

No. A-12024/01/2025-SRA/E.III (e:388864)  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Food and Public Distribution  
(SRA/E-III)

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**DETAILED VACANCY CIRCULAR**

Applications are invited from the eligible officials for filling up 01 post of Administrative Officer, IGMRI, Hapur, Pay Scale Level-11 as per 7<sup>th</sup> CPC in Storage and Research Division, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution on transfer on deputation basis. The Annexure-I gives details of the post, eligibility conditions etc.


2. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by:-

(i) Bio-data (as per the proforma given in **Annexure-II**) – Certification part to be filled up and countersigned by the Employer/Cadre Controlling Authority. Each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary.

(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 (S&R/Admin.), Room No. 34-C, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the date of 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.

  
(Pradeep Kumar Choudhary)  
Under Secretary (S&R/Admin.)  
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## Annexure-I

- a) **Name of the post** : Administrative Officer, IGMRI
- b) **Number of vacant post** : 01 (One)
- c) **Classification of post** : General Central Service, Group 'A' post
- d) **Pay Scale** : Level-11 of 7<sup>th</sup> CPC
- e) **Period of Deputation** : 03 years
- f) **Age Limit** : The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date for receipt of applications.
- g) **Eligibility conditions for appointment on transfer on deputation basis** :
  - (i) Officers of the Central Government with 5 years regular service in Group A posts or with 8 years regular service in Level-6 as per 7<sup>th</sup> CPC, or equivalent, and having experience of establishment and accounts work.
  - (ii) Accounts officers in Level-7 as per 7<sup>th</sup> CPC of the organized Audit and Accounts Departments, viz. Indian Audit and Accounts Department, Indian Railway Accounts Department, Indian Defense Accounts Department, Indian Posts and Telegraphs, Finance and Accounts Department with 5 years regular service in the grade.

**Note:** The Departmental officers in the feeder category who are in the 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. (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). The maximum age limit for appointment on deputation (including short-term contract) shall be not exceeding 56 years, as on the closing date of receipt of applications.

**Indicative Duties of Administrative Officer, IGMRI:** To exercise all the powers delegated by the Govt. Of India under the various provisions of GFR related to Establishment, administration, Accounts, Budget, appointments and other general matters. To perform the duties of Controlling Officer as well of the Drawing & Disbursing Officer. To Provide necessary advise to the Divisional Head of Storage & Research Division, Department of Food & Public Distribution, Director, IGMRI, Hapur and Head of Office of IGMRI, Field Stations and Regional Offices of Quality Control Cells located in the different parts of the Country in the matters related to administration, Disciplinary, legal, appointments, Budget, procurement, Accounts & Establishment. To coordinate all the field offices of the Storage & Research Division of Department of Food and Public Distribution and to arrange Internal and External Audit of financial matters. Revised & Budget Estimates of receipts and expenditure proposals are prepared under his supervision and to ensure that correct financial procedure are followed, Expenditure and Receipts are properly accounted for, Financial powers are not abused and GFR are strictly adhered to. To act as Inquiry Officer by the competent authority in the matters related to Establishment/Accounts/ administration and to make arrangement to convene



Departmental Promotion Committee meetings for appointment/confirmation etc. and to participate as member secretary.

**Place of posting:** The place of posting will be IGMRI, Hapur but liable to be posted anywhere in India.

**Information:**

a. The officer selected will have the option to draw his grade pay plus deputation (duty) allowances or to have his pay fixed in the time scale of the pay attached to this post in accordance with the DOPT's OM No.2/29/91-Estt. (Pay-II) dated 5.1.1994, as amended from time to time.

b. The application may be sent (in triplicate) in the enclosed Proforma, along with the complete and up-to-date confidential Reports Dossier/APAR of the eligible officer (s) who could be spared immediately in the event of their selection, may kindly be forwarded through proper channel so as to reach this Ministry within 60 days from the date of issue of this circular. While forwarding application(s), it may also be verified and certified that particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against the applicant(s). Application received after the due date or without the Confidential Reports/APAR Dossiers/Vigilance Clearance and Integrity Certificates and a statement of major/minor penalty, if any, imposed on the officer(s) during the last 10 years or otherwise found incomplete or received after prescribed closing date will not be considered.

**BIO-DATA/CURRICULUM VITAE PRO FORMA**

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 authority for the same)			
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/Experience possessed by the officer	
<b>Essential</b>		<b>Essential</b>	
A) Qualification		A) Qualification	
B) Experience		B) Experience	
<b>Desirable</b>		<b>Desirable</b>	
A) Qualification		A) Qualification	
B) Experience		B) Experience	
<b>5.1 Note:</b> The 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.			

**5.2 Note:** In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

**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 for.

**7.** Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature in case 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 the 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/ temporary/ quasi-permanent/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/ organisation to which the applicant belongs	d. Name of the post and pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2 Note:</b> Information under column 9(c) &amp; 9(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/organization.</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)		
1. Central government 2. State government 3. Autonomous organisation 4. Government undertaking 5. University 6. other		
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 the 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		
Basic pay in the pay band	Grade pay	Total emoluments
15. In case the applicant belongs to an organization, which is not following the Central Government pay scales, the latest salary slip issued by the organization 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.		



<p>(This among other things may provide information with regard to</p> <ol style="list-style-type: none"> <li>1. additional academic qualifications</li> <li>2. professional training</li> <li>3. work experience over and above prescribed in the Vacancy Circular/Advertisement</li> </ol> <p>Note: Enclose a separate sheet if the space is insufficient.</p>	
<p><b>16 B. Achievements:</b></p> <p>The candidates are requested to indicate information with regard to:</p> <ol style="list-style-type: none"> <li>1. research publications and reports and special projects</li> <li>2. awards/scholarships/special appreciation</li> <li>3. affiliation with professional bodies/institutions/societies</li> <li>4. patents registered in own name or achieved for the organization</li> <li>5. any research/innovative measure involving official recognition</li> <li>6. any other information</li> </ol> <p>Note: Enclose a separate sheet if the space is insufficient</p>	
<p><b>17.</b> Please state whether you are applying on deputation (including short-term contract)/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><b>Note:</b> The option of short-term contract/ absorption/re-employment are available only if the vacancy circular specially mentioned recruitment by short-term contract or absorption or re-employment</p>	
<p><b>18.</b> Whether you belong to Scheduled Castes/Scheduled Tribes?</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)**

**Date:**

**Address**

**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 record. He/She possesses educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance/disciplinary case pending/contemplated against Mr./Ms.....
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the APARs of the last five (05) years duly attested by an officer of the rank not below that of the Under Secretary to the Government of India are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last ten (10) years or a list of major/minor penalties imposed on him/her during the last ten (10) years is enclosed (as the case may be).

**Countersigned**

**Employer/Cadre Controlling Authority with seal**