

No. A-12025/13/2023-E.III

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

**Department of
Food & Public
Distribution**

**INDICATIVE VACANCY
CIRCULAR**

Applications are invited from the eligible officers for filling up the post of **Professor (Organic Chemistry)**, a General Central Service, Group 'A' Gazetted, Non-Ministerial post in Level-13 of the Pay Matrix at National Sugar Institute, Kanpur - a subordinate office of the Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, by Composite Method: Promotion/ Deputation (including short-term contract). Details of the post, eligibility conditions etc. may be accessed from the Department's website: www.dfpd.nic.in.

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

(i) * Bio-data - each page of the Bio-data and all supporting documents to be attested by an officer not below the rank of Under Secretary and certified by the Employer/ Cadre Controlling Authority.

(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 proforma available on the website.

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 (E.III), Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, (Room No. 484), Krishi Bhawan, New Delhi-110001** within a period of 60 days from the date of

publication of this advertisement in the Employment News. Only the Government Employees having prescribed eligibility are eligible for consideration for appointment.

(Sudesh Kumar)

Under Secretary to the
Government of India

Tel. No. 23384055

EN 15/16

File No.
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

Krishi Bhawan, New Delhi, the ...

VACANCY CIRCULAR

Application are invited from the eligible Officers for appointment to one post of **Professor of Organic Chemistry** a General Central Service, Group 'A' Gazetted, Non Ministerial post in Pay Matrix Level-13, Cell-1, Rs. 1,23,100/- (as per 7th CPC) at National Sugar Institute, Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Kanpur. The post of Professor of Organic Chemistry is to be filled up on deputation (including short-term contract) or promotion (composite method) from amongst officers under the Central or State Governments or Union Territory or recognised research Institutes Universities or Public Sectors Undertakings or Semi Government or autonomous or statutory organization,-

- a) (i) holding analogous post 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 level -12 (Rs. 78,800-2,09,200 in the pay matrix or equivalent, in the parent cadre/department; or
(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in level-11 (Rs. 67,700-2,08,700) in the pay matrix or equivalent, in the parent cadre/department; and
- b) Possessing the educational qualification and experience as under:-

ESSENTIAL:-

- (A) (i) Master's degree in Organic Chemistry or Master's Degree in Chemistry with Organic Chemistry as one of the papers from a recognised University or institute; and
(ii) twelve years post-qualification experience of research work in Organic Chemistry or twelve years working post-qualification experience in sugar factory or distillery or other related industrial units or twelve years post-qualification teaching experience at degree level in Organic chemistry; or
- (B) (i) Doctorate degree in Chemistry from a recognised University or institute with essential qualification viz; Master's degree in Organic Chemistry or Master's Degree in Chemistry with Organic Chemistry as one of the papers from a recognised University or Institute; and
(ii) five years working experience in sugar factory or distillery or other related industrial units or five years teaching experience at degree level in Organic chemistry.

Note 1.- The experience shall be considered after attaining the essential educational qualifications..

Note 2.- Departmental Assistant Professor (Organic Chemistry) with ten years' regular service in Level- 11 (Rs. 67,700-2,08,700) in the pay matrix shall also be considered along-with deputationists. In case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 3.- The 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 organisation or department of the Central Government shall ordinarily not exceed five years.

Note 4. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

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

No application without proper channel will be entertained.

Candidates who once apply for the post will not be allowed to withdraw their candidature later subsequently.

Deputy Secretary (S.A.)

GENERAL INSTRUCTIONS FOR FORWARDING AUTHORITY

- 1- Please ascertain while forwarding the application that the particulars furnished the Officer have been verified and are found correct and that no disciplinary/ vigilance cases is pending or contemplated against the Officer and that no major/minor penalty has been imposed on the Officer during the last 10 years under Central Civil Services (Control Classification and Appeal) Rules, 1965.
- 2- The applications in duplicate in the enclosed proforma in respect of candidate, who fulfil the requirement or in whose case the relaxation is likely to be given by UPSC and who can be spared for taking up the assignment in the event of his/her selection, may be forwarded to Deputy Secretary (SA) Govt. of India, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food & Public Distribution, Krishi Bhawan, New Delhi-110001 after duly countersigned by the Head of the Department concerned cadre controlling authorized to sign on his behalf, along with the following documents.
 - (a) ACR Dossier for the last five years in original in case the original ACR cannot be spared, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India may also be forwarded.
 - (b) Vigilance Clearance Certificate.
 - (c) Integrity Certificate.
 - (d) A certificate to the effect that no major/minor penalty has been imposed to the Officer during the last 10 years under CCS (CCA) Rules, 1965.
 - (e) The application completed in all respects should reach at the address mentioned at (2) above within 60 days from the date of publication of this advertisement in the Employment News. Applications received after the last date or without documents mentioned above or otherwise found incomplete will not be considered.

Encl: Proforma Bio- data

Deputy Secretary

Post applied for - - - - -

Annexure-II

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	
Essential		Essential	
A)	Qualification	A)	Qualification
B)	Experience	B)	Experience
Desirable		Desirable	
A)	Qualification	A)	Qualification
B)	Experience	B)	Experience
<p>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.</p> <p>5.2. 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.		
6.1.	<p>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.</p>		

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

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* **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 Band, Band Pay 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.	<p>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.</p> <p>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/ organization.</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.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government</p>		

	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 PB	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 Organisation showing the following details may be enclosed	
	Basic Pay with Scale of Pay and rate of increment	Total Emoluments
	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	

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) (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/ 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)	
17.	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").	
18.	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 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 enclosed application by Shri/ Smt. _____ 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)