

No. 12011/03/2018-Estt.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
Dated 25 April, 2019.

OFFICE MEMORANDUM

Sub.: Recruitment to the post of Deputy Commissioner (Port, Operations and project) by Composite method deputation(including short-term contract) plus Promotion in the Pay Scale of Rs.15600-39100/- Grade Pay 7600/-(pre-revised)/Level 12 in pay matrix(Revised) in the Department of Fertilizers-reg.

The undersigned is directed to say that one post of Deputy Commissioner (Port, Operations and Project), a Group 'A' Gazetted post of General Central Services, in the pay scale of Rs.15600-39100/- Grade Pay 7600/-(pre-revised/6th CPC)/Level 12 in pay matrix(Revised/7th CPC) is required to be filled in by Composite method deputation(including short-term contract) plus Promotion from amongst the following:

- I. Officers under the Central Government or the State Governments or the Union territory Administrations or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organisations:
 - (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with five years' regular service in the grade corresponding to level 11 in the Pay matrix in the parent cadre or Department; and
 - (b) possessing the following educational qualifications and experience::

Essential :

- (i) Bachelor's degree from a recognised University or Institute.
- (ii) ten years' experience of port operations relating to handling of fertilizers or food grains from Offices under the Central Government or State Governments or Union territories or Public sector Undertakings or Semi Government organisations or Autonomous or Statutory Organisations.

Desirable:

Associateship or Fellowship or Diploma in Shipping and Port Management from a recognised institute

(**Note 1:** The Departmental Assistant Commissioner (Shipping) in level 11 in the pay matrix with five years' regular service in the grade shall 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).

(**Note 2 :** The Departmental officers in the feeder category who are in 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.

(Period of deputation(ISTC) including period of deputation (ISTC) 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 four years. The Maximum age limit for appointment by deputation(ISTC) shall be not exceeding 56 years' as on the closing date of receipt of applications).

(**Note 3:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (The date from which the revised pay structure based on the seventh Central Pay Commission recommendation 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.)

2. **Period of deputation:**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Govt. shall ordinarily not exceed 3 years.

3. 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 receipt of application.

4. Pay and allowances and other terms and conditions of the selected officers will be regulated as per instructions contained in the Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

5. It is requested that particulars in the annexed proforma (in duplicate) of the eligible officers who could be spared in the event of selection may be forwarded to Sh. Prabhas Kumar, Director (Admin), Room No.-226, A wing, Department of Fertilizers, Shastri Bhawan, New Delhi through proper channel within 45 days from the date of publication of this office Memorandum in the Employment News along with their complete and up to date CR dossiers.

6. A certification that no vigilance case is either pending or contemplated against the officer along with certificate of Integrity and certificate that no Major/Minor penalty was imposed during last 10 years may also be sent to this Department.
7. The applications of officers received without the ACRs or with incomplete information/documents will not be entertained. Candidates, who volunteer to be considered for this post, will not be allowed to withdraw their names later on.
8. This issues with the approval of Secretary(F).


(B R Yadav)

Section Officer

Tel No.: 011-23388380

Copy to:

1. All Ministries/Departments of Government of India including NITI Aayog with request to give this O.M wide publicity among eligible officers and also to circulate the post to recognized research institutions and autonomous organizations under their administrative control.
2. Chief Secretaries of all the State Governments with request to circulate the post to recognized research institutions and autonomous organisation under their control.
3. Sh. ViratMajboor, Assistant Director (PIB), D/o Fertilizers-requested to give wide publicity to the O.M at all possible platform, payment if any, would be made as per DAVP rates only.
4. NIC,DoPT for uploading on the website of DoPT.
5. Public Sector Undertakings under the control of the Department of Fertilizers.
6. Department of Public Enterprises, CGO Complex, New Delhi with request to circulate the post among all PSEs.
7. University Grants Commission, Bahadur Shah Zafar Marg, New Delhi with request to circulate the post among all universities etc.
8. Hindi Section for translation.
9. Notice Board/NIC for uploading on the website of DoF.
10. Vacancy Circular Folder.

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.		
<p>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.</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

***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 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>9.1 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/ 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)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>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)</p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 _____

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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)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.