



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, Govt. Of India

85, इंस्टीट्यूशनल एरिया, सेक्टर-18, गुरुग्राम-122015

Plot No. 85, Sector-18, Institutional Area, Gurugram-122015

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आजादी का  
अमृत महोत्सव

The National Horticulture Board (NHB) intends to fill up the posts of Senior Administrative Officer, Junior Translation Officer and Personal Executive on deputation basis. The eligibility criteria and educational qualifications for the posts are as under:-

Sr. No.	Name of the Post	Number of vacancies	Pay Level/Pay Matrix	Eligibility criteria
1	Senior Administrative Officer	01	Level-7 of Pay Matrix 44900-142400/- of 7 <sup>th</sup> CPC	<p>Officers of Central/State Govt./Union Territories/recognized Research Institutions/Agricultural Universities/PSUs/Semi-Govt. or Autonomous or Statutory Organization-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/Department or (ii) with 5 years' service in the Pay Band 2, Rs. 9300-34800 in Grade Pay of Rs. 4200/- OR</p> <p>(b) 11 years' service in the GP of Rs. 2800 or 15 years' service in the GP of Rs. 2400 or equivalent in the parent cadre/department and possessing following educational qualifications:- Graduate in any discipline from a recognized university</p> <p><b>Note 1:</b> Period of deputation including period of deputation in another post held immediately preceding this appointment in the same or some other organization or Department of the Central/State Governments/ Union Territories shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years "as on the closing date of receipt of applications".</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>
2.	Junior Translation Officer	01	Level-6 of Pay Matrix	Officers of Central/State Govt./Union Territories/recognized Research Institutions/Agricultural Universities/PSUs/Semi-Govt. or Autonomous or

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			35400-112400/- of 7 <sup>th</sup> CPC	<p>Statutory Organization-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/Department or</p> <p>(ii) having six years' regular service in the Grade Pay of Rs. 2800 or 10 years regular service in the Grade Pay of Rs. 2400 and having following educational qualifications:  Master's degree of a recognized university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized university in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level OR Master's degree of a recognized university in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level AND Recognized Diploma or Certificate Course from Hindi to English &amp; vice versa</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years "as on the closing date of receipt of applications".</p>
3.	Personal Executive	03*	Level-4 of Pay Matrix 25500-81100/- of 7 <sup>th</sup> CPC	<p>Officers of Central/State Govt./Union Territories/recognized Research Institutions/Agricultural Universities/PSUs/Semi-Govt. or Autonomous or Statutory Organization-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/Department OR Graduate in any discipline with 8 years' regular service in the PB-1, Rs. 5200-20200 in Grade Pay of Rs. 1900 or 5 years regular service in the Grade Pay or Rs. 2400 and having speed of 80 wpm in shorthand and 40 wpm in English or in Hindi.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years "as on the closing date of receipt of applications".</p>

\*Number of vacancies may decrease/increase at the time of final decision.

## 2. Period and other Terms & Conditions of deputation:

The initial period of deputation shall be for three years extendable by a further of two years as per Department of Personnel & Training O.M. No. 6/8/2009-Estt. (pay-II) dated 17.06.2010. The maximum age of applicants for deputation should be below as mentioned above for each post as on the closing date of receipt of applications.

Last date of receipt of application complete in all respects is <sup>02</sup>2./03/.2026



3. **Documents to be forwarded along with application:**

Eligible and willing candidate may apply through proper channel as per the prescribed format (**Annexure-1**). Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately in the event of their selection. The application of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- I. Vigilance Clearance/integrity Certificate (Item No. 4 of **Annexure - II**)
- II. Photocopies of the ACRs/APARs for the last five (05) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (Item No. 5 of **Annexure-II**).

While forwarding the application, it may also be certified by the cadre controlling authority that the particulars furnished by the applicant have been verified from his service records and found to be correct (Item No. 6 of **Annexure - II**).

It is, therefore, requested that the application in respect of suitable and eligible officers, including documents listed as above may be forwarded to **the Managing Director, National Horticulture Board, Plot No. 85, Institutional Area, Sector - 18, Gurugram - 122015 (Haryana)**. The last date for receipt of applications complete in all respects is 30 days from the publication in Employment News. Candidates who apply for the post will not be allowed withdraw their candidature subsequently.

Applications received after the last date or otherwise found incomplete shall not be entertained. National Horticulture Board reserves the right to withdraw or decrease/ increase the vacancy circulated at any time without assigning any reasons.

**Managing Director**



## Application Format

1	Name			
2	Date of Birth			
3	Present Post			
4	Date from which the present post is held			
5	Present place of posting			
6	Service and Batch			
7	Parent cadre			
8	Date of joining Service			
9	Pay Band of the Present Post			
10	Basic pay drawn			
11	Grade Pay/Pay Level			
12	Whether the eligibility criteria prescribed for the post are satisfied			
13	Educational/Professional Qualification (please mention Graduation and above)			
S. No.	Qualification	Subject	Year/ Division	Institution/ University Place/Country
14	Details of Experience/ employment (please attach a separate sheet, if required)			
		Post Held	From - To	Pay Band along with Pay Level
15	Date of retirement under Central Government Rules			
16	Training (s) undergone			

Certified that information furnished above by me is correct and nothing has been concealed.

Place

(Signature of the Candidate)

Date



To be filled by the Cadre Controlling Authority

Office of .....

Dated: .../.../.....

F. No.: .....

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in circular/advertisement.
4. The candidate is clear from Vigilance angle and his integrity is certified as "Beyond Doubt".
5. Photocopies of APARs for the last five years duly attested on each page by an officer not below the rank of Under Secretary or equivalent are enclosed.
6. Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent/Issuing Authority

Date:

Place:

