

No. L-11012/07/2023-L&M
Government of India
Ministry of Cooperation
Office of Central Registrar of Cooperative Societies


Dated: 24th August, 2023

VACANCY CIRCULAR

Subject: - Appointment of Chairperson, Vice-Chairperson and 3 Members (Statutory Posts) of Co-operative Election Authority(CEA) -reg.

The Multi State Cooperative Societies (Amendment) Act, 2023 has been notified vide Gazette Notification dated 03.08.2023 and MSCS Amendment Rules, 2023 have been notified vide Gazette Notification dated 04.08.2023. As per section 45(1) of the MSCS (Amendment) Act, 2023, the Central Government shall, by notification, establish an Authority to be known as Cooperative Election Authority (CEA) which shall consist of a Chairperson, a Vice Chairperson and Members not exceeding three to be appointed by the Central Government. The role, responsibilities and powers of CEA are as per Section 45 of the Multi State Cooperative Societies (Amendment) Act, 2023 and related Rules.

2. Therefore, it is proposed to appoint one Chairperson, one Vice-Chairperson and 3 (three) Members of the Co-operative Election Authority as per Annexed Terms /Conditions and Criteria.
3. Serving Officers in Central/ State Government working at the level of Additional Secretary and Joint Secretary or equivalent and above and Government Officers retired from equivalent ranks are eligible for appointment as Chairperson and Vice Chairperson, respectively. For Members of the CEA, serving/ retired government officials or any person who fulfil such qualification and experience as prescribed are eligible for the post. The eligibility conditions for appointment as Chairperson, Vice-Chairperson and Members of CEA are detailed in Annexure-I, II and III respectively.
4. Eligible and willing serving and retired officers of equivalent and above ranks may apply in the prescribed proforma in Annexure-IV for appointment as Chairperson, Vice- Chairperson and Member of CEA. The other eligible non official persons for appointment as Member of CEA may apply in proforma at Annexure-V.
5. Complete advertisement, application proforma with certificate formats, as applicable can also be downloaded from Ministry of Cooperation website- www.cooperation.gov.in (Link- What's New – Vacancies) and CRCS Website: www.crcs.gov.in.
6. The applications with supporting documents may be forwarded to Sh. L. Haokip, Director (Administration), 1st Floor, Office of Central Registrar of Cooperative Societies, Ministry of Cooperation, Atal Akshay Urja Bhawan, Lodhi Road, New Delhi 110003 within 21 days from the date of publication of advertisement in the Employment News. Applicants are also required to submit self attested copies of Educational Qualification/ Experience/ Published Reports/ Awards/ Recognition Certificates etc. alongwith the Biodata. Serving officers may apply through proper channel.
7. Applications received after last date or otherwise found incomplete shall not be entertained.


(Amit Kumar Rawat)
Under Secretary to the Government of India

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Copy to:

1. All Ministries/Departments of Govt. of India. It is requested that the vacancy circular may be given wide publicity in their Ministry/Departments, subordinate/ attached offices under their administrative control.
2. Under Secretary (CS-I), CS Division, Department of personnel and Training, Lok Nayak Bhavan, Khan Market, New Delhi- For information and necessary action.
3. Chief Secretary, All State Government's / All Union Territories.
4. Chairman, NABARD, Plot C-24, G Block, Bandra Kurla Complex, BKC Road Bandra East, Mumbai, Maharashtra 400051.
5. Chairperson / Head of all National Cooperative Societies / Federations.
6. Registrar of Cooperative Societies of All State Governments/ Administration of all Union Territories.
7. Heads of all Semi Government / Autonomous and Statutory Organizations/ Recognized Research Institutions.
8. All Organizations of the Ministry of Cooperation.
9. Technical Director, NIC for uploading the vacancy circular in Ministry of Cooperation's website under- What's New.

[Signature]
27/8/2023



Sl. No.	Name & nature of the Post	No. of Post	Eligibility / Terms & Conditions
1	Chairperson of Co-operative Election Authority (Statutory Post) Level 15- As per 7 th CPC Pay Band of Rs 182200-224100	1	<p>i. A person shall not be qualified for appointment as a Chairperson of the Authority unless he held the post of Additional Secretary to the Government of India or equivalent rank.</p> <p>ii. The Chairperson shall receive such pay including dearness allowance and other allowances as admissible to an Additional Secretary to the Government of India.</p> <p>iii. The Chairperson shall hold the office for a period of three years from the date on which they enter upon their office or until they attain the age of 65 years, whichever is earlier and shall be eligible for reappointment.</p> <p>iv. In case of appointment of a person as Chairperson, who is in receipt of, or has received, or has become entitled to receive any retirement benefits by way of pension, the pay and allowances of such Chairperson, shall be reduced by gross amount of pension, if any, drawn or to be drawn by him.</p> <p>v. The Chairperson while on tour or on transfer (including the journey undertaken to join the Authority or on the expiry of his term with the Authority proceeds to his hometown) shall be entitled to the traveling allowances, daily allowances, transportation of personal effects and other similar allowances admissible for an Additional Secretary to the Government of India.</p> <p>vi. The Chairperson shall not be entitled to government accommodation, but shall be entitled to House Rent Allowance applicable to the respective grade officers in the Government of India.</p> <p>vii. The Chairperson is not entitled for any sitting fee for attending the meetings of the Authority.</p>



