

फाइल संख्या/File No. 19(39)2019-Estt/V



राष्ट्रीय शर्करा संस्थान NATIONAL SUGAR INSTITUTE

एक आई.एस.ओ. 9001:2015 प्रमाणित संस्थान/AN ISO 9001:2015 Certified Institute
उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय
Ministry of Consumer Affairs, Food & Public Distribution
(खाद्य एवं सार्वजनिक वितरण विभाग)/Department of Food & Public Distribution
(भारत सरकार)/(Government of India)

VACANCY CIRCULAR

Applications are invited from the eligible candidates amongst working under the Central Government for appointment at National Sugar Institute, Kanpur on deputation. Details of the post, eligibility condition etc. may be accessed from the institute's website www.nsi.gov.in.

| Name of the Post | No. of post | Group | Age limit | Level in the Pay Matrix | Qualifications |
|----------------------|-------------|------------------------------|------------------------|--|--|
| Upper Division Clerk | 01 | 'C' Non-Gazetted Ministerial | Not exceeding 56 years | Level-4, Cell-1 Rs. 25,500-81,100/- (as per 7th CPC), [Pay Band-1, Rs. 5200-20200/- with grade pay of Rs. 2400/- as per 6th CPC] | (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) Lower Division Clerk in the Pay Matrix Level-2, Rs. 19,900-63,200/- (as per 7th CPC), [Pay Band-1, Rs. 5200- 20,200/- with grade pay of Rs. 1900/- as per 6th CPC] with eight years' regular service in the grade. |

2. Application of only such candidates who can be spared immediately in the event of selection will be considered which are routed through proper channel and are accompanied by:-

(i) Bio-data (in duplicate). (ii) Photocopies of ACR/APARs for the last five (5) years duly attested on each page by concerned officer. (iii) Certificate by the Employer/Cadre Controlling Authority - (proforma available on the website)

3. Application of eligible candidates may be sent directly to the **Senior Administrative Officer, National Sugar Institute, Kalyanpur, Kanpur-208017** within a period of **60 days from the date of issue/publication of this advertisement.**

(B.K. Sahu)

Senior Administrative Officer

EN 16/32



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राष्ट्रीय शर्करा संस्थान

NATIONAL SUGAR INSTITUTE

एक आईएसओ 9001:2015 प्रमाणित संस्थान

AN ISO 9001:2015 Certified Institute

उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय

Ministry of Consumer Affairs, Food & Public Distribution

(खाद्य एवं सार्वजनिक वितरण विभाग)

Department of Food & Public Distribution

(भारत सरकार)

(Government of India)

कल्यानपुर, कानपुर

Kalyanpur, Kanpur

दिनांक / Dated 24.06.2022

VACANCY CIRCULAR

Applications are invited from the eligible candidates for appointment to the Post of Upper Division Clerk, General Central Service (Group 'C') Non-Gazetted, Ministerial Post in Pay Matrix Level-4, Cell-1, Rs. 25,500-81,100/- (as per 7th CPC), [Pay Band-1, Rs. 5200-20,200/- with grade pay of Rs. 2400/- as per 6th CPC] on deputation basis at National Sugar Institute, Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Kanpur. The post of Upper Division Clerk is to be filled up on deputation from amongst candidates Officials of the Central Government fulfilling the following:-

Deputation:

Officers of the Central Government:

- (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) Lower Division Clerk in the Pay Matrix Level-2, Rs. 19,900-63,200/- (as per 7th CPC), [Pay Band-1, Rs. 5200-20,200/- with grade pay of Rs. 1900/- as per 6th CPC] with eight years' regular service in the grade.

Note 1:- The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2:- Period of deputation including the period of deputation 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 three years.

Note 3:- The maximum age limit for appointment by deputation shall be 'not exceeding 56 years' as on the closing date of receipt of applications.

Note 4:- For the purpose of appointment on deputation 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 of the said pay Commission except where there has been merger of more than one per-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 or posts for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

The place of posting will be National Sugar Institute, Kanpur (Uttar Pradesh) but libel to be posted anywhere in India.

No application without proper channel will be entertained.

Candidates who once apply for the post will not be allowed to withdraw their candidature later subsequently.

GENERAL INSTRUCTIONS FOR FORWARDING AUTHORITY:-

1. Please ascertain while forwarding the application that the particulars furnished by the officer has been verified & certified and are found correct and that no disciplinary/ vigilance case is pending or contemplated against the officer and that no major/ minor penalty has been imposed on the officer during the last 10 years under Central Civil Services (Control, Classification & Appeal) Rules, 1965.
2. The applications (in duplicate) in the enclosed proforma, in respect of the candidates, who fulfill the requirement, may be forwarded to **Senior Administrative Officer, National Sugar Institute, Kalyanpur, Kanpur-208017**. The application must be duly counter signed by the Head of Department/ Concerned cadre controlling authority authorized to sign on his behalf, along-with the following documents:-
 - (i) A.C.R. Dossier for the last five years in original. In case the original A.C.R. cannot be spared, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India may also be forwarded.
 - (ii) Vigilance Clearance Certificate.
 - (iii) Integrity Certificate.
 - (iv) A certificate to the effect that no major/ minor penalty has been imposed to the officer during the last 10 (ten) years under Central Civil Services (Control, Classification and Appeal) Rules 1965.

The application completed in all respects should reach at the address mentioned at (2) above within 60 days from the date of publication of this advertisement in the Employment News. Applications received after last date or without document mentioned above or otherwise found incomplete will not be considered.



(B.K. Sahu)

Senior Administrative Officer

Encl: Proforma Bio-Data.

BIO – DATA PROFORMA

Post applied for.....

1. Name and address (in block letters) :
Telephone No: & Email
2. Date of birth (in Christian era) :
3. 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 | Qualifications/Experience possessed by the Officer |
|------------------|---|---|
| Essential | (i) (ii) (iii) | |

6. Please state clearly whether in the light of the 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. | Post held and service cadre to which it belongs | From | To | Scale of pay classification (Group) of post | Nature of duties |
|-------------------------|--|------|-----|--|---------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |

8. Nature of present post held
Whether held on
 - (i) Ad-hoc basis:
 - (ii) Regular/ or temporary basis:
 - (iii) Permanent or quasi- permanent basis:
 - (iv) Basis pay drawn at present:
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 you belong to:

10. Additional details about present employment.

Please state whether working under:-

- a) Central Government :
- b) State Government :
- c) Union Territory :
- d) University :
- e) Recognized Research Institution :
- f) Statutory or Autonomous Organization :
- g) Statutory or Autonomous Organization :

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, if the space is insufficient.

14. Whether belongs to SC/ST/EWS?

15. Remarks

Signature of the candidate

Address.....

.....

.....

Date:

Countersigned.....
(Employer)

(Certificate to be furnishing by the Employer/Head of Officer/Forwarding Authority)

Certified that the particulars furnished by Shri/Smt./Msare correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:-

I. There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms.

II. His/her integrity is certified.

III. The Photocopies for the last five years duly attested by Head of Department.

IV. * No major/minor penalty has been imposed on him/her during the last ten years.

V. * A list of major/minor penalties imposed on him/her is enclosed.

(*Strike out which is not enclosed)

Signature of the Forwarding Authority.....

Name and Designation.....

Office Seal.....

Complete Office Address.....

.....

E-mail address of the Forwarding Authority.....

Telephone Number/Fax No. of the Forwarding Authority.....

Date:.....

Place:.....

List of enclosures:

1.....

2.....

3.....

4.....

5.....

6.....