भारत सरकार / GOVERMENT OF INDIA
मत्स्य पालन, पशुपालन और डेयरी मंत्रालय / Ministry of Fisheries, Animal Husbandry & Dairying
पशुपालन और डेयरी विभाग / Deptt. of Animal Husbandry & Dairying
केन्द्रीय कुक्कुट विकास संगठन (पूर्वा)
Central Poultry Development Organisation (Eastern Region)
तलगढ़, नराज, कटक/ Talagarh, Naraj, Cuttack - 754006
Tele: 0671-2960166, 2910166, E–mail: cpdoer.bbsr@dahd.nic.in/cpdo_er@rediffmail.com

संख्या-सिपिडिओ/ कटक /5-1/2026-27 /586 दिनांक: 03.11.2026

To,

The Under Secretary (NLM)
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Ground Floor, Chandralok Building
36, Janapath, New Delhi – 110 001

Kind Attention to Shri Bharat Kumar, S.O

Sub: Filling up the vacant posts of Office Superintendent (Level – 6 in Pay Matrix) on deputation basis –reg.

Ref: Ministry's letter No. Q-14014/5/2023-Admin_6(E-25140) dated 07.10.2026

Madam,

With reference to the letter cited above on the subject cited above, I am to enclosed herewith the requisite documents as per extant Recruitment Rules for uploading the said vacancies on the website of the DAHD.

Yours faithfully,

3/11/26

(Dr. Adhiraj Mishra)
Deputy Commissioner
CPDO (ER),
Talagarh, Kataka, Odisha

Encls: Details of the post of O.S.

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संख्या-सिपिडिओ/ कटक /5-1/2023-24-27 दिनांक: 03.11.2026

Subject: **Filling up of the post of an Office Superintendent (General Central Service, Gr.B, Non-Gazetted, Non-Ministerial) on deputation basis in the office of the Deputy Commissioner, Central Poultry Development Organization (ER), Talagada, Naraj, Dist. - Cuttack - reg.**

2. Applications are invited from suitable candidates working in Central Govt. Offices for appointment to the Post of OFFICE SUPERINTENDENT(Gr.B Non-Gazetted, Non-Ministerial) on deputation basis in the Office of the Deputy Commissioner, Central Poultry Development Organization(ER),Talagada, Naraj, Dist.- Cuttack, PIN – 754006 (Odisha).

3. Qualification/Experiences and Service Conditions required for appointment to the post are given below.

General Central Service- Gr. C (Non-Gazetted) Ministerial		
1	Name of the post	Office Superintendent(GCS, Group B, Non-Gazetted, Non- Ministerial
2	Details of the Vacancy	One at CPDO,(ER), Talagada, Naraj, Dist.- Cuttack(Odisha)
3	Scale of Pay	Pay matrix, Pay Level-6 (Rs.35400-112400) Pre-revised: PB-2, 9300-34800 + GP Rs.4200/-
4	Mode of recruitment	**By Deputation**
5	Eligibility	From amongst officials working in the Central Govt. Offices holding:- (a) Analogous post on regular basis in the Parent Cadre or Department (b) Upper Division Clerk or equivalent with 10 years of regular service in the grade. (c) Possessing two years' experience of Establishment, Administration and Accounts work.
6	Age restriction	The maximum age of the applicant should not exceed 56 years on the closing date of the receipt of the application.

4. The selected candidate will be appointed on deputation basis and the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the (Central Govt. which shall ordinarily not exceed Three (3) years.

5. The general terms of deputation shall be regulated in accordance with the department of personnel and training O.M.No.6/8/2009-Estt.(Pay 11) dt-17-06-2010 as amended from time to time.

6. Applications in the prescribed format, at Annexure –I, of the willing and eligible candidates who could be spared immediately may be forwarded by the Parent Department/Cadre Controlling Authority of the applicant along with the certification given in Annexure-II. The duly filled in application along with copy of the vigilance clearance and details of major/minor penalty (Annexure-III) and attested photocopies of APARs for the last five years should be sent through the proper channel to the **office of the Deputy Commissioner, Central Poultry Development Organization (ER) , Talagada, Naraj, Distrit-Cuttack (Odisha) on or before 25th December 2026**. Incomplete application shall be rejected without any further correspondence.

