

A-12024/2/2014-SRA (366201)

Government of India

Ministry of Consumer Affairs, Food & Public Distribution

Department of Food & Public Distribution

Storage and Research Administration

Krishi Bhavan, New Delhi,
Dated the 05 September, 2019

OFFICE MEMORANDUM

Subject: Filling up the post of Director, IGMRI, Hapur in Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution on 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 the post of Director, IGMRI, Hapur a General Central Service, Non Ministerial, Group 'A' Gazetted post in the PB-3 (Rs 15600-39100) with Grade Pay of Rs 7600/- (Level 12 in pay matrix) in Storage and Research Division, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Government of India by transfer on deputation including (short term contract) basis.

Eligibility

2. Officers of Central Government or State Government or Union Territory or Autonomous bodies or Public Sector Undertakings or Statutory Organisations or Universities or Semi Government Organisation are eligible for transfer on deputation who have the following qualification:

(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 with Grade pay of Rs. 6600/- 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

Services-II Branch

Diary No. 122175
Date 16/09/19

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

Desirable: Ph.D in Zoology or Botany or Bio-Chemistry or Agriculture from a recognised 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 or 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).

Indicative Duties of 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 organise and conduct training at IGMRI, Hapur and its substations.
- * To organise 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 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.

3. 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 DOP&T's O.M. No. 2/29/91-Estt. (Pay II) dated 05.01.1994, as amended from time to time.

4. It is requested that applications (in triplicate) in the enclosed Pro forma, along with the complete and up-to-date confidential Reports/APAR Dossier of the officers eligible who could be spared immediately in the event of their selection, may kindly be forwarded so as to reach this Ministry within 60 days from the date of issue of this Circular. While forwarding the applications 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 them. Applications received after the due date or without the Confidential Reports Dossiers/Vigilance Clearance and Integrity Certificates and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete will not be considered.



(Mahender Singh)
Under Secretary to the Government of India

To

1. All the Ministries/Departments of Government of India with request to circulate this OM 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. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
4. The CMD, FCI/CWC/CRWC, New Delhi.
5. The Chairman, Warehouse Development and Regulatory Authority, New Delhi.

BIO-DATA/CURRICULUM VITAE PRO FORMA

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	
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.			
5.2 Note: 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 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 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 application 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) & 9 (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation 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 organisation d) Government undertaking e) University f) 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 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. professional training iii. 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: i. research publications and reports and special projects ii. awards/scholarships/special appreciation iii. affiliation with professional bodies/institutions/societies iv. patents registered in own name or achieved for the organisation 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 on deputation (including short-term contract)/ absorption/ re-employment basis. Officers under Central/State governments are only eligible for absorption. Candidates of Non-Government Organisations are eligible only for short-term contract.	
Note: The option of short-term contract/absorption/re-employment are available only if the vacancy circular 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)

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 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 ACRs 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