

No. A-12025/2/2016-SA

Government of India

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

Krishi Bhawan, New Delhi

Dated : 24 August, 2016

To  
The Chief Secretaries/ Administrators  
All State Governments/ Union Territories

Sub: Filling up the post of Senior Instrument Engineer in the National Sugar Institute, Kanpur, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution on deputation (including short-term contract) basis.

I am directed to invite applications from eligible and suitable officers for filling up of one post of Senior Instrument Engineer, a General Central Service, Group 'A' Gazetted, Non-Ministerial post in the Pay Scale of Rs. 15,600-39,100 (PB-3) + Grade Pay of Rs. 6,600/- (revised to Level-11 in the Pay matrix, as per 7<sup>th</sup> CPC) in National Sugar Institute, Kanpur (UP), a sub-ordinate office of the Department of Food & 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 (in triplicate) as in the proforma at Annexure-II.  
(ii) Photocopies of Confidential reports/ dossiers, for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India.  
(iii) Vigilance Clearance, Integrity Certificates and statement of major/ minor penalties, if imposed during the last ten years in the proforma at Annexure-III.

3. It is, therefore, requested that the applications of suitable and eligible officers for the post may please be sent to the Under Secretary (SA), Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Room No. 258, 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.

4. It is requested that wide publicity may be given to this vacancy circular and the circular may please be circulated among all Autonomous bodies/ Public Sector Undertakings/ Statutory Organizations/ Semi-Government Organizations.

Yours faithfully,

(Manoj Sharma)

Under Secretary to the Government of India

Tel. No.: 2338 3943

Encl: As above.

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12-09-16/3510

27/9/16

मुख्य सचिव कार्यालय  
प्रकृति सं. 1826  
दिनांक 6/9/16

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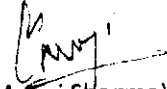
मुख्य सचिव का कार्यालय  
06 SEP 2016  
बिहार, पटना-800015

AS(IAS)

upward

Copy to:-

1. All Ministries/ Department of Government of India.
2. All Universities/ Recognized Research Institutions.
3. The Director, National Sugar Institute, Kalyanpur, Kanpur – 208 017.



(Manoj Sharma)

Under Secretary to the Government of India

Tel. No.: 2338 3943

**Annexure - I**

1. Name of the post: Senior Instrument Engineer.
2. Number of posts: 1 (one)
3. Classification of post: Group 'A' Gazetted, Non-Ministerial post
4. Pay Scale: Rs. 15,600 – 39,100 (PB-3) with Grade Pay of Rs. 6,600/- (pre-revised pay scale of Rs. 10,000 – 325 – 15,200/-)
5. Age Limit: The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of applications.
6. Eligibility conditions for appointment on deputation (including short term contract) basis: Officers of the Central/ State Governments/ Union Territory/ Recognized Research Institutes or Councils/ Universities/ Public Sector Undertakings/ Semi-Government/ Autonomous bodies or Statutory Organizations:-
  - (a)(i) holding analogous posts on a regular basis in the parent cadre/ Department; or
  - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay Rs. 8,000 – 13,500 [revised to Rs. 15,600 – 39,100 + Grade Pay of Rs. 5,400/- (PB-3) as per 6<sup>th</sup> CPC] or equivalent in the parent cadre/ Department; and
  - (b) possessing the following educational qualifications and experience:-

**Essential:-**

- (i) Degree in Instrument Engineering/ Instrument Technology/ Electronic Engineering/ Electronic Engineering/ Electronics and Communication Engineering/ Electrical Engineering/ Mechanical Engineering of a recognized University/ Institute or equivalent;
- OR
- (i) M.Sc. in Physics/ Applied Physics with Electronics as a special paper from a recognised University/ Institute or equivalent, and
  - (ii) five years experience of Teaching/ Research and/ or repair maintenance/ overhauling of various instruments used in Sugar Industry or Sugar Research Institute of repute.

**NOTE:-**

- (i) The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.
- (ii) Period of deputation (including short-term contract), including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

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7. Place of Posting:

The place of posting will be National Sugar Institute, Kanpur (UP), but liable to be posted anywhere in India.

8. Duties attached to the post:

- (i) Teaching, Research and Advisory.
- (ii) Any other work assigned by Director.

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

|   |  |   |
|---|--|---|
| 1. Name and Address<br>(in Block Letters)   |  |   |
| 2. Date of Birth (in Christian era)   |  |   |
| 3. i) Date of entry into service  |  |   |
| ii) Date of retirement under<br>Central/State Government Rules  |  |   |
| 4. Educational Qualifications   |  |   |
| 5. Whether Educational and<br>other qualifications required for<br>the post are satisfied. (If any<br>qualification has been treated<br>as equivalent to the one<br>prescribed in the Rules, state<br>the authority for the same)                           |  |   |
| Qualifications/ Experience . required as<br>mentioned in the advertisement/ vacancy<br>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 AGP/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 |
|  |   |   |   |
| <p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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</p> |   |   |   |

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

| Basis 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)

|   |  |
|---|--|
| professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)<br><br>(Note: Enclose a separate sheet, if the space is insufficient)  |  |
| <b>16.B Achievements:</b><br>The candidates are requested to indicate information with regard to:<br>(i) Research publications and reports and special projects<br>(ii) Awards/Scholarships/Official Appreciation<br>(iii) Affiliation with the professional bodies/institutions/societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research/ innovative measure involving official recognition vi) any other information.<br><b>(Note: Enclose a separate sheet if the space is insufficient)</b> |  |
| <b>17.</b> Please state whether you are applying for deputation (ISTC)/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)   |  |
| # (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").  |  |
| <b>18.</b> Whether belongs to SC/ST   |  |

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 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)

No. \_\_\_\_\_

Dated the

**INTEGRITY CERTIFICATE**

The records of service of Shri \_\_\_\_\_, a regular \_\_\_\_\_  
Who is being considered for appointment to the post of \_\_\_\_\_  
In the Ministry of Consumer Affairs, Department of Food & Public Distribution, Department  
of Food & Public Distribution on promotion/deputation (including short term contract)  
basis, have been carefully scrutinized and it is certified that there is no doubt about his  
integrity.

Employer with Seal

(to be signed not below the rank of Deputy Secretary and equivalent)

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No. \_\_\_\_\_

Dated the

**VIGILANCE CLEARANCE CERTIFICATE**

The records of service of Shri \_\_\_\_\_, a regular \_\_\_\_\_  
Who is being considered for appointment to the post of \_\_\_\_\_  
In the Ministry of Consumer Affairs, Department of Food & Public Distribution, Department  
of Food & Public Distribution on promotion/deputation (including short term contract)  
basis, have been carefully scrutinized and it is certified that no vigilance case is either  
pending or contemplated against him.

Employer with Seal

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No. \_\_\_\_\_

Dated the

**NO MAJOR/MINOR PENALTY CERTIFICATE**

The records of service of Shri \_\_\_\_\_, a regular \_\_\_\_\_  
Who is being considered for appointment to the post of \_\_\_\_\_  
In the Ministry of Consumer Affairs, Department of Food & Public Distribution, Department  
of Food & Public Distribution on promotion/deputation (including short term contract)  
basis, have been carefully scrutinized and it is certified that no major/minor penalty has  
been imposed on him for the last 10 years.

Employer with Seal