and Farmers' Welfare, Ministry of Agriculture and Farmers' Welfare, Government of India.

2. The eligibility criteria for the said post is as follows:-
Officers of the Central Government or State Governments or Union Territories or recognized Research Institutions or Agriculture Universities or Public Sector Undertakings:-

(a) Holding regular post not below the rank of Joint Secretary to the Government of India,

or

(b) holding a regular post in the Level-14 (Rs.1,44,200-Rs. 2,18,200) in the pay matrix or equivalent and possessing educational qualifications and experience as under:-

(i) Doctorate in Horticulture or Life Sciences from a recognised University with atleast fifteen years' experience in horticulture development or research or production or extension including five years' experience in the field of coconut development; or

(ii) Master's degree in Management with atleast twenty years managerial experience including ten years in horticulture development of which five years' experience should be in the field of coconut development.

3. The period of deputation shall ordinarily not exceed five years or till the candidate attains the age of sixty years, whichever is earlier. Further, period of deputation will include period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization.

4. Duly filled-in Application (three copies) in the given proforma in respect of those eligible candidates, who could be spared in the event of selection, along with attested photocopies of APAR of preceding five years and upto the year 2020-21 (attestation is to be done by an officer not below the rank of Under Secretary to the Government of India) along with all supporting documents related to educational qualification **should reach** the Under Secretary(MIDH), Horticulture Division, Room No.339, 'B' Wing, 3rd Floor, Department of Agriculture and Farmers' Welfare, Ministry of Agriculture and Farmers' Welfare, Krishi Bhawan, Dr.Rajendra Prasad Road, New Delhi-110001, **within 60 days** from the date of publication of this advertisement in the Employment News. Application of those candidates will be considered whose applications have been received through proper channel only. Advance copy of the application will not be entertained. **It is requested to submit application in typed format (Font-Arial and size-11) as per given proforma only as published in the advertisement.** Soft copy of application along with all relevant documents (**in single PDF file**) may also be e-mailed within prescribed time limit at **ushorticulture-agri@gov.in**.

5. Applications received after due date or found incomplete or found not in format as prescribed, will not be considered and shall be rejected summarily.

SECRETARY
COCONUT DEVELOPMENT BOARD

Bio-Data

Affix
passport
size colour
photograph

1. Name and address (in Block letters):
2. Date of Birth (DD/MM/YYYY):
3. Name, Service and address of the Parent Organization:
4. Nature of Parent Organization:
(Central Govt/State Govt/ UTs/recognized Research Institution/Agriculture University/ PSU)
5. Date of superannuation under Parent Organization;
6. Details of Educational Qualifications from Master's degree onwards:

Sl. No.	Master/ Doctorate Degree obtained	Year of passing Degree/ Diploma	University/ Institution	Subject	Subject of specialization

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:-

8. Details of employment, in chronological order (from latest one to older):

Name of post held	Name of Employer and its communication address	From	To	Scale of pay Level as per 7 th CPC (If not revised, then please provide existing pay scale)	Nature of appointment (ad-hoc, temporary, quasi-permanent, permanent, regular, deputation)	Whether appointment through UPSC /State PSC or other wise	Nature of duty performed (in brief)

9. In case the present employment is held on deputation/ contract basis, please state:

- (i) The date of initial appointment to such post:
- (ii) Prescribed Tenure of appointment on such post:
- (iii) Deputation Tenure completed on such post as on last date of submission of this application:
- (iv) Name of the present Office/ Organization and its communication address:

10. Name and scale of pay of the post held in substantive capacity in the Parent Organization:-
11. Are you in the revised scale of pay after 7th Central Pay Commission? (Yes/No)
 - (i) If yes, give the date from which the revision took place and also indicate Level of Pay.
 - (ii) If No, then please indicate the present pay scale:
12. Additional information, if any, which you would like to mention in support of your suitability for the post.

Date:

Place:

Address:

(Signature of the candidate)

Name of the Candidate:

Mobile No(s):

e-mail Id(s):

Certificate to be furnished by the Employer/ Head of the Office/ Forwarding Authority

Certified that the particulars furnished by Shri/ Smt/ Ms.
 in the application form are correct as per his/ her service records and he/ she possesses the required educational qualifications and experience mentioned in the vacancy circular. Further, in case of selection of the officer, he/she will be relieved immediately to join the post of Chief Executive Officer in Coconut Development Board.

2. Also certified that:
 - (i) There is no vigilance/ disciplinary case is/ are pending/ contemplated against the Officer.
 - (ii) Integrity of the Officer is beyond doubt.
 - (iii) No major/minor penalties have been imposed on the Officer during the last 10 years **or** a list of major / minor penalties imposed on the Officer during the last 10 years is enclosed.
3. Further, attested copies of APARs for proceeding five years and till 2020-21 (duly attested on each page by an officer not be low the rank of Under Secretary to the Government of India) are enclosed.

Date:

Place:

Signature:

Name:

Designation:

(Office Seal)

Coconut Development Board

(Ministry of Agriculture & Farmers Welfare, Govt. of India)
Advertisement for the post of Chief Executive Officer (CEO)
in Coconut Development Board, Kochi

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5. Applications received after due date or found incomplete or found not in format as prescribed, will not be considered and shall be rejected summarily.

Secretary
Coconut Development Board

Bio-Data

- Name and address (in Block letters):
- Date of Birth (DD/MM/YYYY):
- Name, Service and address of the Parent Organization:
- Nature of Parent Organization:
(Central Govt/State Govt/UTs/Recognized Research Institution/Agriculture University/PSU)
- Date of superannuation under Parent Organization:
- Details of Educational Qualifications from Master's degree onwards:

Sl. No.	Master/ Doctorate Degree obtained	Year of passing Degree/Diploma	University/Institution	Subject	Subject of speciali- zation

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 - Prescribed Tenure of appointment on such post:
 - Deputation Tenure completed on such post as on last date of submission of this application:
 - Name of the present Office/Organization and its communication address:
- Name and scale of pay of the post held in substantive capacity in the Parent Organization:-
- Are you in the revised scale of pay after 7th Central Pay Commission? (Yes/No)
 - If yes, give the date from which the revision took place and also indicate Level of Pay.
 - If No, then please indicate the present pay scale:-
- Additional information, if any, which you would like to mention in support of your suitability for the post.

Date:..... (Signature of the candidate):

Place: Name of the Candidate:.....

Address: Mobile No (s):.....

E-mail Id (s):.....

Certificate to be furnished by the Employer/ Head of the Office/
Forwarding Authority