

No. A-12024/2/2014-SRA (366201)

Government of India

Ministry of Consumer Affairs, Food and Public Distribution
Department of Food and Public Distribution
(SRA/Establishment-III)

Krishi Bhawan, New Delhi

Dated: 29 July, 2025

INDICATIVE VACANCY CIRCULAR

Applications are invited from the eligible officials for filling up one post of Deputy Commissioner (S&R) and one post of Director, Indian Grain Storage Management & Research Institute Pay Level-12 in pay matrix on deputation (including short-term contract) basis in Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Storage & Research Division. Details of post, eligibility conditions, etc. may be accessed from the Department's website: www.dfpd.gov.in ("What's New" Tab).

2. Applications of only such officials will be considered as are routed through proper channel and are accompanied by:-

(i) Bio-data (available on website www.dfpd.gov.in) alongwith Certification by the Employer/Cadre Controlling Authority. (Each page of Bio-data and all supporting documents to be attested by an officer not below the rank of Under Secretary).

(ii) 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 pro-forma available on the website.

3. Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent directly to the Under Secretary (S&R/Admn.), Room No.34-C, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhawan, New Delhi-110001 within a period of 60 days from the date of issue/publication of this advertisement in the Employment News. Unsigned/incomplete applications, not submitted through proper channel or those received after 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 recognized research institutes/Universities/PSUs/Autonomous and Statutory Organizations under your administrative control.

(Pradeep Kumar Choudhary)

Under Secretary to the Government of India
Email: pradeepk.choudhary@nic.in

Distribution:

1. All Ministries/Departments of the Government of India.
2. The Chief Secretaries/Administrators of all State Governments/UTs.

Services-II Branch
Dy. Secy No. 100078
Date 05/08/25

5/8/25
65II

संख्या A-12024/2/2014-SRA (366201)

भारत सरकार

उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालय
खाद्य और सार्वजनिक वितरण विभाग

कृषि भवन, नई दिल्ली

दिनांक: 29 जुलाई, 2025

सांकेतिक रिक्ति परिपत्र

उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालय खाद्य और सार्वजनिक वितरण विभाग भंडारण एवं अनुसंधान प्रभाग में उपायुक्त (भ० एवं अनु०) का एक पद और निदेशक भारतीय अनाज संचयन प्रबंधन एवं अनुसंधान संस्थान, हापुड़ का एक पद (दोनों पदों का वेतन मैट्रिक्स स्तर-12) को प्रतिनियुक्ति (अल्पावधि संविदा सहित) आधार भरने हेतु निर्धारित प्रपत्र में आवेदन आमंत्रित किए जाते हैं। पद, अर्हता शर्तों आदि का ब्यौरा विभाग की वेबसाइट www.dfpd.gov.in ("नया क्या है" टैब) पर देखा जा सकता है।

2. केवल उन्हीं अधिकारियों के आवेदनों पर विचार किया जाएगा जो उचित माध्यम से भेजे गए हों और उनके साथ निम्नलिखित संलग्न हों:-

(i) जीवनवृत्त* (वेबसाइट www.dfpd.gov.in पर उपलब्ध है) के साथ नियोक्ता/संवर्ग नियंत्रण प्राधिकारी द्वारा प्रमाणन। (जीवनवृत्त और सभी सहायक दस्तावेज का प्रत्येक पृष्ठ उस अधिकारी द्वारा सत्यापित हो, जिसका रैंक अवर सचिव से कम न हो)।

(ii) पिछले 5 वर्षों की ए.पी.ए.आर. की प्रतियां, जिसका प्रत्येक पृष्ठ उस अधिकारी द्वारा विधिवत् सत्यापित हो, जिसका रैंक अवर सचिव से कम न हो।

(*) वेबसाइट पर उपलब्ध निर्धारित प्रोफॉर्मा के अनुसार।

3. पात्र अधिकारी, जिन्हें उनके चयन की स्थिति में तुरंत कार्यमुक्त किया जा सके के आवेदन रोजगार समाचार में इस विज्ञापन के जारी/प्रकाशित किए जाने के 60 दिनों के भीतर अवर सचिव (S&R/Admn.), कमरा नंबर 34-C, उपभोक्ता मामले, खाद्य और सार्वजनिक वितरण मंत्रालय खाद्य और सार्वजनिक वितरण विभाग, कृषि भवन, नई दिल्ली-110001 को सीधे भेजे जाएं। अहस्ताक्षरित/अपूर्ण आवेदन, उचित माध्यम से न भेजे गए आवेदन या अंतिम तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

4. अनुरोध है कि इस रिक्ति परिपत्र का व्यापक प्रचार किया जाए और कृपया परिपत्र को आपके प्रशासनिक नियंत्रण के तहत सभी मान्यता प्राप्त अनुसंधान संस्थाओं/विश्वविद्यालयों/पी.एस.यू./स्वायत्त और वैधानिक संगठनों के मध्य प्रसारित किया जाए।



(प्रदीप कुमार चौधरी)

अवर सचिव, भारत सरकार

ई-मेल: pradeepk.choudhary@nic.in

वितरण:

1. भारत सरकार के सभी मंत्रालय/विभाग
2. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव/प्रशासक

No. A-12024/2/2014-SRA (366201)
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
Department of Food and Public Distribution

DETAILED VACANCY CIRCULAR

Applications are invited from the eligible officials for filling up one post of **Deputy Commissioner (S&R) and one post of Director, Indian Grain Storage Management & Research Institute, Hapur** in pay matrix level-12 in Storage & Research Division, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and 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 (as per the pro-forma given in **Annexure-II**) – Certification part to be filled up and countersigned by the Employer/Cadre Controlling Authority. Each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary.

(ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

3. Applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the Under Secretary (S&R/Admn.), Room No.34-C, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the date of publication of this advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied with required certificates/documents are liable to be rejected. **Unemployed and private candidates are not eligible; therefore, they need not apply.**


(Pradeep Kumar Choudhary)
Under Secretary to the Government of India
Email: pradeepk.choudhary@nic.in

Annexure-I

- a. Name of the post : Deputy Commissioner (S&R) and Director, IGMRI
- b. Number of posts : 01+01 (02)
- c. Classification of posts : Group 'A' Gazetted, Non-Ministerial posts
- d. Pay Scale : Level-12 of the Pay Matrix
- e. Age Limit : The maximum age-limit for appointment by deputation (including short-term contract) basis shall not be exceeding 56 years as on the closing date for receipt of applications.
- f. Eligibility : Deputation (Including Short-Term Contract) : Officers of the Central Government or State Governments or Union Territory or Autonomous Bodies or Public Sector Undertakings or Statutory Organizations or Universities or Semi-Government Organization:
 - (a) (i) holding analogous posts on regular basis; or
 - (ii) with five years' regular service in posts in level-11 of the pay Matrix.
 - (b) Possessing the following educational qualifications and experience;

Essential : (i) Master's degree in Entomology or Plant Pathology or Bio-Chemistry from a recognized University; or

Master's degree in Agriculture with specialization in Entomology or Plant Pathology or Bio-Chemistry from a recognized University; or

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

(ii) Ten years' experience in teaching or research or extension work, including aspects related to storage and preservation of foodgrains in Government Organizations or public Sector Undertakings or Universities.

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 organization or department of the Central Government shall ordinarily not exceed four 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 the receipt applications).

Indicative Duties of Deputy Commissioner (S&R)/Director (IGMRI)

- * To coordinate Research on problems of storage of food grains.
- * To guide and carryout Research on important aspects of Storage of food grains;

- * To organize and conduct training at QCCs/IGMRI, Hapur and its substations.
- * To organize study on various problems of storage of food grains at farm and community level in various parts of the country.
- * To undertake and guide applied research on various problems of storage and food grains and storage pests.
- * To act as overall administrative head of QCCs/IGMRI and its field stations and to deal with Administrative, establishment and financial issues related to the Institute.
- * Any other duty that may be assigned in public interest.

Information:

- a. 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.
- b. The application may be sent (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 their 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 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 or received after prescribed closing date will not be considered.

BIO-DATA/CURRICULUM VITAE PRO FORMA

Name of the post applied for: _____

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 authority for the same)			
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/Experience possessed by the officer	
Essential		Essential	
A) Qualification		A) Qualification	
B) Experience		B) Experience	
Desirable		Desirable	
A) Qualification		A) Qualification	
B) Experience		B) Experience	
<p>5.1 Note: The 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.</p> <p>5.2 Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>			
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.			
<p>6.1 Note: Borrowing departments are to provide their specific comments/views confirming the relevant Essential</p>			

Qualification/Work experience possessed by the Candidate (as indicated in the Bio Data) with reference to the post applied for.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature in case 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/temporary/quasi-permanent/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/organisation to which the	d. Name of the post and pay of the post
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		applicant belongs	held in substantive capacity in the parent organisation

9.1 Note: In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/departament along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note: Information under column 9(c) & 9(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. 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)

1. Central government
2. State government
3. Autonomous organisation
4. Government undertaking
5. University
6. other

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 the 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 pay band	Grade pay	Total emoluments

15. In case the applicant belongs to an organization, which is not following the Central Government pay scales, the latest salary slip issued by the organization 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:

1. additional academic qualifications
2. professional training
3. work experience over and above prescribed in the Vacancy Circular/Advertisement

Note: Enclose a separate sheet if the space is insufficient

16 B. Achievements:

The candidates are requested to indicate information with regard to:

1. research publications and reports and special projects

2. awards/scholarships/special appreciation	
3. affiliation with professional bodies/institutions/societies	
4. patents registered in own name or achieved for the organization	
5. any research/innovative measure involving official recognition	
6. any other information	
Note: Enclose a separate sheet if the space is insufficient	
17. Please state whether you are applying on deputation (including short-term contract)/ 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.	
Note: The option of short-term contract/ absorption/re-employment are available only if the vacancy is regular specially mentioned recruitment by short-term contract or absorption or re-employment	
18. Whether you belong to Scheduled Castes/ Scheduled Tribes?	

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)

Date:

Address

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 record. He/She possesses educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance/disciplinary case pending/contemplated against Mr./Ms. _____.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the APARs of the last five (05) years duly attested by an officer of the rank not below that of the Under Secretary to the Government of India are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last ten (10) years or a list of major/minor penalties imposed on him/her during the last ten (10) years is enclosed (as the case may be).

Countersigned

Employer/Cadre Controlling Authority with seal