No. A-12025/6/2015-SA  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Food & Public Distribution  

To  
The Chief Secretaries of all States & Union Territories.  

Sub: Filling up the post of Junior Technical Officer (Chemical Engineering) in the National Sugar Institute, Kanpur, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution on deputation (including short-term contract) basis.

Sir,

I am directed to invite applications from eligible and suitable officers for filling up of one post of Junior Technical Officer (Chemical Engineering), a General Central Service Group ‘A’ Gazetted, Non-Ministerial post in the Pay Band of Rs. 15,600-39,100/- + Grade Pay of Rs. 5,400/- (Pre-revised scale of Rs. 8000-13500/-) in National Sugar Institute, Kanpur (UP), a subordinate office of the Department of Food & Public Distribution on deputation (including short term contract) basis. Details of the post, eligibility conditions etc. are given in the Annexure I.

2. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by:

   (i) Bio-data (in triplicate) as in the proforma at Annexure –II.

   (ii) Photocopies of Confidential reports/dossiers, for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India.

   (iii) Vigilance Clearance, Integrity Certificates and statement of major/minor penalties, if imposed during the last ten years in the proforma at Annexure –III.

3. It is therefore, requested that the applications of suitable and eligible officers for the post may please be sent to the Under Secretary (SA), Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Room No. 258, Krishi Bhawan, New Delhi – 110001, within 60 days from the date of issue of this circular. Unsigned/incomplete applications not submitted through proper channel or those received after the last date, shall not be considered.

4. It is requested that wide publicity may be given to this vacancy circular and the circular may please be circulated among all Autonomous bodies/Public Sector Undertakings/
Statutory Organizations/ Universities/ Recognized Research Institutes/ Semi Government Organizations under the administrative control of the concerned Ministry/ Department.

Encl: As above.

Yours faithfully,

(Jitender Juyal)
Under Secretary to the Govt. of India
Tel No.: 23383943

Copy to:-
1. All Universities/ Research Institutes, with the request to give wide publicity to this circular among all PSUs/ Semi govt./ Autonomous Organisations under their administrative control.
2. Administrators of all Union Territories.
3. The Director, N.S.I., Kanpur.

(Jitender Juyal)
Under Secretary to the Govt. of India
Tel No.: 23383943
1. **Name of the post**: Junior Technical Officer (Chemical Engineering)

2. **Number of posts**: 1 (one)

3. **Classification of post**: General Central Service Group ‘A’ Gazetted, Non-Ministerial

4. **Pay Scale**: Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 5400/-

5. **Age Limit**: The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of applications.

6. **Eligibility conditions for appointment on deputation (including short term contract) basis**: Officers under the Central/State Governments/Union Territories/Recognized Research Institutions/Semi Government/Autonomous or Statutory Organizations:-

   (a) (i) holding analogous posts on a regular basis in the parent cadre/department; or
   
   (ii) with five years’ service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9300-34800/- (PB-2) with Grade Pay of Rs. 4600/- (pre-revised pay scale of Rs. 6500-10,500/-) or equivalent, in the parent cadre/department.

   AND

   (b) Possessing the following educational qualifications and experience:-

   **Essential:**

   (i) Master’s degree in applied Chemistry or Bachelor degree in Chemical Engineering of a recognized University/Institute or equivalent;

   (ii) with three years’ experience in supervisory capacity in sugar factory or in a research institute.

7. **Period of Deputation**: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years.

8. **Place of posting**: The Headquarters of the post is at Kanpur (Uttar Pradesh), but the officers selected will have the liability to serve anywhere in India.

9. **Duties attached to the post**:

   (i) Teaching, Research and Advisory.

   (ii) Any other work assigned by Director, NSI, Kanpur.
### BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. i) Date of entry into service
   ii) Date of retirement under Central/State Government Rules
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

<table>
<thead>
<tr>
<th>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</th>
<th>Qualifications/ experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Essential</td>
</tr>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
<tr>
<td>Desirable</td>
<td>Desirable</td>
</tr>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
</tbody>
</table>

**5.1 Note:** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.

**5.2** In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

**6.1 Note:** Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
<tbody>
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</table>

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Pay Band, and Grade Pay drawn under ACP / MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/contract basis, please state-

<table>
<thead>
<tr>
<th>a) The date of initial appointment</th>
<th>b) Period of appointment on deputation/contract</th>
<th>c) Name of the parent office/organization to which the applicant belongs.</th>
<th>d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</th>
</tr>
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</table>

9.1 Note: In case of 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.

9.2 Note: Information under Column 9(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/ organisation
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:
Please state whether working under (indicate the name of your employer against the relevant column)

- Central Government
- State Government
- Autonomous Organization
- Government Undertaking
- Universities
- Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn

<table>
<thead>
<tr>
<th>Basis Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay and rate of increment</th>
<th>Dearness Pay/Interim relief/other Allowances etc., (with break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

16. A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii)
professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

16.8 Achievements:
The candidates are requested to indicate information with regard to;
(i) Research publications and reports and special projects
(ii) Awards/Scholarships/Official Appreciation
(iii) Affiliation with the professional bodies/institutions/societies and;
(iv) Patents registered in own name or achieved for the organization
(v) Any research/innovative measure involving official recognition vi) any other information.
(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#
(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

# (The option of ‘STC’ / ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).

18. Whether belongs to SC/ST

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 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 and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address

Date
Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. 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 on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)
ANNEXURE-III

No. __________  Dated the

INTEGRITY CERTIFICATE

The records of service of Shri _________________, a regular _______________
Who is being considered for appointment to the post of _______________________
In the Ministry of Consumer Affairs, Department of Food & Public Distribution, Department
of Food & Public Distribution on promotion/deputation (including short term contract)
basis, have been carefully scrutinized and it is certified that there is no doubt about his
integrity.

Employer with Seal
(to be signed not below the rank of Deputy Secretary and equivalent)

No. __________  Dated the

VIGILANCE CLEARANCE CERTIFICATE

The records of service of Shri _________________, a regular _______________
Who is being considered for appointment to the post of _______________________
In the Ministry of Consumer Affairs, Department of Food & Public Distribution, Department
of Food & Public Distribution on promotion/deputation (including short term contract)
basis, have been carefully scrutinized and it is certified that no vigilance case is either
pending or contemplated against him.

Employer with Seal

No. __________  Dated the

NO MAJOR/MINOR PENALTY CERTIFICATE

The records of service of Shri _________________, a regular _______________
Who is being considered for appointment to the post of _______________________
In the Ministry of Consumer Affairs, Department of Food & Public Distribution, Department
of Food & Public Distribution on promotion/deputation (including short term contract)
basis, have been carefully scrutinized and it is certified that no major/minor penalty has
been imposed on him for the last 10 years.

Employer with Seal