

No. 12011/04/2018-Estt
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
Dated the 13th September, 2024.

OFFICE MEMORANDUM

Sub.: Recruitment to the post of Deputy Commissioner (Port, Operations & Projects) on deputation(ISTC) basis in Pay Level 12 (Rs 78800-209200) in the pay matrix in the Department of Fertilizers.

The undersigned is directed to say that one post of Deputy Commissioner (Port, Operations & Projects), a Group 'A' Gazetted post of General Central Services, in Pay Level 12 (Rs 78800-209200) in the pay matrix is required to be filled on deputation (ISTC) basis on the following conditions:

(I) Officers under the Central or the State Governments or Union Territory Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations

(A) (I) holding analogous posts on regular basis in the parent cadre or Department; or
(II) with five years' regular service in the grade corresponding to level 11 in the pay matrix in the parent cadre or Department; and

(B) possessing the following educational qualifications and experience:

Essential:

- (i) Bachelor's Degree from a recognized University or Institute.
- (ii) Seven years experience out of which minimum 5 years' in port operations relating to handling of fertilizers or food grains from Offices under the Central Government or State Governments or Union Territories or Public sector Undertakings or Semi Government organizations or Autonomous or Statutory Organizations.

Desirable:

Associateship or Fellowship or Diploma in Shipping and Port Management from a recognized institute.

Note 1: The Departmental Assistant Commissioner (Shipping) in Pay level 11 in the pay matrix with five years regular service in the grade and having the educational qualification and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

Note 2: Period of deputation(ISTC) including period of deputation(ISTC) 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 four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications

2. Period of deputation shall ordinarily not exceed 4 years.
3. Pay and allowances and other terms and conditions of the selected officers will be regulated as per instructions contained in the Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.
4. It is requested that particulars in the annexed application form of the eligible officers who could be spared in the event of selection may be forwarded to Shri Manish Kumar Chourasiya, Under Secretary (Estt.), Room No.-205, D wing, Department of Fertilizers, Shastri Bhawan, New Delhi through proper channel within 45 days from the date of publication of this office Memorandum in the Employment News along with their complete and up to date ACR/APAR dossiers of last 5 years.
5. A certification that no vigilance case is either pending or contemplated against the officer along with certificate of Integrity and certificate that no Major/Minor penalty was imposed during last 10 years may also be sent to this Department.
6. The applications of officers received without the ACRs/APARs or with incomplete information/documents will not be entertained. Candidates, who volunteer to be considered for this post, will not be allowed to withdraw their names later on.

Encl.- As above

Signed by

Manish Kumar Chourasiya

Date: 13-09-2024 16:36:49

(Manish Kumar Chourasiya)

Under Secretary to the Govt. of India

Tele: 011-23388064

Copy to:

1. All Ministries/Departments of Government of India including NITI Aayog with request to give this O.M wide publicity among eligible officers and also to circulate the post to recognized research institutions and autonomous organizations under their administrative control.
2. Chief Secretaries of all the State Governments with request to circulate the post to recognized research institutions and autonomous organization under their control.
3. NIC, DoPT for uploading on the website of DoPT.
4. Public Sector Undertakings under the control of the Department of Fertilizers.
5. Department of Public Enterprises, CGO Complex, New Delhi with request to circulate the post among all PSEs.
6. University Grants Commission, Bahadur Shah Zafar Marg, New Delhi with request to circulate the post among all universities etc.
7. Ms. Suvidha Kumar, Deputy Director(PIB), D/o Fertilizers, Room No.304, National Media Centre to give wide publicity to this OM at all possible platform, payment if any, would be made as per DAVP rates only.
8. Hindi Section for translation.
9. Notice Board/NIC for uploading on the website of DoF.
10. Vacancy Circular Folder.

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.	
<p>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.</p>	

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> <p>(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> <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 _____