



राष्ट्रीय बागवानी बोर्ड  
National Horticulture Board

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National Horticulture Board  
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार  
Ministry of Agriculture & Farmers Welfare, Government of India  
प्लॉट सं. 85-इंस्टी

न्यूशनल एरिया-(हरियाणा)गुरुग्राम ,18-रसेक्ट , 122015  
Plot No. 85, Institutional Area, Sector-18, Gurugram (Haryana) – 122015  
Tele: 0124-2342992  
Email: md@nhb.gov.in  
वेबसाइट/Website : [www.nhb.gov.in](http://www.nhb.gov.in)

The National Horticulture Board (NHB) invites applications for filling up the post of Joint Director (F&A) on deputation basis. The eligibility criteria and educational qualifications etc. for the post are as under :

Pay Band and Grade Pay/Pay Scale	Pay Level-11 (Rs. 67700-208700) of the 7 <sup>th</sup> CPC Pay matrix (Pre revised PB-3 of Rs. ₹ 15600-39100 with Grade Pay of Rs. 6600).
Eligibility and Experience	<p>Officers of Central/State Govt./Union Territories/recognized Research Institutions/ Agricultural Universities/ PSUs/ Semi-Govt. or autonomous or Statutory Organisations –</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/Department or (ii) with 5 years experience in related field in the Grade rendered after appointment thereto on a regular basis in the posts in the Pay Band-2, Rs 9300-34800 with Grade Pay of Rs 5400 or equivalent in the parent cadre/department and possessing following educational qualifications :-</p> <p>CA/ M.Sc. in Statistics/ MA in Economics/ Commerce, or Master in Business Administration (Finance) from a recognized University</p> <p>Accounts Officer of NHB with seven years service in PB-2 in grade pay Rs 4600 shall also be considered alongwith outsiders and if he/she is selected for appointment to the post it shall be treated as having been filled by promotion otherwise the post shall be filled by Deputation (ISTC).</p> <p><b>Note 1 :</b> Period of deputation including the period of deputation in another post held immediately preceding this appointment</p>

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	<p>in the same or some other organization or Department of the Central / State Governments / Union Territories shall ordinarily not exceed five years.</p> <p><b>Note 2 :</b> For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01/01/2006 (the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the Pay Commission.</p>
Age	The maximum age limit for appointment by deputation shall not exceeding 58 years "as on the closing date of receipt of applications".

Period and other term & conditions of deputation shall be for three years extendable by a further period of two years as per DoPT O.M No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010. If an officer is already holding the deputation post at the time of his selection to this post on deputation basis, then his tenure will be fixed as per note 1 above.

The last date of receipt of applications complete in all respect is 04.12.2023

A copy of application format is at Annexure-I. The information to be filled by the Cadre Controlling Authority is at Annexure-II.

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 (attestation is to be done by an officer not below the rank of Under Secretary to the Government of India) alongwith all supporting documents related to education qualification should be reached to the Managing Director, National Horticulture Board, Plot No. 85, Sector 18, Institutional Area, Gurugram-122015 (Haryana) within 30 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. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **It is requested to submit application in typed format (Font-Arial and size-11) as per given proforma only as published in the advertisement.** Further, a single PDF file of duly filled in application along with all relevant documents may also be emailed within prescribed time limit at [jd.pers.nhb@gov.in](mailto:jd.pers.nhb@gov.in)

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

**National Horticulture Board reserves the right to withdraw the vacancy circulated at any time without assigning any reasons.**



**Annexure-I****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/PSUs/  
Semi-Govt./Autonomous/Statutory Organizations)*

5. Date of Joining Service:
6. Date of superannuation under Parent Organization:
7. Details of Educational Qualifications from Bachelor's degree onwards:

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

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:-
9. 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 <sup>th</sup> 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 otherwise	Nature of duty performed (in brief)

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10. In case the present employment is held on deputation basis, please state:

- The date of initial appointment to such post:
- 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:

11. Name and scale of pay of the post held in substantive capacity in the Parent Organization:-

12. Are you in the revised scale of pay after 7<sup>th</sup> 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:

13. Details of Training (s) undergone:

14. 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/Cadre Controlling Authority**

Certified that the particulars furnished by Shri/Smt /Ms ..... ,  
Designation ..... 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 Joint Director (F&A) in National Horticulture 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 (duly attested on each page  
by an officer not below the rank of Under Secretary to the Government of India) are enclosed.

Date:

Signature:

Place:

Name:

Designation and Office Seal:

Telephone no:

e-mail Id: