

No. A-32014/1/2019-Estt.
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution
Directorate of Sugar & Vegetable Oils

VACANCY CIRCULAR

Applications are invited from the eligible officers for filling up two vacancy of Junior Cost Accounts Officer, a General Central Service, Group 'B' Gazetted, Ministerial post in Level-7 of the Pay Matrix (Rs.44,900-1,42,400) in Dte. of Sugar & Vegetable Oils, 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. may be accessed from the Department's website: www.dfpd.nic.in


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.

(ii) Photocopies of ACR/ APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

(*) as per prescribed proforma available on the website.

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 (Admn.), Directorate of Sugar & Vegetable Oils, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, (Room No.577-B), Krishi Bhawan, New Delhi - 110001 within a period of 60 days from the date of issue/ publication of this advertisement in the Employment News.


(Dilip Kumar Jha)
Under Secretary to the Government of India
Tel: 23380552

Annexure-I

1. Name of the post: Junior Cost Accounts Officer
2. Number of posts: 2 (two)
3. Classification of post: Group 'B' Gazetted, Ministerial post
4. Pay Scale: Level-7 of the Pay Matrix
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 under the Central Government or State Government or Union Territory or Administration or Public Sector Undertakings or Universities or recognized research institutes or semi-govt. organizations or autonomous or statutory organizations.
 - (a) (i) holding analogous post on a regular basis in the parent cadre or Department; or
 - (ii) With five years regular basis service in post in Level-6 (Rs.35,400-1,12,400) in the pay matrix or equivalent in parent cadre or and
 - (b) possessing the educational qualification and experience as under:
 - (i) Passed Intermediate Examination of the Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India, and
 - (ii) Two years experience in Cost Accounting/Commercial Accounting work.

Period of deputation including 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 to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.
7. Place of Posting:

The place of posting will be Directorate of Sugar & Vegetable Oils, Krishi Bhawan, New Delhi.
8. Duties attached to the post:
 1. Monitoring of Statistical and Accounts Data related to sugar and edible oils.
 2. Monitoring of daily, weekly, fortnightly and monthly wholesale and retail prices of free-sale sugar and edible oils in the local, national and international markets.
 3. Preparation of balance sheet of sugar production, release etc.

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)
B)	Experience	B)
Desirable		Desirable
A)	Qualification	A)
B)	Experience	B)
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. 5.2. 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.	

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/ 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 Band, Band Pay 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 applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<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/ 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) 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			
	Basic Pay in PB	Grade Pay	Total Emoluments	

15.	<p>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</p> <table border="1"> <tr> <td data-bbox="267 524 552 766">Basic Pay with Scale of Pay and rate of increment</td> <td data-bbox="552 524 852 766">Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)</td> <td data-bbox="852 524 1364 766">Total Emoluments</td> </tr> <tr> <td data-bbox="267 658 552 766"></td> <td data-bbox="552 658 852 766"></td> <td data-bbox="852 658 1364 766"></td> </tr> </table>	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	Total Emoluments			
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	<p>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) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>						
16.B.	<p>Achievements: The candidates are requested to indicate information with regard to; (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. (Note: Enclose a separate sheet, if the space is insufficient)</p>						
17.	<p>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')</p>						