

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

12^h April, 2017

OFFICE MEMORANDUM

Sub: Preparation on 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 9th December, 2016 and 15th March, 2017 (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 post of Asstt. Director (Admin.) in PB-2 (Rs.9300-34800) with grade pay of Rs. 4800/- on deputation basis has been extended upto 10.06.2017.

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

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Government of India.
2. US(HR-II), Department of Fertilizers, Shastri Bhawan, New Delhi.
3. US (Establishment), Department of Chemical & 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. NIC, 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)

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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. and basic pay	Post Held duties	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
 - (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 is insufficient.

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14. Whether belong to SC/ST

15. Remark

Signature of the Candidate

Address -----

Date -----

Countersigned -----
(Employer)