


No.5/2/FICC/2011-Admin.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Office of Fertilizer Industry Coordination Committee
8th Floor, Sewa Bhawan, R.K. Puram, New Delhi

Dated 7th May, 2019

OFFICE MEMORANDUM

Sub:-Preparation of panel of candidates for filling up of the post of Asstt. Director (Admin.) in the Office of Fertilizer Industry Coordination Committee..

In continuation of this office's O.M. of even number dated 6th February, 2019 (copy enclosed) on the above mentioned subject. It is to inform that the last date for receiving the applications along with up-to date CR dossiers of the applicants for preparing a panel for filling up of the posts of Asstt. Director (Admin.) in PB-2 (Rs.47600-151100) on deputation basis has been extended upto 05.07.2019.


(V. Sreenivas)
Director (Admn.)
Tele No. 26109820

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US(HR-II), Department of Fertilizers, Shastri Bhawan, New Delhi.
3. US(Establishment), Department of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan.
5. Controller and Auditor General of India, Bahadurshah Zafar Marg, New Delhi.
6. Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
7. Controller General of India, Lok Nayak Bhawan, Khan Market, New Delhi.
8. Dy. Director General, Postal Accounts, Dak Tar Bhawan, New Delhi.
9. Director of Accounts (Telecom), Department of Tele-communication, Sanchar Bhawan, 20, Ashoka Road, New Delhi.
10. A.D.(G) (SEA), Department of Telecom, Sanchar Bhawan, 20, Ashoka Road, New Delhi.
- ✓ 11. AIC, Department of Fertilizers with a request to upload it on the website of Department of Fertilizers.
12. Guard file.

BIO-DATA PROFORMA

1. Name & Address in Block letters
2. Date of Birth (in Christian era) ...
3. Date of retirement under Central/State Government rules ...
4. Educational Qualifications ...
5. Whether Educational and other qualification 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		Qualifications/ Experience possessed by the officer	
Essential	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

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/Instt./Orgn.	Post Held	From	To	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment, i.e. ad hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state
- h
- (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-----
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Civilization
 - (d) Government Undertaking
 - (e) Universities
11. 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.
12. Total emoluments per month now drawn
13. Additional information, if any, which you would like to mention in support of your suitability for the post/ Enclose a separate sheet, if the space is insufficient.
14. Whether belong to SC/ST
15. Remarks

Signature of the Candidate

Address-----

Date-----

Countersigned-----
(Employer)

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Department of Fertilizers
Office of Fertilizer Industry Coordination Committee
8th Floor, Sewa Bhawan, R.K. Puram, New Delhi

Dated 6th February, 2019

OFFICE MEMORANDUM

Sub:-Preparation of panel of candidates for filling up of the post of Asstt. Director (Admin.) in the Office of Fertilizer Industry Coordination Committee.

The undersigned is directed to say that it is proposed to prepare a panel of eligible/ suitable candidates for filling up the post of Asstt. Director (Admin.) in the pay scale of (Rs.47600-151100/-) Level-8 Group-B' Gazetted, in Fertilizer Industry Coordination Committee (FICC) on usual deputation terms.

2. The eligibility conditions for recruitment to the post of Asstt. Director (Admin.) are as under:-

Officers under the Central Government:-

- (a) i) holding analogous post; or
- ii) with 3 years service in the post in the scale of (re-vise under 7th CPC -Rs.44900-142400/- level-7).
- iii) with 8 years service in the post in the pay scale of (re-vise under 7th CPC Rs.35400-112400/- level-6) or equivalent.

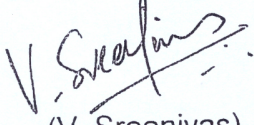
(b) Possessing experience in administration, establishment and accounts matters.

3. The pay of selected officers/candidates will be regulated in accordance with Ministry of Personnel & Public Grievances & Pension, Deptt. of Personnel & Training O.M. dated 17th June, 2010 and as amended from time to time or to have their pay fixed in the scales of pay of the post subject to restrictions under the rules.

4. It is requested that the application from the willing candidates who fulfill the required qualification along with the complete and up-to-date confidential reports of the last 5 years duly attested by an officer not below the rank of under Secretary and who could be spared in the event of his selection, may be sent to the undersigned in the prescribed proforma (enclosed herewith) within **60 days** from the date of the issue of this O.M. While forwarding the application, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary / vigilance case is either pending or contemplated against the officer.

5. An advance copy of the application may be forwarded. However, the application with ACRs should be routed through proper channel.

6. The candidates who applied for the post will not be allowed to withdraw their candidature at any cost.


(V. Sreenivas)
Director (A&I)
Tel. No.26109820

To,

1. All Ministries/Departments of the Government of India.
2. All Sections / Desks in the Department of Fertilizers, New Delhi.
3. PAO, Deptt. of Fertilizers, New Delhi.
4. NIC – with request to upload in the Department of website, NIC Bhawan, CGO Complex, New Delhi-110 003.