

# Coconut Development Board

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

Advertisement for the post of Secretary, Coconut Development Board on deputation basis

Applications are invited for filling up one post of **Secretary** in Coconut Development Board, Kochi, Kerala, a statutory body under the Department of Agriculture and Farmers Welfare (anticipated to fall vacant with effect from 27.03.2025) in Level-11 (Rs. 67,700-2,08,700) of the pay matrix on deputation basis from amongst officers holding posts in Level-10 (Rs. 56,100-1,77,500) of the pay matrix or equivalent with 4 years' service as such or holding posts in Level-7 (Rs. 44,900-1,42,400) of the pay matrix or equivalent with 6 years' service as such under the Central/State Governments/Public Sector Undertakings/Commercial Organizations and possessing the following qualifications:-

**Essential:** (i) Degree in Arts, Science or Commerce from a recognized University.  
(ii) Not less than 4 years' service in a senior responsible assignment comparable to Group 'A' Junior scale posts/not less than 6 years' service in a responsible assignment comparable to Group 'B' Gazetted posts in Government of India with experience in administration of personnel, preparation of budget reports and documents, conducting meetings and liaison work in Government Offices, Public Sector Undertakings or Commercial Organizations

**Desirable:** (i) Degree in Law from a recognized University or Certificate in Company Secretary's Examination.

(ii) Experience of working in supervisory capacity in a Public Sector Undertaking under the Central Government or the State Government.

2. The period of deputation shall ordinarily not exceed 3 years.

3. The officer selected on deputation basis will have the option to draw his basic pay in the parent cadre plus deputation (duty) allowance thereon or to have his pay fixed in the scale of the post in accordance with DoPT's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. Further, there shall be a mandatory 'cooling off period of 3 years after completion of previous deputation. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

4. Duty 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 2023-24 (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 qualifications should be reached to the Under Secretary (MIDH), MIDH 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 45 days from the date of publication of this advertisement in the Employment News. Application of those candidates will be considered whose application has 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](mailto: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

- Name and address of the applicant (in Block letters);
- Date of Birth (DD/MM/YYYY);
- Name and Address of parent organization;
- Nature of Parent Organization:  
(Central/State Governments/Public Sector Undertakings/  
Commercial Organizations)

Affix  
passport size  
colour  
photograph

5. Date of superannuation under Parent Organization:  
6. Details of Educational Qualifications from Graduation degree onwards:

Sl. No.	Degree Obtained (Graduation onwards)	Year of passing Degree	University/ Institution	Subject

7. Please state whether you meet the criteria 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 7th CPC (If not revised, then please provide existing pay scale)	Nature of appointment (ad-hoc, temporary, quasi-permanent, permanent, regular, deputation, etc.)	Whether appointed through UPSC/ State PSC or otherwise	Nature of duty performed (in brief)

9. In case the present employment is held on DEPUTATION BASIS, please state:  
(i) The date of initial appointment to such post(s);  
(ii) Prescribed Tenure of appointment on such post(s);  
(iii) Deputation Tenure already completed on such post(s) as on last date of submission of application for the post of Secretary in CDB;  
(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 : .....

Complete Postal Address:

(Signature of the candidate)

Name of the Candidate:

Contact 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 .....  
Designation ..... in the above 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.

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 as Annexure to this application.

3. Further, attested copies of APARs for preceding five years and till 2023-24 (duly attested on each page by an officer not below the rank of Under Secretary to the Government of India) are enclosed with this application.

4. Further, in case of selection of the officer, he/she will be relieved immediately to join the post of Secretary in Coconut Development Board.

Date : .....

Signature of the certifying authority:

Place : .....

Name : .....

Complete postal address: .....

Designation: .....

(Office Seal)

Contact No. : .....

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

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