

Chief Secretary's Office

Dy. No.: 143510

Date: 13-11-19

No. A-35021/02/2019-NTH

Government of India

Ministry of Consumer Affairs, Food & Public Distribution
Department of Consumer Affairs
(National Test House Division)

12/2, Jam Nagar House, New Delhi
Dated the 30th Oct, 2019

11 NOV 2019

143510

Subject: Filling up of the post of Administrative Officer in National Test House, Kolkata in Level 11 (Rs. 67700-208700) of the pay matrix on deputation basis.

The undersigned is directed to say that it has been decided to fill up the post of Administrative Officer in Level 11 (Rs. 67700-208700) of the pay matrix in National Test House, Kolkata a subordinate Office under the Department of Consumer Affairs on deputation basis from the :-

I. Officers under the Central Government / State Governments / Union Territories / Autonomous Bodies / Statutory Bodies / PSUs / Research Institutions / Universities:-

(a) (i) holding analogous posts on regular basis; or
(ii) with 5 years' regular service in posts in the pay level 10 in the pay matrix Rs. 56100-177500 ; and

(b) possessing the qualifications and experience prescribed as under;

(i) degree of a recognised University or Institute; and
(ii) five years' experience in accounts, administration and establishment work in a Govt. office or public sector undertakings or autonomous or statutory body.

II. The Departmental Administrative Officer (Grade-I) in the level 10 in the pay matrix Rs. 56100-177500 with 5 years' regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

III. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.

IV. The maximum age limit for appointment by deputation shall not be exceeding 56 (fifty-six) years as on the closing date of receipt of the application.

V. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 or the

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date from which the revised level in the pay matrix based on the recommendations of the 7th Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common level in the pay matrix and where this benefit will extend only for the post(s) for which that level in the pay matrix is the normal replacement grade without any upgradation.

The Place of posting is Kolkata.

2. It is requested that the applications in the enclosed Proforma (Appendix-1) from officers who are willing and fulfilling the above mentioned qualifications and experience and whose service can be spared immediately on his /her selection to the post, kindly be forwarded through proper channel to the **Deputy Director, Department of Consumer Affairs, 12/2, Jam Nagar house, Shahjahan Road, New Delhi-110011, within 45 (Forty Days) from the date of issue of advertisement in the Employment News/Rozgar Samachar**, along with attested copies of latest 5 years' Confidential Reports/APARs (each page attested by an officer not below the rank of Under Secretary), Vigilance Clearance, No Penalty Statement during last 10 years, Integrity Certificate and Cadre Clearance (as per Proforma enclosed). Incomplete application without above mentioned documents will not be entertained. Application received after the closing date will not be entertained/considered.

3. The candidates, in the event of their selection, will not be allowed to withdraw their candidature subsequently on any ground.

Encls: As above.

Yours faithfully,

(D.K. Sonker)
Deputy Director (NTH)
Tel. No.23073612

Copy to:

1. All Ministries/ Department to the Government of India
- ✓ 2. The Chief Secretaries of all State Government/Union Territories with the request to give wide circulation.
3. Director General, National Test House, CP Block, Sector – V Salt Lake, Kolkata-700009, with the request to post on the NTH website also.
4. NIC, Department of Consumer Affairs, Shastri Bhawan, New Delhi with the request to place this vacancy circular on the website <http://consumeraffairs.nic.in> for wide circulation.


(D.K. Sonker)
Deputy Director (NTH)
Tel. No.23073612

APPENDIX - I

Proforma

Application for the post of Administrative Officer, National Test House (HQ), Kolkata.

1. Name and Address (In Block Letters) (Complete postal address official and residential)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government Rules

4. Educational Qualification:-

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

Qualification /Experience
possessed by the officer

Essential (1) (2) (3)

Desired (1) (2) (3)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
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	From	To	Scale of Pay and Level in Pay Matrix	Nature of duties (In detail)

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 you belong.
10. Additional details about present Employment

Please state whether working under (Indicate the name of your employer relevant column):

(a) Central Government	(d) Universities
(b) Autonomous	(e) Others
(c) Government Undertakings	

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

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

13. Total emoluments per month now drawn.

14. Additional Information, if any, which you would like to mention in support of your suitability/ for the post (This among other things may provide information with regard to :-

- (i) Additional academic qualification
- (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).

15. Whether belongs to SC/ST

16. Remarks: (The candidates may indicate information with regard to

- (i) Research publication and reports and special project;
- (ii) Awards/ Scholarships/ Official Appreciation;
- (iii) Affiliation with the profession bodies/institutions/ societies and
- (iv) Any other information.

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

I have carefully gone through the Vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

Date:

Signature of the
Candidate
Address
Telephone No.

Countersigned
(Employer with seal and telephone number)

Note: whenever there is a change of address or change in telephone number, the candidate/Employer should intimate the same.

Integrity Certificate

After scrutinizing the service records of Shri/Smt./Ms.....working as it is certified that there is no doubt about his/her integrity.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)

Major /Minor Penalties Certificate

This is certified that no major/minor penalties have been imposed on Shri/Smt./Ms.Working as During the last ten years.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)

Vigilance Clearance Certificate

This is to certified that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt./Ms.working as He/She is clear from Vigilance angle.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)

Cadre Clearance Certificate

This is to certify that the competent authority has granted Cadre Clearance to Shri/Smt./Ms.....for applying to the post of Administrative Officer in National Test House on deputation basis.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)