

No. 4-3/2024-25-Admn.CACP.
Government of India
Commission for Agricultural Cost & Prices
(Department of Agriculture & Farmers Welfare)

Room No. 217, F-Wing,
2nd Floor, Shastri Bhawan, New Delhi


Dated 24th May, 2024.

OFFICE MEMORANDUM

Subject : Amendment in Recruitment Rules for the post of Private Secretary in Commission for Agricultural Costs and Prices (CACP) – regarding.

The draft Recruitment Rules for the post of Private Secretary in Commission for Agricultural Costs and Prices (CACP) are uploaded with the request that comments, if any, from all the stakeholders on these may be sent to Administrative Officer, CACP, DA&FW/email id: aocacp-dac@gov.in within 30 days from the date of uploading of this OM.

Encl. : As above.


(Pardeep Kumar)
Administrative Officer
Tele. No.23384142

To

All concerned Stakeholders

Copy to :

1. Member Secretary, Commission for Agricultural Costs and Prices (CACP), Krishi Bhawan, New Delhi.
2. Under Secretary, E&S (Estt.) Section, DA&FW, Room No.342, Krishi Bhawan, New Delhi.
3. Shri Hemant, LDC with the request to upload the above OM along with draft RRs for the post of Private Secretary in Commission for Agricultural Costs and Prices (CACP), DA&FW, Shastri Bhawan, New Delhi.

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the Post : **Private Secretary**
 (b) Name of the Ministry/Deptt. : Commission for Agricultural Costs & Prices,
 Ministry of Agriculture & Farmers' Welfare,
 Department of Agriculture & Farmers' Welfare.

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. : -

3. Date of notification of the original rules and Subsequent amendments (copy of the original Rules & subsequent amendments should be enclosed, duly flagged and reference : 24th April, 2017 (attached)

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
Column No.(10) Method of recruitment	33.33% by Promotion – failing which by deputation, and; 66.67% by direct recruitment	33.33% by promotion failing which by deputation <u>failing</u> both by <u>direct recruitment</u> , and; 66.67% by direct recruitment	Vacant posts of Private Secretary in Commission for Agricultural Costs and Prices (CACP) could not be filled up after repeated attempts by circulation of vacancies as per existing RRS. DoPT already advised for suitable amendment in RRs.
Column No.(7) – Educational and other qualifications required for direct recruits	Essential: (i) Bachelor's Degree from a recognized University or Institute. (ii) Dictation: 10 minutes @ 100 words per minute (iii) Transcription: 40 minutes (English) 55 minutes (Hindi) only on Computers Note: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.	Essential: (i) Bachelor's Degree from a recognized University or Institute. (ii) Dictation: 10 minutes @ 100 words per minute (iii) Transcription: 40 minutes (English) 55 minutes (Hindi) only on Computers Note: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.	Earlier, while filling up a vacancy of Private Secretary in CACP on DR basis, UPSC sought for the clarification on point (ii) & (iii) of Essential Qualification as to whether 10 minutes dictation @100 words per minute is to be given separately for Hindi and English or only 05 minutes dictation for Hindi and 05 minutes dictation for English is to be given. This needs to be cleared in RRs that "10 minutes @ 100 words per minute either in Hindi or English." Transcription test may be taken in either Hindi or English.

Column No.(12) – if DPC exists, what is the composition	Group 'B' Departmental Promotion Committee (for considering promotion):	Group 'B' Departmental Promotion Committee (for considering promotion):	
	<p>1. Member Secretary, Commission for Agricultural Costs and Prices – Chairman</p> <p>2. Senior most Director or Joint Director, In-charge of Administration in the Commission for Agricultural Costs and Prices – Member</p> <p>3. Under Secretary (Economic Administration), Department of Agriculture, Cooperation and Farmers Welfare – Member</p> <p>4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices – Member</p>	<p>1. Member Secretary, Commission for Agricultural Costs and Prices – Chairman</p> <p>2. Senior most Director or Joint Director in the Commission for Agricultural Costs and Prices – Member</p> <p>3. Under Secretary, E&S (Estt.) Section, Department of Agriculture and Farmers Welfare – Member</p> <p>4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices – Member</p>	<p>1. –</p> <p>2. No separate Director or Joint Director is In-charge of Administration in CACP.</p> <p>3. After merger of and integration of Directorate of Economics & Statistics (DES) with Department (Proper) and creation of E&S Division and also abolition of Economic Administration. Now, E&S (Estt.) Section of DA&FW is the Ministry's controlling section for CACP.</p> <p>4. –</p>
	<p>Group 'B' Departmental Confirmation Committee (for considering conf):</p>	<p>Group 'B' Departmental Confirmation Committee (for considering conf):</p>	
	<p>1. Member Secretary, Commission for Agricultural Costs and Prices – Chairman</p> <p>2. Senior most Director or Joint Director, In-charge of Administration in the Commission for Agricultural Costs and Prices – Member</p> <p>3. Under Secretary (Economic Administration), Department of Agriculture, Cooperation and Farmers Welfare – Member</p>	<p>1. Member Secretary, Commission for Agricultural Costs and Prices – Chairman</p> <p>2. Senior most Director or Joint Director in the Commission for Agricultural Costs and Prices – Member</p> <p>3. Under Secretary, E&S (Estt.) Section, Department of Agriculture and Farmers Welfare – Member</p>	<p>1. –</p> <p>2. No separate Director or Joint Director is In-charge of Administration in CACP.</p> <p>3. After merger of and integration of Directorate of Economics & Statistics (DES) with Department (Proper) and creation of E&S Division and also abolition of Economic</p>

