

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 25th March, 2020

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.) is 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 (pre-revised under 7th CPC -Rs.44900-142400/- level-7).
- iii) with 8 years service in the post in the pay scale of (pre-revised 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 by **30.04.2021**. 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.

....2/-

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 have applied for the post will not be allowed to withdraw their candidature at any cost, at a later date.



(Debashish Halder)
Jt. Director (A&I)
Tel. No.26109820

To,

1. US(Establishment), Department of Fertilizers, Shastri Bhawan, New Delhi.
2. All Ministries/Departments of the Government of India.
3. All Sections / Desks in the Department of Fertilizers, New Delhi.
4. PAO, Deptt. of Fertilizers, Janpath Bhawan, New Delhi.
5. NIC – with request to upload in the Departmental website.
6. Hindi Translation.

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)	
Desirable (1)	
(2)	

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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
- The date of initial appointment
 - Period of appointment on deputation/contract
 - Name of the parent office/organization to which you belong.
10. Additional details about present employment
please state whether working under-----
- Central Government
 - State Government
 - Autonomous Civilization
 - Government Undertaking
 - 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.
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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)