



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 21st September, 2021

VACANCY CIRCULAR

Subject: Filling up the various posts in the Department of Food & PD on deputation//short terms contract basis- Regarding.

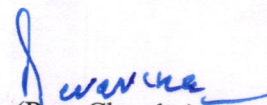
The undersigned is to state that the Department of Food & Public Distribution is desire to fill up following Group 'B' and 'C' posts on deputation/short terms contract basis in the Department as per details given below:

| 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) | Deputation (including short term contract): Applicants who are working in Central/State Governments/Union territories/Universities/Recognised 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. Possessing the educational qualifications and experience as under: (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 | Assistant Manager-cum-Store Keeper, Gr 'C' (in Departmental canteen) | 1 | Level -4 | By Deputation basis | Deputation: Officers of the Central Government : (i) holding analogous posts on regular basis; or (ii) eight years regular service in level-2 in the pay matrix (erstwhile Pay Band-I, Rs. 5,200-20,200/- plus grade pay of Rs. 1900/-); and (iii) possessing the qualification B.Com from a recognized University; or Graduate in any discipline from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute and (iv) three years experience in handling Stores or Accounts in a Government organization. |

| | | | | | |
|---|---------------------------------|---|----------|--|---|
| 3 | Library & Information Assistant | 1 | Level -6 | By Deputation (including short-term contract) basis. | Deputation (including short term contract) Officers under the Central Government /State Governments/Union Territories/Autonomous or Statutory Organizations/Public Sector Undertakings/Recognized University or Research or Educational Institutions. - (a) (i) Holding analogous posts on a regular basis in parent cadre/Department; or (ii) With six years service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in pay matrix or equivalent in the parent cadre or Department; AND (b) Possessing the educational qualifications and experience prescribed for direct recruits as under: Essential: (i) Bachelors Degree In Library Science or Library and Information Science from a recognized University/Institute; (ii) two years' professional experience in a Library under the Central Government or the State Government/ autonomous or statutory organization or public sector undertakings or University or recognized research or educational institution. Desirable: Diploma in Computer Application from a recognized University or Institute. |
|---|---------------------------------|---|----------|--|---|

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.

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 30th **October, 2021** addressing to Under Secretary (Admn.), Deptt. of Food & Public Distribution, Krishi Bhavan, New Delhi-110001.


(Ram Chandra)

Under Secretary to the Government of India
Tel: 23097040/23383914

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

| | |
|---|--|
| 1.Name and Address (a) Name (in Block Letters) (b) Present Address (c)Permanent Address (d) Mobile/Phone Numbers (e) E-mail ID: | |
| 2.Date of Birth (in Christian era) | |
| 3.i) Date of entry into service | |
| ii) Date of retirement | |
| 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: (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 (erstwhile PB-1, ₹5200-20200 with grade pay of ₹2800) 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 (erstwhile pay band-1, ₹5200-20200 plus grade pay of ₹2400) or equivalent in the parent cadre or department; and (iv) Bachelor's Degree in Commerce/ Business Studies/ Economics/ Public Administration of a recognised University/ Institute; and | A) Qualification: |
| B) Experience: Two years experience in Accounts work in any Government Office or Public Sector Undertaking or Autonomous/ Statutory Organization. | B) Experience: |
| 5.1 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. | |

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, Pay Band, and Grade Pay drawn under ACP / MACP Scheme | From | To |
|--------------------|---|------|----|
| | | | |

| | | | |
|--|---|---|---|
| 8. Nature of present employment i.e. Adhoc 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 organisation |
| | | | |
| <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 9c & (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/ organisation</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. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | | | |
| 12. 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 | | | |
| 13. Total emoluments per month now drawn | | | |
| Basis Pay in the PB | Grade Pay | Total Emoluments | |
| | | | |
| 14.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) | | | |
| 14.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) | | | |
| 15. Whether belongs to SC/ST | | | |

