No. A-32013/02/2016-NTH

Government of India

Ministry of Consumer Affairs, Food & Public Distribution

Department of Consumer Affairs

(National Test House Division)

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Gallery No. 12/2, Jam Nagar House,

Shahjahan Road, New Delhi - 110011

Dated the 2nd April, 2016

To,

 The Chief Secretaries

 (All State Governments)/ Union Territories

**Subject:- Filling up of the post of Administrative Officer (Gr. I) in NTH (ER) at Kolkata in Pay Band -3, Rs. 15600-39100 + Grade Pay of Rs. 5400/-**  **in the National Test House on deputation basis (including short term contract).**

 I am directed to say that it has been decided to fill up one post of Administrative Officer (Gr. I) in NTH (ER) at Kolkata in the Pay Band -3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- in the National Test House a subordinate Office under the Department of Consumer Affairs on transfer of deputation (including short term contract) from the :-

 Officers under the Central Government or state government or Union territories or statutory bodies or public sector undertaking or autonomous bodies or recognised research institutions:-

(a) (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with two years regular services in the grade rendered after appointment thereto on regular basis in the pay band -2, Rs. 9300-34800 with grade pay of Rs. 4800/-or equivalent in the parent cadre or department; or

(iii) with three years regular service in the grade rendered after appointment thereto on regular basis in the pay band -2, Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent in the parent cadre or department; and

(b) possessing the essential qualifications and experience as under:

1. degree of a recognised University or Institute;
2. three years’ experience in Accounts, Administration, Establishment work in a Government Office or public sector undertaking or autonomous body or statutory body.

 The Departmental Officers in the feeder cadre who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, Deputationists shall not be eligible for consideration for appointment by promotion.

 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 organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short terms contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

 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, 2006 or the date from which the revised pay structure based on the recommendations of the sixth Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations or the said Pay Commission expect where there has been merger of more than one pre – revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal preplacement grade without any upgradation.

**The Place of posting is at Kolkata**

**Brief Duty of the Post:**

 Administrative Officer Grade I is handling matters related to Legal & Court Matters & RTI application. Physical verification of Assets and preparing annual reports. Timely processing and maintaining of Insurances, AMCs, Property Taxes, Other Taxes and other related work. Making arrangements for organizing meetings, training, annual & special events and visits of VIPs/Senior Official/Delegates. Promotion/Direct Recruitment of all Coup C posts under the delegated power of Director of the Region and other miscellaneous supervisor of work in National Test House.

**2.** It is requested that the applications in the enclosed proforma **(Appendix – I)** from officers who are willing and fulfilling the above qualification and experience and whose service can be spared immediately on his/her selection to the post, may kindly be forwarded to the **Deputy Director, Department of Consumer Affairs, 12/2, Jam Nagar House, Shahjahan Road, New Delhi -110011, within 60 (Sixty days) from the date of issue of advertisement in the Employment News/Rozgar Samachar,** along with attested copies of latest 5 years’ Confidential Reports (each page attested by an officer not below the rank of under Secretary) Vigilance Clearance, No Penalty statement during the last 10 years, Integrity Certificate and Cadre Clearance (As per proforma enclosed). Incomplete application without above mentioned documents will not be entertained. Application received after the closing date will not be entertained.

Yours faithfully,

(D.K. Sonker)

Deputy Director (NTH)

Tel. /Fax No. 01123073612

Copy to:

1. All Ministries/ Departments to 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 -1)
5. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110002 with the request to forward to all the Heads of the Universities.
6. Deputy Director, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi – 110016, with the request to circulate to all the scientific Institutions under their administrative control.
7. Bureau of Indian Standards, Manak Bhawan, Bahadur Shah Zafar Marg, New Delhi – 110002
8. Deputy Secretary (Administration), CSIR, Anusandhan Bhawan, Rafi Marg, New Delhi (with 10 spare copies)
9. Director, National Physical Laboratory, Dr. K.S. Krishnan Road, New Delhi - 110012
10. NIC, Department of Consumer Affairs, Shastri Bhawan, New Delhi with the request to place this vacancy circular on the website <http://consumeraffairs.nic.in> for wide circulation.

(D.K. Sonker)

Deputy Director (NTH)

**APPENDIX - I**

**Proforma**

Application for the post of Administrative Officer Grade I, National Test House

1. Name and Address (In Block Letters) (Complete postal address official and residential)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government Rules
4. Educational Qualification:-
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 Qualification /Experience

Required possessed by the officer

Essential (1) (2) (3)

Desired (1) (2) (3)

1. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
2. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Official/Institution | Post held | From | To | Scale of Pay and basic pay | Nature of duties(In detail) |
|  |  |  |  |  |  |

1. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent
2. In case the present employment is held on deputation/contract basis, please state:-
3. The date of initial appointment
4. Period of appointment on deputation/contract
5. Name of the parent office/organization to which you belong.
6. Additional details about present Employment

Please state whether working under (Indicate the name of your employer relevant column):

1. Central Government (d) Universities
2. Autonomous (e) Others
3. Government Undertakings
4. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
5. Are you in Revised Scale or pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
6. Total emoluments per month now drawn.
7. Additional Information, if any, which you would like to mention is support of your suitability/ for the post (This among other things may provide information with regard to :-
8. Additional academic qualification
9. Professional training and
10. Work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(Note: Enclose a separate sheet, if the space is insufficient).

1. Whether belongs to SC/ST
2. Remarks : ( The candidates may indicate information with regard to
3. Research publication and reports and special projects;
4. Awards/ Scholarships/Official Appreciation;
5. Affiliation with the professional bodies/ institutions/ societies and
6. Any other information.

(Note: Enclose a separate sheet, if the space is insufficient).

 I have carefully gone through the Vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

Date :

 Signature of the Candidate

 Address

 Telephone No.

Countersigned

(Employer with seal and telephone number)

Note: whenever there is a change of address or change in telephone number, the candidates/ Employer should intimate the same.

**Integrity Certificate**

After scrutinizing the service records of Shri /Smt./Ms……………......working as …………………, it is certified that there is no doubt about his/her integrity.

Name and Designation of the Officer with Stamp

(to be signed by the Officer) not below

the rank of Deputy Secretary level

**Major /Minor Penalties Certificate**

This is certified that no major/minor penalties have been imposed on Shri/Smt./Ms. ………………

Working as …………………. During the last ten years.

Name and Designation of the Officer with Stamp

(to be signed by the Officer) not below

the rank of Deputy Secretary level

**Vigilance Clearance Certificate**

This is to certified that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt./Ms. ………………working as …………………. He/She is clear form Vigilance angle.

Name and Designation of the Officer with Stamp

(to be signed by the Officer) not below

the rank of Deputy Secretary level

**Cadre Clearance Certificate**

This is to certify that the competent authority has granted Cadre Clearance to Shri /Smt…………..

for applying to the post of Deputy Director (Admn.) on deputation basis

Name and Designation of the Officer with Stamp

(to be signed by the Officer) not below

the rank of Deputy Secretary level