Signature
27/8/2023

Sl. No.	Name & nature of the Post	No. of Post	Eligibility / Terms & Conditions
2	Vice-Chairperson, Co-operative Election Authority (Statutory Post) Level 14- As per 7 th CPC Pay Matrix Rs 144200- 218200	1	<p>i. A person shall not be qualified for appointment as a Vice-Chairperson of the Authority unless he held the post of Joint Secretary to the Government of India or equivalent rank.</p> <p>ii. The Vice-Chairperson shall receive such pay including dearness allowance and other allowances as admissible to a Joint Secretary to the Government of India.</p> <p>iii. The Vice-Chairperson shall hold the office for a period of three years from the date on which they enter upon their office or until they attain the age of 65 years, whichever is earlier and shall be eligible for reappointment.</p> <p>iv. In case of appointment of a person as Vice-Chairperson, who is in receipt of, or has received, or has become entitled to receive any retirement benefits by way of pension, the pay and allowances of such Vice-Chairperson, shall be reduced by gross amount of pension, if any, drawn or to be drawn by him.</p> <p>v. The Vice-Chairperson, while on tour or on transfer (including the journey undertaken to join the Authority or on the expiry of his term with the Authority proceeds to his hometown) shall be entitled to the traveling allowances, daily allowances, transportation of personal effects and other similar allowances admissible for a Joint Secretary to the Government of India.</p> <p>vi. The Vice-Chairperson shall not be entitled to government accommodation, but shall be entitled to House Rent Allowance applicable to the respective grade officers in the Government of India.</p> <p>vii. The Vice-Chairperson is not entitled for any sitting fee for attending the meetings of the Authority.</p>

[Signature]
27/8/2023



Sl. No.	Name & nature of the Post	No. of Post	Eligibility / Terms & Conditions
3	Member of Co-operative Election Authority (Statutory Post) Level 13 Pay Level of Rs.123100-215900	3	<p>i. No Member shall be appointed to the Authority, unless he is a person of ability, integrity and standing who has knowledge and experience for a period not less than ten years in the field of co-operatives, law or public administration.</p> <p>ii. At least one Member appointed to the Authority shall be a woman.</p> <p>iii. The Member shall hold the office for a period of three years from the date on which they enter upon their office or until they attain the age of 65 years, whichever is earlier and shall be eligible for reappointment.</p> <p>iv. The Members of the Authority shall receive such pay including dearness allowance and other allowances as admissible to a Director to the Government of India.</p> <p>v. In case of appointment of a person as Member, who is in receipt of, or has received, or has become entitled to receive any retirement benefits by way of pension, the pay and allowances of such Member, shall be reduced by gross amount of pension, if any, drawn or to be drawn by him.</p> <p>vi. A Member, while on tour or on transfer (including the journey undertaken to join the Authority or on the expiry of his term with the Authority proceeds to his hometown) shall be entitled to the traveling allowances, daily allowances, transportation of personal effects and other similar allowances admissible for a Director to the Government of India.</p> <p>vii. The Member shall not be entitled to government accommodation, but shall be entitled to House Rent Allowance applicable to the respective grade officers in the Government of India.</p> <p>viii. The Members are not entitled for any sitting fee for attending the meetings of the Authority.</p>



PERSONAL BIO-DATA PROFORMA**Name of the position applied:** _____

1. Name and Address (in Block Letters)	
2. Date of Birth	
3. (i) Date of entry into Govt. Service	
(ii) Date of retirement	
4. Educational Qualification (Graduation & Above)	
5. In case of serving officer, present post held and nature/cadre of service	
6. In case of Retired officer, last post held and nature/cadre of service	

7. Details of Employment, in chronological order (Starting from the last/ latest). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties

8. Nature & details of Present employment			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of Initial appointment	b) Period of appointment on deputation/contract	c) Name of parent office/ organization to which the applicant belongs.	d) name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of serving officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with cadre Clearance, Vigilance Clearance and Integrity certificate otherwise Retired may mention- NA.			
9.2 Note: Information under Column (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. Total emoluments/pension per month now drawn in case of serving and retired officers			
Basic pay in the PB/ Basic Pension		Allowances	Total Emoluments



<p>11.A. Additional information relevant to the position applied for in support of your suitability for the post, such as</p> <p>Additional academic qualifications</p> <ul style="list-style-type: none"> i. Professional training ii. Any past experience related to Cooperatives; and iii. Any past experience related to conduct of elections <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>11.B. Achievements:</p> <p>The Candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> i. Published reports and special projects/ schemes undertaken, if any ii. Awards /Official Appreciation iii. Affiliation with the professional bodies/institutions/ societies and; iv. Any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio- Data duly supported by the documents in respect of Essential Qualification/Work Experience etc. submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct to the best of my knowledge / belief and no material fact having a bearing on my selection has been suppressed/withheld.

Date: _____

(Signature of the Candidate)

Address _____

Phone: _____

E.mail: _____



Signature
27/8/2023
7

In case of Serving Officers:

Certificate by the Employer/Cadre Controlling Authority on Official Letter Head

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed in him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with seal)



Signature
24/8/2023

BIO-DATA PROFORMA FOR THE MEMBER, CEA FOR NON-OFFICIAL APPLICANTS

1. Name and Address (in Block Letters)	
2. Date of Birth	
3. Educational Qualification (Graduation & Above)	

4. Details of Employment / Experience, in chronological order (Starting from the last/ latest).
Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organisation/ Society	Post/ Position held	From	To	Emoluments/ Pay, if any	Nature of Duties

<p>5. Additional information relevant to the position applied for in support of your suitability for the post, such as</p> <ul style="list-style-type: none"> i. Additional academic qualifications ii. Professional training iii. Details & duration of past experience related to cooperatives, conduct of election, Law, Public Administration, etc. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>6. Achievements: The Candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> i. Published reports and special projects undertaken, if any ii. Awards /Official Appreciation iii. Affiliation with the professional bodies/institutions/ societies and; iv. Any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience etc. submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct to the best of my knowledge / belief and no material fact having a bearing on my selection has been suppressed/withheld.

Date: _____

(Signature of the Candidate)

Address: _____
Phone: _____
E.mail: _____