			Administration. Now, E&S (Estt.) Section of DA&FW is the Ministry's controlling section for CACP.
	4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices – Member	4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices – Member	4. -

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals
Telephone No. _____

Place : New Delhi.
Date :

	जाएगा परन्तु यह तब जब कि उसके द्वारा की गयी ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।
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(12)	(13)
समूह "ख" विभागीय प्रोन्नति समिति (प्रोन्नति पर विचार करने के लिए):	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।
1. सदस्य सचिव, कृषि लागत एवं मूल्य आयोग - अध्यक्ष	
2. वरिष्ठतम निदेशक या संयुक्त निदेशक, कृषि लागत एवं मूल्य आयोग में प्रशासन के प्रभारी - सदस्य	
3. उप सचिव या अवर सचिव (आर्थिक प्रशासन), कृषि, सहकारिता एवं किसान कल्याण विभाग - सदस्य	
4. उप निदेशक (प्रशासन)/प्रशासनिक अधिकारी, कृषि लागत एवं मूल्य आयोग - सदस्य	

[फा. सं. ए-12018/4/2013-ईए]

अभिजीत चक्रवर्ती, अवर सचिव

New Delhi, the 24th April, 2017

G.S.R.165.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Agriculture and Farmers Welfare, (Department of Agriculture, Cooperation and Farmers Welfare, Commission for Agricultural Costs and Prices), Stenographer Grade-I, Private Secretary and Senior Private Secretary Group 'B', Recruitment Rules, 2015, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, regulating the method of recruitment to the posts of Stenographer Grade-I, Private Secretary and Senior Private Secretary Group 'B', in the Commission for Agricultural Costs and Prices in the Department of Agriculture, Cooperation and Farmers Welfare of the Ministry of Agriculture and Farmers Welfare, namely:-

1. **Short title and commencement.**—(1) These rules may be called the Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, Commission for Agricultural Costs and Prices, Stenographer Grade-I, Private Secretary and Senior Private Secretary Group 'B', Recruitment Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and level in pay matrix.**—The number of posts, its classification and level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications, etc.**—The method of recruitment, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualification.**—No person,-

- who has entered into or contracted a marriage with person having a spouse living; or
- who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.—Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of post	Classification.	Level in the Pay Matrix	Whether Selection or Non-Selection post.
(1)	(2)	(3)	(4)	(5)
1. Steno-grapher Grade-I.	04*(2017) * Subject to variation dependent on workload.	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Level 6 (Rs.35400-112400)	Not applicable.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of Probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(6)	(7)	(8)	(9)	(10)
Not exceeding 30 years Note 1 : Relaxable for Government servants upto five years' in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Essential: (i) 12 th class pass from a recognised Board or University. (ii) Dictation: 10 minutes @ 100 words per minute (iii) Transcription: 40 minutes (English) or 55 minutes (Hindi) only on Computer Note: Qualifications are relaxable at the discretion of the Staff Selection Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.	No	Two years for direct recruits.	25% by Composite method (deputation or promotion), and 75% by direct recruitment.

In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.
(11)
Composite method (deputation or promotion)
Deputation:
Officers holding Stenographer posts under the Central Government:-
(A) (I) holding analogous posts on regular basis in the parent Cadre or Department;
OR
(II) with 10 years' service in the grade rendered after appointment thereto on a regular basis in level 4 (Rs.25500-81100) in the pay matrix or equivalent in the parent cadre or Department.
Note 1: The Departmental Stenographer Grade-II in level 4 (Rs.25500-81100) in the pay matrix with 10 years' regular service in the grade will be considered alongwith outsiders if the departmental candidate is selected for appointment to the post, it shall be treated as having filled by promotion.
Note 2: The departmental officer in the feeder category who is in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
Note 3: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(12)	(13)
Group 'B' Departmental Confirmation Committee (for confirmation of direct recruits) :	Consultation with Union Public Service Commission is necessary while filling the post by composite method.
1. Member Secretary, Commission for Agricultural Costs and Prices – Chairman	
2. Senior most Director or Joint Director, In-charge of Administration in the Commission for Agricultural Costs and Prices – Member	
3. Under Secretary (Economic Administration), Department of Agriculture, Cooperation and Farmers Welfare –Member	
4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices –Member	

(1)	(2)	(3)	(4)	(5)
Private Secretary	06* *(2017) Subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Ministerial.	Level 7 (Rs.44900-142400)	Selection.

