

No. A-12025/1/2017-SA
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

DETAILED VACANCY CIRCULAR

Applications are invited from the eligible officers for filling up one vacant post of **Senior Administrative Officer**, a General Central Service, Group 'A' Gazetted post in Level-11 of the Pay Matrix (PB-3: Rs. 15,600-39,100 + Grade Pay Rs. 6,600/-, as per 6th CPC) at National Sugar Institute, Kanpur, a sub-ordinate office in the Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, by Deputation (including short-term contract). Details of the post, eligibility conditions etc. are given in the **Annexure-I**.

2. Applications of only such officers/ candidates will be considered as are routed through proper channel and are accompanied by:-
 - (i) Bio-data alongwith Certification by the Employer/ Cadre Controlling Authority, as per the proforma given in **Annexure-II**.
 - (ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.
3. Applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the Under Secretary (SA), Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, (Room No. 256), Krishi Bhawan, New Delhi – 110 001 within a period of **60 days** from the date of issue/ publication of this advertisement in the Employment News.
4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/ documents are liable to be rejected. **Unemployed and private candidates are not eligible; therefore, they need not apply.**



(Anurag Kumar)

Under Secretary to the Government of India
Tel. No.: 2307 0622

1. Name of the post: Senior Administrative Officer.
2. Number of posts: 1 (One)
3. Classification of post: Group 'A' Gazetted post
4. Pay Scale: Level-11 of the Pay Matrix
(PB-3: Rs. 15,600-39,100 + Grade Pay of Rs. 6,600/-, as per 6th CPC)
5. Age Limit: The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of applications.
6. Eligibility conditions for appointment on Deputation (including short-term contract) basis: Officers of the Central Government/ State Governments/ Union Territories/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Semi-Government/ Autonomous or Statutory Organizations:-
 - (a)(i) holding analogous posts on a regular basis in the parent cadre or Department; or
 - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-10 (Rs. 56,100-1,77,500) of the Pay Matrix or equivalent, in the parent cadre or Department; or
 - (iii) with seven years' service in the grade rendered after appointment thereto on a regular basis in Level-7 (Rs. 44,900-1,42,400) of the Pay Matrix or equivalent, in the parent cadre or Department; and
 - (b) possessing a Bachelor Degree in any discipline from a recognised University or Institute and having five years experience of administration, establishment and accounts matters.
7. Place of Posting: The place of posting will be National Sugar Institute, Kanpur (UP), but liable to be posted anywhere in India.
8. Duties attached to the post:
 - (i) To function as Head of Office.
 - (ii) Appointing Authority for Group 'C' & 'D'.
 - (iii) Assisting the Director in general supervision of the various activities of the Institute like Administration, Accounts, Purchase, Legal matters, Security, Maintenance, control over expenditure etc.
 - (ii) Any other work assigned by the Director.