

No. A-12023/1/2020-E-II  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Food & Public Distribution

Krishi Bhawan, New Delhi  
Dated the 12<sup>th</sup> September, 2022

**VACANCY CIRCULAR**

**Subject: Filling up the one vacant post of Manager Grade-II in the Departmental Canteen of Department of Food & Public Distribution on deputation/short terms contract basis- Regarding.**

The undersigned is to state that the Department of Food & Public Distribution desires to fill up one vacant Group 'B' post of Manager Grade-II in the Departmental Canteen of Deptt. of Food & Public Department on deputation/short terms contract basis. The details of the post is as under::

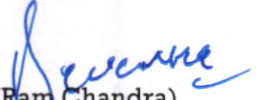
S. No.	Name of the post	No. Of post	Pay matrix of the post	Method of recruitment	Eligibility conditions
1	Manager Grade-II, Gr 'B' (in Departmental canteen)	1	Level-6	Deputation (including short term contract)	<b>Deputation (including short term contract):</b> Applicants who are working in Central/State Governments/Union territories/Universities/Recognized Institutions/Public Sector Undertakings/Statutory or autonomous organizations and possessing:  A. (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With six years service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix or equivalent in the parent cadre or department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix or equivalent in the parent cadre or department; and  <b>B. Possessing the educational qualifications and experience as under:</b> (i) Bachelor's Degree in Commerce/ Business Studies/ Economics / Public Administration of a recognised University/ Institute; and (ii) Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organization

2. The **application form** alongwith vacancy circular with details regarding pay, eligibility criteria, age limit, tenure etc. can also be downloaded from the Department's website i.e. <http://dfpd.nic.in> under the head News & Announcements or obtain from the office of this Department.

*Signature*

Contd./-...2

3. The willing and eligible employees of Department of Food & Public Distribution as well as other Ministries or Departments of the Central/State Governments/PSUs/Organisations who possess above prescribed qualification & experience may send their application through proper channel along with self attested copies of supporting documents in the prescribed proforma latest by **31<sup>st</sup> October, 2022** addressing to Under Secretary (Admn.), Deptt. of Food & Public Distribution, Krishi Bhavan, New Delhi-110001, Application can also be sent at email: ram.chandra67@nic.in

  
(Ram Chandra)

Under Secretary to the Government of India

Tel: 23097040/23383914

Email: ram.chandra67@nic.in

To:

1. All eligible employees of Department of Food & Public Distribution.
2. All Ministries/Departments of Government of India.
3. Redeployment and Re-training Division (Surplus Cell), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi for forwarding of applications, if any, of officials available in Surplus Cell, who fulfill the requisite criteria.
4. NIC, Deptt. of Food & PD with a request to upload the vacancy circular on the website of the Department (News & Announcement and What's New Sections).
5. Notice Boards/e-Office

**BIO-DATA/ CURRICULUM VITAE PROFORMA FOR  
MANAGER GRADE-II**

<p><b>1.Name and Address</b> (a) Name (in Block Letters) (b) Present Address</p> <p>(c)Permanent Address</p> <p>(d) Mobile/Phone Numbers (e) E-mail ID:</p>	
<b>2.Date of Birth (in Christian era)</b>	
<b>3.i) Date of entry into service</b>	
<b>ii) Date of retirement</b>	
<b>4.Educational Qualifications</b>	
<b>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)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
<p><b>A) Qualification:</b></p> <p>(i) Holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) With six years service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) or equivalent in the parent cadre or department; or</p> <p>(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and</p> <p>(iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and</p>	<p><b>A) Qualification:</b></p>
<p><b>B) Experience:</b> Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organization.</p>	<p><b>B) Experience:</b></p>
<b>5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</b>	
<b>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.</b>	