7. The applicant should clearly indicate the service particulars, experience, educational qualifications etc in the prescribed format at Annexure-I.

8. Only applications submitted through the proper channel will be considered. While forwarding the application, the Cadre Controlling Authority/Parent Department of the applicant shall issue the necessary Vigilance Clearance and a certificate that no disciplinary case is pending or being contemplated against him/her along with details of Major/Minor penalty imposed during the last 10 years, if any (Annexure-III).

Sd/ x x x

(Dr. Adhiraj Mishra)
Deputy Commissioner
Central Poultry Development Organisation (ER),
Talagarh, Kataka, Odisha

Application Form
(Proforma)

I. APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT (GCS, Group-B, Non-Gazetted/Ministerial)

II. Details

1.	Name of the Official				Male		Female	
2.	Address							
3.	Present Designation							
4.	Category SC/ST/OBC/UR							
5.	Present office address and telephone No.							
6.	Age & Date of Birth (In Christian era)							
7.	Date of Entry into service							
8.	Date of retirement under Central Govt. Rules							
9.	Educational Qualifications							
10.	Qualification (Details)			Year of Passing		% of Marks/Grade		
	(a)							
	(b)							
	(c)							
	(d)							
	(e)							
11.	Details of Employment in chronological order							
	Office	Institution	Post held	Period		Revised pay (7CPC)	Nature of duties (Attach separate sheet if required)	
				from	to			

12.	Nature of present Employment (Ad-hoc/Temporary) probationer/ permanent	
	(a) whether cadre or ex cadre post	
	(b) date of appointment to the present post	
13.	Present Basic Pay & Pay Level	
14.	In case of present employment is held on deputation basis, please state	
	(a)The date of initial appointment	
	(b)Period of appointment on deputation.	
	(c) Name of the present office/Organization to which you belong.	
15.	Additional information, If any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient with signature.	
16.	Complete details of the Cadre Controlling Authority/Parent Department of the candidate including full address and telephone Number.	

III. The information /details provided by me above are current and true to the best of my knowledge and no material /facts having being on my selection has been suppressed/ withheld.

Place:

Date :

Signature of the Candidate

Address_____

Mobile No._____

Email ID._____

Annexure-II

CERTIFICATE TO BE FURNISHED BY THE FORWARDING AUTHORITY/PARENT DEPARTMENT/CADRE CONTROLLING AUTHORITY

Certified that the information furnished by Shri/Smt/Kum._____ in Annexure-I as found to be correct and he/she possesses the requisite eligibility and experience mentioned to the vacancy circular.

Also certified that:

(i) No Vigilance case or disciplinary case either pending or being contemplated against him/her.

(ii) The integrity of Shri/Smt/Kumar._____ is beyond doubt

(iii) No Major/Minor penalties have been imposed on him/her during the last 10 years (Alternatively, penalty statement during the last 10 years is enclosed Annexure-III)

(iv) This Department / Organization/ Office has no objection that in the event of selection, the official will be relived immediately.

Further copies of APARs for the last 5 years duly attested on each page and vigilance certificate are enclosed.

Place:

Date :

Signature of the Officer
Name & Designation of authority
Email ID & Phone Number
(With Office seal)

Annexure-III

VIGILANCE/INTEGRITY CERTIFICATE

It is certified that no vigilance enquiry is pending or being contemplated against Shri/Smt/Kum. _____. His/Her integrity is beyond doubt.

Signature

(with Office Seal)

Designation:

Dated:

CERTIFICATE

LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS

It is certified that no penalty (Major/Minor) has been imposed during the last 10 years on Shri/Smt/Kum._____

2. The following Major/Minor penalties have been imposed on Shri/Smt/Kum._____during the last 10 years.

Signature

(With Office Seal)

Designation:

Dated: