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 matri x 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 on 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 of Accounts in a Government organization.

3	Library Information	&	1	Level -6	By Deputation	Deputation (including short term contract)
	Assistant			Sib F Te ⁿ tin	(including short-term contract) basis.	Officers under the Central Government /Stat Governments/Union Territories/Autonomous of Statutory Organizations/Public Secto Undertakings/Recognized University or Research of Educational Institutions
						 (a) (i) Holding analogous posts on a regular basis is parent cadre/Department; or (ii) With six years service in the grade rendered
						after appointment thereto on a regular basis i posts in level-5 in pay matrix or equivalent i the parent cadre or Department; AND (b) Possessing the educational qualifications an
1						experience prescribed for direct recruits as under: Essential: (i) Bachelors Degree In Library Science or Librar
				1.11		and Information Science from a recognize University/Institute;
						(ii) two years' professional experience in a Librar under the Central Government or the Stat Government/ autonomous or statutory organization of
	Mirek					public sector undertakings or University of recognized research or educational institution.
-	1 Sandar	1		n nga		Desirable:
	erran di se					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

MANAGER (JKADE-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	
ાં વ્યક્તિયાં કરી છે. તે તે સુવાર વિદ્યા	
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:
(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	
B) Experience: Two years experience in Accounts work in any	B) Experience:
Government Office or Public Sector Undertaking or	
Autonomous/ Statutory Organization.	
5.1 Note: In the case of Degree and Post Gradua	
subsidiary subjects may be indicated by the candid	
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	То	*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
				Карной — сой П	

***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;

	From	То
Hills of T		Fill and
	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	

	mployment i.e. Adhoc Quasi-Permanent or		
9.In case the present er	nployment is held on de	putation/contract basis,	please state:
a) The date of initial appointment		c) Name of the parent	d) Name of the post and Pay of the post
		ning and a second of the secon	

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.

9.2 Note: Information under Column 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/ organisation

10. If any post held on Deputat by the applicant, date of return 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 give the date from which the place and also indicate the pre-t	revision took			
13. Total emoluments per month	n now drawn			
Basis Pay in the PB	Grade Pay		Total Emoluments	
		6		
Circular/Advertisement) (Note: Enclose a separate shee is insufficient)	may provide (i) additional professional ence over and ne Vacancy			
 14.B. Achievements: The candidates are requester information with regard to; (i) Research publications and special projects (ii)Awards/ Scholarships/ Appreciation (iii) Affiliation with the bodies/institutions/societies and (iv) Patents registered in or achieved for the organization (v) Any research/ innova involving official recognition vi) any other information. (Note: Enclose a separate sheet insufficient) 	d reports and Official professional d; own name or tive measure t if the space is			
15. Whether belongs to SC/ST				

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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)

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

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1.Name and Address	
(a) Name (in Block Letters)	
(b) Present Address	
at the she that	
《·1499]	
(c)Permanent Address	
1947 B.	
(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	
in the second of the second	
5.Whether Educational and other	3
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	Qualifications/ experience possessed by
mentioned in the advertisement/ vacancy	the officer
circular	
Essential	Essential
A) Qualification:	A) Qualification:
(i). Eight years regular service in level-2 in	
the pay matrix (erstwhile the Pay Band -	
I, \gtrless 5,200-20,200/- with Grade Pay of	No. 100
₹ 1,900/-);	
(ii). B.Com. Pass from a recognized	
University; or Graduate in any disciplibe	
from a recognized university with one	
year Diploma in Book keeping or Store	
keeping from a recognized University or	
Institute.	
B) Experience:	B) Experience:
(i). Three years experience in a Government	
Department or Undertaking in handling	
Stores or Accounts.	the second second second second second
Stores of Accounts.	The state of the second se
CONTRACT AND THE REAL PROPERTY OF THE PARTY OF	100 - 100 -
5.1 Note: In the case of Degree and Po	ost Graduate Qualifications Elective/ main
subjects and subsidiary subjects may be ind	icated 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/	Post held on	From	То	*Pay Band	Nature of Duties
Institution	regular basis			and Grade	(in detail)
				Pay/Pay	highlighting
				Scale of the	experience
State States and	5			post held on	required for the
				regular basis	post applied for
				The Contract of the Contract o	Sheet Har
			the second		