DECLARATION

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)

Name _____

Address _____

Date _____

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 records. He/she possesses 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)

**BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF
ASSISTANT MANAGER-CUM-STORE KEEPER**

| | |
|---|--|
| 1.Name and Address (a) Name (in Block Letters) (b) Present Address (c)Permanent Address (d) Mobile/Phone Numbers (e) E-mail ID: | |
| 2.Date of Birth (in Christian era) | |
| 3.i) Date of entry into service | |
| ii) Date of retirement | |
| 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: (i). Eight years regular service in level-2 in the pay matrix (erstwhile the Pay Band - I, ₹ 5,200-20,200/- with Grade Pay of ₹ 1,900/-); (ii). B.Com. Pass from a recognized University; or Graduate in any discipline from a recognized university with one year Diploma in Book keeping or Store keeping from a recognized University or Institute. | A) Qualification: |
| B) Experience: (i). Three years experience in a Government Department or Undertaking in handling Stores or Accounts. | B) Experience: |
| 5.1 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. | |

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, Pay Band, and Grade Pay drawn under ACP / MACP Scheme | From | To |
|--------------------|---|------|----|
| | | | |

| | | | |
|--|---|---|---|
| 8. Nature of present employment i.e. Adhoc 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 organisation |
| | | | |
| <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/ organisation</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. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | | | |
| 12. 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 | | | |
| 13. Total emoluments per month now drawn | | | |
| Basis Pay in the PB | | Grade Pay | Total Emoluments |
| | | | |
| 14.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) | | | |
| 14.B. Achievements: The candidates are requested to indicate information with regard to; 15. 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 15. Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient) | | | |
| 15. Whether belongs to SC/ST | | | |

DECLARATION

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)

Name _____

Address _____

Date _____

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 records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- (v). There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- (vi). His/ Her integrity is certified.
- (vii). 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.
- (viii). 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)

**BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF
LIBRARY AND INFORMATION ASSISTANT**

| | |
|--|--|
| 1.Name and Address (a) Name (in Block Letters) (b)Present Address (c)Permanent Address (d)Mobile/Phone numbers (e) E-mail ID | |
| 2.Date of Birth (in Christian era) | |
| 3.i) Date of entry into service | |
| ii) Date of retirement | |
| 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: (i). Holding analogous posts on a regular basis in parent cadre/Department, or (ii). With six years service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in pay matrix or equivalent in the parent cadre or Department; AND; (iii). Bachelors Degree in Library Science or Library and Information Science from a recognized University/Institute; Desirable: Diploma in Computer Application from a recognized University or Institute. | A) Qualification: |
| B) Experience: (i). Two years' professional experience in a Library under the Central Government or the State Government/autonomous or statutory organization or public sector undertakings or University or recognized research or educational institution. | B) Experience: |
| 5.1 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. | |

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 | *Level in Pay Matrix (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:** Level in Pay Matrix (Pay-band and Grade Pay) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in Pay Matrix (Pay Band and Grade Pay/ Pay scale) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in Pay Matrix (Pay Band and Grade Pay) where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institution | Level in Pay Matrix (Pay, Pay Band, and Grade Pay) drawn under ACP / MACP Scheme | From | To |
|--------------------|--|------|----|
| | | | |

| | | | |
|--|---|---|---|
| 8. Nature of present employment i.e. Adhoc 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 organisation |
| | | | |
| <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/ organisation</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. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | | |
| 12. 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 | | |
| 13. Total emoluments per month now drawn | | |
| Basic Pay: Level in Pay Matrix (PB & Grade Pay) | Total Emoluments | |
| | | |
| <p>14.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)</p> | | |
| <p>14.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)</p> | | |
| 15. Whether belongs to SC/ST | | |

DECLARATION

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)

Name _____

Address _____

Date _____

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 records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- (ix). There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- (x). His/ Her integrity is certified.
- (xi). 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.
- (xii). 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)