

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

Krishi Bhawan, New Delhi
Dated the 22 November, 2022

VACANCY CIRCULAR

Sub: Filling up 02 vacant posts of Junior Cost Accounts Officer , Directorate of Sugar & Vegetable Oils, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, by Deputation (including short-term contract) basis.

The undersigned is directed to invite applications from eligible and suitable officers for filling up 02 vacant posts of Junior Cost Accounts Officer, General Central Service, Group 'B', Gazetted, Ministerial post in Level-7 (Rs. 44,900-1,42,400) of the Pay Matrix in Directorate of Sugar & Vegetable Oils, an attached office of the Department of Food & Public Distribution, on Deputation (including short-term contract) basis.

2. Details of the post, eligibility conditions etc. given in **Annexure-I** may be accessed from the Department's website: www.dfpd.gov.in

3. 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 as per the proforma given in **Annexure-II**.

(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.

4. It is, therefore, requested that the applications of suitable and eligible officers for the post may please be sent to the Joint Director, Directorate of Sugar & Vegetable Oils, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Room No. (580-B), Krishi Bhawan, New Delhi – 110001, within 60 days from the date of issue of this circular. Unsigned/ incomplete applications, not submitted through proper channel or those received after the last date, shall not be considered.

5. It is requested that wide publicity may be given to this vacancy circular and the circular may please be circulated among all recognized Universities/ Research Institutes/ Public Sector Undertakings/ Semi-Government/ Autonomous and Statutory Organizations under your administrative control.


(Jitender Juyal)
Joint Director
Tel: 23097059

Distribution:-

1. All Ministries/ Departments of the Government of India.
2. The Chief Secretaries/ Administrators of all State Governments/ Union Territories.
3. Comptroller and Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi-110002.
4. Controller General of Defence Accounts, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt-110010.
5. Principal Financial Adviser, Northern Railway, HQ Office Baroda House, New Delhi.
6. Director General Audit, I.P. Estate, New Delhi-110002.

Annexure-I

1. Name of the post: Junior Cost Accounts Officer
 2. Number of posts: 02
 3. Classification of post: General Central Service, Group 'B', Gazetted, Ministerial
 4. Pay Scale: Level-7 (Rs. 44,900-1,42,400) 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 Governments or Union Territory Administration or Universities or Recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organizations:
 - (a) (i) holding analogous post on a regular basis in the parent cadre or Department; or
 - (ii) with 05 years regular service in posts in Level-6 (Rs.35,400-1,12,400) in the pay matrix or equivalent in parent cadre Department; and

(B) possessing the following educational qualifications and experience :

 - (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.
- Note1:** 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 exceed three years.
- Note 2:** 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:
 - a. Monitoring of Statistical and Accounts Data.
 - b. Monitoring of daily, weekly, fortnightly and monthly wholesale and retail prices of free-sale sugar in the local national and international markets.
 - c. 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) 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.	
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/ 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 the 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.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
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.	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 Dearness Pay and rate of increment		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) 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)		
16. B	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)	
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)	
	*(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ ST	

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 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 _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the enclosed application by Shri/ Smt. _____ are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:-

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)