*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	То
		a sector a sector d	
	states bian	antis (17)	1
	i in the state	ale date a	

	mployment i.e. Adhoc		
or Temporary or Permanent	Quasi-Permanent or		
9.In case the present er	nployment is held on de	putation/contract basis,	please state:
a) The date of initial appointment		c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post
		nto in paschaster in . Sensor Sant Baccher Sitter Montal Sant Society Sitter Sant Sant Sitter Sitter Sant Sant Sant Sitter	

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.

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

10. If any post held on Deputate by the applicant, date of return deputation and other details.	from the last			
11. Please state whether you a the same Department and are grade or feeder to feeder grade.				
12 . Are you in Revised Scale of give the date from which the place and also indicate the pre-	revision took			
13.Total emoluments per mont	n now drawn			
Basis Pay in the PB	Grade Pay		Total Emoluments	
and the second				
Circular/Advertisement) (Note: Enclose a separate sheat is insufficient)	upport of your may provide (i) additional professional ence over and he Vacancy			
 14.B. Achievements: The candidates are requested information with regard to; 15. Research publications a special projects (ii)Awards/ Scholarships Appreciation (iii) Affiliation with the bodies/institutions/societies an (iv) Patents registered in of achieved for the organization 15. Any research/ innov involving official recognization vi) any other information. (Note: Enclose a separate sheet 	and reports and / Official professional d; own name or ative measure gnition			
insufficient) 15. Whether belongs to SC/ST		1. Sale		

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

4/5

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

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LIBRARY AND INFORM	IATION 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 Gr and subsidiary subjects may be indicated by the	ne candidate.
6. Please state clearly whether in the light of	
entries made by you above, you meet the	CBR - CALLER S
requisite Essential Qualifications and work	
experience of the post.	
	Page: 1/5

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	То	*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
			-(175)	ne territo da la compañía de la comp	
		n de la companya de			

***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	e/Institution Level in Pay Matrix (Pay, Pay Band, and Grade Pay) drawn under ACP / MACP Scheme		То
	ie is		
1			

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	parent office/organization to	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
		andre and Andre andre andr Andre andre and	

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.

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

	If any post held on Deputation in the past he applicant, date of return from the last		
	utation and other details.		
	na Cash ya shi dha ƙa ƙa		
	Please state whether you are working in same Department and are in the feeder	nego ang ang Tora i sult ta s	
	le or feeder to feeder grade.	the interests	the second s
		eller affanse	ne-langi pesnetos presi
	Are you in Revised Scale of Pay? If yes, the date from which the revision took		
U U	e and also indicate the pre-revised scale		
12.7			
	Total emoluments per month now drawn ic Pay: Level in Pay Matrix (PB & Grade P	av)	Total Emoluments
Dus		<i>uyy</i>	
1	A. Additional information, if any, relevant ne post you applied for in support of your		
	ability for the post.		
	is among other things may provide		
	rmation with regard to (i) additional lemic qualifications (ii) professional		
train	ning and (iii) work experience over and		
abo	ve prescribed in the Vacancy cular/Advertisement)		
	te: Enclose a separate sheet, if the space		
is ir	nsufficient)		
14.]	B. Achievements:		
The	candidates are requested to indicate		
	rmation with regard to; Research publications and reports and		
	cial projects		
	Awards/ Scholarships/ Official		
App (iii)	Affiliation with the professional		
	ies/institutions/societies and;		
	Patents registered in own name or		1
ach (v)	ieved for the organization Any research/ innovative measure		
inv	olving official recognition		
	any other information. te: Enclose a separate sheet if the space is		
	ifficient)		
	Whether belongs to SC/ST		

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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

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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)