



F. No. A-12024/1/2016-SRA

Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Food & Public Distribution

Krishi Bhavan, New Delhi,  
Dated the 3 July, 2018

Office Memorandum

**Subject:-**Filling up the post of Joint Commissioner (S&R) in S&R Division, Department of Food and Public Distribution, Krishi Bhawan, New Delhi by transfer on deputation including (short term contract) basis.

The undersigned is directed to say that Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution proposes to fill up one post of Joint Commissioner (Storage & Research), a General Central Service, Non Ministerial, Group 'A' Gazetted post in PB-4 (Rs. 37400-67000/-) with Grade Pay of Rs.8700/- in Storage and Research Division, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhawan, New Delhi by transfer on deputation including (short term contract) basis.

**2. Eligibility:-**

Officers of the Central Government or State Governments or Union Territory or Autonomous Bodies or Public Undertakings or Statutory Organisations or Universities or Semi-Government Organisation:

- (a) (i) holding analogous posts on regular basis; or  
(ii) with five years regular service in posts in the Pay Band -3(Rs. 15600-39100/-), Grade Pay of Rs.7600/-; and  
(b) Possessing the following educational qualifications and experience:

**Essential:** (i) Master's Degree in Entomology or Plant Pathology or Bio-Chemistry from a recognised University; or Master's Degree in Agriculture with specialization in Entomology or Plant Pathology or Bio-Chemistry from a recognised University; or

Master's Degree in Zoology or Botany with specialization in Entomology or Plant Pathology from a recognised University; and

(ii) Twelve years' experience in teaching or research or extension work, including aspects related to storage and preservation of foodgrains in Government organisations or Public Sector Undertaking or Universities.

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**Desirable:** Ph.D. in Zoology or Botany or Bio-chemistry or Agriculture from a recognized University.

**Note:** The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by transfer on deputation (including short-term contract) shall not be exceeding 56 years, as on the closing date of the receipt of applications).

**3. Duties of Joint Commissioner (S&R)**

The duties of Joint Commissioner (S&R) are of an advisory nature in the Department in the field of Storage and Research and quality of foodgrains. He also represents the Department in various Conferences in the field of grain research, soil conservation and protection of foodgrains from pesticides.

4. The officer selected will have the option to draw his grade pay plus deputation (duty) allowances or to have his pay fixed in the time scale of the pay attached to this post in accordance with the DOPT's OM No. 2/29/91-Estt. (Pay-II) dated 5.1.1994, as amended from time to time.

5. It is requested that application (in triplicate) in the enclosed Proforma, along with the complete and up-to-date confidential Reports Dossier/APAR of the eligible officer (s) who could be spared immediately in the event of his selection, may kindly be forwarded through proper channel so as to reach this Ministry within 60 days from the date of issue of this circular. While forwarding application(s), it may also be verified and certified that particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against the applicant(s). Application received after the due date or without the Confidential Reports/APAR Dossiers /Vigilance Clearance and Integrity Certificates and a statement of major/minor penalty, if any, imposed on the officer(s) during the last 10 years or otherwise found incomplete will not be considered.

*Mn* 13/07/2018  
(Mahender Singh)

Under Secretary to the Government of India

To,

1. All Ministries/Departments of Government of India (as per list enclosed)- It is requested that this OM may kindly be circulate to all concerned including Autonomous Bodies, PSUs etc. under their administration control and get it displayed on the Notice Board for wide publicity.
2. Chief Secretaries of states/Uts.
3. Bureau of Outreach and Communication, Ministry of Information and Broadcasting, Phase- IV, Sookna Bhawan, C.G.O. complex, Lodhi Road, New Delhi-110003, with the request that this may be published in the Employment News on receipt of necessary release instructions from the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, New Delhi to advertise the vacancy immediately.
4. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
5. The CMD FCI / CWC / CRWC , New Delhi.
6. The Chairman, Warehouse Development and Regulatory Authority, New Delhi.

# 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)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
<b>Essential</b>		<b>Essential</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable</b>		<b>Desirable</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
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.

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 (in detail) highlighting experience required for the post applied for

\*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;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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:-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the 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 organisation
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)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) 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

Basic Pay in the PB	Grade Pay	Total Emoluments

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.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief /other Allowances etc., (with break-up details)	Total Emoluments

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)

<p>Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.D Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<p>17. Please state whether you are applying for deputation (STC)/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)</p> <p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</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 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 \_\_\_\_\_

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**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)