

NO. A-12023/01/2021-NTH
Government of India,
Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs,
12/2, Jamnagar House, Shahjahan Road, New Delhi.

Dated, 12 July, 2021

CIRRCULAR

Subject: - Filling up of the post of Director General in National Test House, Kolkata Department of Consumer Affairs.

Services of a suitable Officer are required for filling up of the post of Director General in National Test House, Kolkata by composite method- deputation (including short term contract) plus promotion. Pay of the Officer selected will be regulated in accordance with the instructions issued by the Government from time to time. Details relating to the post are given in Annexure-A.

2. It is requested, that the applications of eligible and willing officers who can be spared immediately may kindly be forwarded furnishing all requisite information as per Annexure—I&II, so as to reach the Under Secretary (NTH)(sonthp-ca@nic.in), Department of Consumer Affairs, 12/2, Jam Nagar House, Shahjahan Road, New Delhi-110001 within 60 days of the publication of this advertisement in the Employment News / Razgar Samachar. Applications received after the prescribed date shall not be entertained.

3. Forwarding authorities should also send the up to date Character Rolls/APARs for the last five years of the officers concerned along with their applications. While forwarding the application, it must be certified by the lending authorities that the particulars furnished by the officers are correct and that no Vigilance or Disciplinary case is either pending or contemplated against him/her (Annexure-II). Forwarding/Sponsoring authorities may also furnish the list of major/minor penalties, if any, imposed during last 10 years on the officer concerned along with a certificate of Integrity. The Officers who volunteer for the post will not be permitted to withdraw their names later. Incomplete applications will not be entertained.

(P. S. Thakur)

Under Secretary to the Govt. of India
Telephone No. 011 – 23073612

To,
All Ministries / Departments / Laboratories

Subject:- Filling up the post Director General [Group 'A'] in Level — 14 in the Pay Matrix (pay Rs. 144200 – 218200) in the National Test House on deputation (including short term contract) plus promotion basis.

Sir,

I am directed to say that it has been decided to fill up the post of Director General, in Level—14 in the Pay Matrix (pay Rs. 144200 – 218200) in the National Test House, Kolkata, a Subordinate Office under the Department of Consumer Affairs by composite method, on deputation **(including short term contract) plus promotion** from the :-

- (I) Officers' under the Central or State Governments or Union Territories or Universities or Recognized Research Institutions or Development Organization or Semi — Governments, Statutory or Autonomous Organizations:
- a) (i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the pay Level — 13A in the Pay Matrix (pay Rs.131100–216600) or equivalent in the parent cadre or Department, or
- (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the Level — 13 in the Pay Matrix (pay Rs. 123100 – 215900) or equivalent in the parent cadre or Department.

(b) Essential qualification and experience:-

- (i) Master's Degree in Chemistry (Pure or Applied) or Physics (Pure or Applied) or Degree in Engineering or Metallurgy or Textile or Rubber Technology from a recognized University or equivalent; and
- (ii) (a) possessing fifteen years' experience in the field of testing and evaluation of materials; or
- (b) fifteen years' experience in standardization, quality assurance and reliability of which at least five years should be in the field of materials and in independent planning and execution of projects

Desirable:-

- (i) Doctorate Degree in Chemistry or Physics or Post Graduate Degree in Engineering or Metallurgy or Textile or Rubber Technology from a recognized University or equivalent;
- (ii) Administrative experience preferably in a laboratory; and
- (iii) Research experience in industrial materials and testing methodology.

(II) The Departmental Director (Grade — II) in the Level — 13 in the Pay Matrix (pay Rs.123100 – 215900) with three years regular service in the grade will 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 – 1 The departmental officers in the feeder cadre who are in the 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.

Note – 2 The period of deputation (including short — term contract) including period of deputation (including short — term contract) in another ex — cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed five years.

Note – 3 The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty — eight years as on the closing date of the receipt of application.

Note – 4 For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 or the date from which the revised level in the pay matrix based on the recommendation of the Seventh Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendation of the said pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix and where this benefit will extend only for the post for which that level in the pay matrix is the normal replacement grade without any up-gradation.

(III) The place of posting is Kolkata.

(IV) **Brief Duty of the post:**

The Director General, National Test House will be responsible for (i) Overall activities of National Test House including its regional laboratories at Kolkata, Mumbai, Chennai, Ghaziabad, Guwahati and Jaipur. He will also function as Head of the Department of National Test House. (ii) Implementation of Plan Scheme for augmentation of the testing and evaluation facilities. (iii) Implementation of development programme for extending the activities of National Test House as per requirement.

2. It is requested that the applications in the enclosed proforma (Annexure-I & II) from officers who are willing and fulfilling the above mentioned qualifications and experience and whose services can be spared immediately on his/her selection to the post, kindly be forwarded to the **Under Secretary (NTH), (sonthp-ca@nic.in), Department of Consumer Affairs, Gallery No. 12/2, Jam Nagar House, Shahjahan Road, New Delhi — 110011, within 60 (sixty days) from the date of issue of this letter or advertisement in the Employment News / Rozgar Samachar,** along with latest Five years Confidential Reports / APARs, Vigilance Clearance, No Penalty statement during last ten years, Integrity Certificate, and Cadre Clearance. Incomplete application without above mentioned documents will not be entertained. Action on advance application / application received after closing date will not be taken.



(P. S. Thakur)

Under Secretary to the Govt. of India
Telephone No. 011 – 23073612

Copy to: -

1. All Ministries / Departments of the Government of India.
2. All Public Sector Undertakings [through Department of Public Enterprises].
3. All Autonomous bodies.
4. All the Laboratories / Research Institutions [as per Appendix — 1j].
5. Secretary, University Grants Commission, Bhadurshah Zafer Marg, New Delhi — 110002 with the request to forward to all the Heads of Universities.
6. Deputy Secretary, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi — 110016, with the request to circulate to all the scientific Institutions under their administrative control.
7. Bureau of Indian Standard, Manak Bhavan, Bahadur Shah Zafer Marg, New Delhi — 110002.
8. Deputy Secretary (Administration), CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi [with 10 spare copies].
9. Director General, National Test House, CP Block, Sector — V, Salt Lake, Kolkata 700091, with the request to post on the NTH website also.

10. Director, National Physical Laboratory, Dr. K. S. Krishnan Road, New Delhi — 110012.
11. NIC, Department of Consumer Affairs, Shastri Bhavan, New Delhi for posting on the website.



(P. S. Thakur)

Under Secretary to the Govt. of India
Telephone No. 011 – 23073612

1. Designation of the Post : Director General
2. Place of Posting. : National Test House, Kolkata.
3. Level – 14 in the Pay Matrix : (Pay Rs.144200 – 218200)
4. Number of Post : 1 (One)
5. Classification : General Central Service Group 'A'
Gazetted, Non-Ministerial.
6. Eligibility conditions
- I. Officers under the Central or State Governments or UTs Universities or Recognized Research Institutions or Development Organizations or Semi – Governments, Statutory or Autonomous organizations: -
- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
(ii) With two years' service in the grade rendered after appointment thereto on a regular basis in Level- 13A in the Pay Matrix (pay Rs. 131100 – 216600) or equivalent in the parent cadre or Department; or
(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in the Level – 13 in the Pay Matrix (pay Rs. 123100 – 215900 or equivalent in the parent cadre or Department: and
- (b) Possessing the educational qualifications and experience prescribed for direct recruits (as in S. No. 7 below)
- II. The Department Director (Gr. II) in the Level – 13 in Pay Matrix (pay Rs.123100 – 215900) with three years regular service in the grade will also 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 (1) The department officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration appointment by promotion.
7. Educational & other Qualifications required : **ESSENTIAL:**
(i) Master's Degree in Chemistry (Pure or Applied) or Physics for the post (Pure or Applied) or Degree in Engineering or Metallurgy or Textile or Rubber Technology from a recognized University or equivalent, and
(ii) (a) Possessing 15 years' experience in the field of testing and evaluation of materials; or

(b) 15 years' experience in standardization, quality assurance and reliability, of which at least 5(five) years should be in the field of materials and in independent planning and execution of projects.

DESIRABLE:

- (i) Doctorate Degree in Chemistry or Physics or Postgraduate degree in engineering or Metallurgy or Textile or Rubber Technology from a recognized University or equivalent;
- (ii) Administrative experience preferably in a Laboratory;
- (iii) Research experience in industrial materials and testing methodology.

Note (1) The qualification(s) are relaxable at the discretion of the UPSC in the case of candidates otherwise well qualified.

Note (2) The qualification(s) regarding experience is / are relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to Scheduled Caste or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

8. Job requirements :

The Director General, National Test House will be responsible for

- (i) overall activities of National Test House including its regional laboratories at Kolkata, Mumbai, Chennai, Ghaziabad, Guwahati and Jaipur. He will also function as Head of the Department for National Test House.
- (ii) Implementation of Plan Schemes for augmentation of the testing and evaluation facilities.
- (iii) Implementation of development programme for extending the activities of National Test House, as per requirement.

9. Period of deputation/
Contract :

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 Organization or Department of Central government, shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 58 (fifty eight) years as on the closing date of the receipt of applications.

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 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.	

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;</p> <ul style="list-style-type: none"> (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. <p>(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 _____

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.