



Krishi Bhawan, New Delhi  
Dated : 12<sup>th</sup> February, 2020

**INDICATIVE VACANCY CIRCULAR**

Sub: Filling up one vacant post of **Senior Administrative Officer** at National Sugar Institute, Kanpur, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, by Deputation (including short-term contract).

The undersigned is directed to invite applications from eligible and suitable officers for filling up one vacant post of **Senior Administrative Officer**, a General Central Service, Group 'A' Gazetted post in Level-11 of the Pay Matrix (PB-3: Rs. 15,600-39,100 + Grade Pay of Rs. 6,600/-, as per 6<sup>th</sup> CPC) in National Sugar Institute, Kanpur (UP), a sub-ordinate office of the Department of Food & Public Distribution, by Deputation (including short-term contract).

2. Details of the post, eligibility conditions etc. may be accessed from the Department's website: [www.dfpd.nic.in](http://www.dfpd.nic.in)

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

- \* Bio-data alongwith Certification by the Employer/ Cadre Controlling Authority.
- Photocopies of APARs for the last five (5) years, duly attested on each page by an officer not below the rank of Under Secretary.

(\*) as per prescribed proforma available on the website.

4. It is, therefore, requested that the applications of suitable and eligible officers for the post may please be sent to the Under Secretary (SA), Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Room No. 256, 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.

5. It is requested that wide publicity may be given to this vacancy circular and the circular may please be circulated among all Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Semi-Government/ Autonomous and Statutory Organizations, under your administrative control.

(Anurag Kumar)

Under Secretary to the Government of India

Tel. No.: 2307 0622

Distribution:-

- All Ministries/ Departments of the Government of India.
- The Chief Secretaries/ Administrators of all State Governments/ Union Territories.

For information:-

The Director, National Sugar Institute, Kalyanpur, Kanpur – 208 017.

Services-II Branch  
Diary No. 24335  
Date 24/02/20