(6)	(7)	(8)	(9)	(10)
Not exceeding 30 years.	Essential:	Not Applicable.	Two years for direct recruits.	33.33% by Promotion failing which by deputation and
Note 1 : Relaxable for Government servants	(i) Bachelor's Degree from a recognised			

<p>upto five years' in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	<p>University or Institute.</p> <p>(ii) Dictation: 10 minutes @ 100 words per minute</p> <p>(iii) Transcription: 40 minutes (English) 55 minutes (Hindi) only on Computers</p> <p>Note: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p>			<p>66.67% by direct recruitment.</p>
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(11)

Promotion:

Stenographer Grade-I in level 6 (Rs.35400-112400) in the pay matrix with five years regular service in the grade.

Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation:

Officers holding the post of Stenographer under the Central Government:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; OR
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level 6 (Rs.35400-112400) in the pay matrix or equivalent in the parent cadre or department;

Note 1: The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on Deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for considering promotion) :</p> <ol style="list-style-type: none"> 1. Member Secretary, Commission for Agricultural Costs and Prices – Chairman 2. Senior most Director or Joint Director, In-charge of Administration in the Commission for Agricultural Costs and Prices – Member 3. Under Secretary (Economic Administration), Department of Agriculture, Cooperation and Farmers Welfare – Member 4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices – Member <p>Group 'B' Departmental Confirmation Committee (for considering confirmation):</p> <ol style="list-style-type: none"> 1. Member Secretary, Commission for Agricultural Costs and Prices – Chairman 2. Senior most Director or Joint Director, In-charge of Administration in the Commission for Agricultural Costs and Prices – Member 3. Under Secretary (Economic Administration), Department of Agriculture, Cooperation and Farmers Welfare – Member 4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices – Member 	<p>Consultation with Union Public Service Commission necessary while making direct recruitment.</p>

(1)	(2)	(3)	(4)	(5)
3. Senior Private Secretary.	01*(2017) * Subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Non-Ministerial.	Level 8 (Rs.47600-151100)	Selection.

(6)	(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	Not applicable.	By Promotion.

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.
(11)
Promotion:
Private Secretary in level 7 (Rs.44900-142400) in the pay matrix with two years regular service in the grade.
Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.

(12)	(13)
Group 'B' Departmental Promotion Committee (for consideration promotion):	
1. Member Secretary, Commission for Agricultural Costs and Prices — Chairman	Consultation with Union Public Service Commission not necessary.
2. Senior most Director or Joint Director, Commission for Agricultural Costs and Prices — Member	
3. Deputy Secretary or Under Secretary (Economic Administration), Department of Agriculture, Cooperation and Farmers Welfare — Member	
4. Deputy Director (Administration) or Administrative Officer, Commission for Agricultural Costs and Prices — Member	

[F. No. A-12018/4/2013-EA]

ABHJIT CHAKRABORTY, Under Secy.

नई दिल्ली, 24 अप्रैल, 2017

सा.का.नि. 166.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और कृषि मंत्रालय, कृषि और सहकारिता विभाग, आर्थिक और सांख्यिकी निदेशालय, तकनीकी सहायक (आर्थिक) समूह 'ख' भर्ती नियम, 2014, उन बातों के सिवाय अधिक्रान्त करते हुए जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है या किए जाने का लोप किया गया है, कृषि एवं किसान कल्याण मंत्रालय के कृषि, सहकारिता एवं किसान कल्याण विभाग, आर्थिक और सांख्यिकी निदेशालय में तकनीकी सहायक (आर्थिक) के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं अर्थात:

1. संक्षिप्त नाम और प्रारम्भ.—(1) इन नियमों का नाम कृषि एवं किसान कल्याण मंत्रालय, कृषि, सहकारिता एवं किसान कल्याण विभाग, आर्थिक और सांख्यिकी निदेशालय, तकनीकी सहायक (आर्थिक), भर्ती नियम, 2017 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. पद संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर.—उक्त पदों की संख्या, उनका वर्गीकरण और वेतन मैट्रिक्स में स्तर वे होंगे, जो इन नियमों से उपाबद्ध अनुसूची के स्तम्भ (2) से स्तम्भ (4) में विनिर्दिष्ट हैं।

3. भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि.—भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी, जो उक्त अनुसूची के स्तम्भ (5) से (13) में विनिर्दिष्ट हैं।

4. निरर्हता:—वह व्यक्ति-

(क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है, या विवाह की संविदा की है,

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है, या विवाह की संविदा की है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा: