

**SCHEME OF RECRUITMENT FOR THE POST OF  
CHIEF EXECUTIVE OFFICER (Specimen)**

File No: .....

MSD File No: .....

01. **Employee Category:**

Senior Manager

02. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

The C.E.O. is the highest level Executive Officer of the institution.

The C.E.O. is responsible for all the activities, and administrative and financial affairs of the Institute who under the general direction and control of the Board of Directors, exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of the Institute, for excelling in official achievements and generation and transfer of technology.

(b) **Major Duties of the Post.** (Example)

- Overall administrative and financial control of the institute.
- Formulate plans and direct activities to enhance production a view to increase revenue.
- Advice the Board on policy matters.
- Attend to coordinating activities between relevant agencies.
- Attend Board meetings of other Institutions relevant.
- Attend to work connected with International Agencies
- Conduct training programmes
- Participation at local and international conferences seminars, workshops etc.
- Preparation of various official reports and publications
- Design and implement manpower development programmes
- Performance appraisals of personnel.
- Any other duties assigned by the Board of Directors.

(c) **Nature of Appointment:**

Permanent with entitlement to Employees Provident Fund and Employees' Trust Fund.

03. **Salary Scale**

*W.e.f. from 01.01.2006*

3.1 HM 2-3 - 2006 : Rs. (74245 – 12 x 1310 – 62965)

3.2 In every letter of appointment salary code and salary scale should be mentioned.

3.3 **Cadre :01**

04. **Recruitment to the Post of C.E.O.** (Example)

4.1 **Qualifications:**

**External :**

**Professional -** PhD Degree in Science / Agriculture / Business Administration.

**Experience - a)** At least 10 years of experience at senior level with a proven track record and management experience in a recognised organisation, of which 05 years should be after obtaining PhD.

**AND**

**b)** A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

**Internal :** A Ph D **and** six (6) years experience in a senior managerial grade with a proven track record.

**AND**

**Experience -** A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

4.2 **Age:**

Should be not less than 18 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

4.3 **Other:**

The Manual of Procedure of the Institute and as far as relevant, Provisions of the Establishment Code are applicable to all recruitments.

4.4 **Recruitment Procedure:**

Recruitment will be by calling for applications through a public advertisement or a Newspaper advertisement followed by a structured interview.

(Appointments will be made purely in the order of merit at the interview.)

4.5 All recruitments/promotions to this category should be strictly in compliance with the provisions of this Scheme of Recruitment.

4.6 **date of Qualifying :**

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 5.1 and 5.2 before the closing date of applications.

**4.7 Confirmation :**

An employee appointed to this category will be on probation for a period of three years. He/She will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory. Internal candidates will be subjected to an acting period.

**4.8 Salary at Recruitment :**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

05. Appointing authority will be the Board of Directors of the Institute.

**Recommended the above Scheme of Recruitment**

**Date:** .....

**Signature of the Chief Executive Officer**  
(Official Seal)

**Recommended and forwarded for the approval**

**Date:** .....

**Signature of the Secretary of the Ministry**  
(Official Seal)

**Above Scheme of Recruitment is approved**

**Date:** .....

**Director General,**  
**Department of Management Services**