



File No. 1(1)/2017-Canteen

NATIONAL SUGAR INSTITUTE

An ISO 9001-2015 Certified Institute

Ministry of Consumer Affairs, Food & Public Distribution

Department of Food & Public Distribution

(Government of India)

Kanpur, dated 17.02.2018

VACANCY CIRCULAR

Applications are invited from the eligible candidates for appointment to the post of Manager-cum-Accountant, a General Central Service (Group 'B') Non-Gazetted, Non Ministerial post in the Level-6, Cell-1 (Rs. 35,400 – 1,12,400) as per 7th CPC (Pre-revised Scale of Rs. 9300-34800/- Grade Pay of Rs. 4200/- as per 6th CPC) at National Sugar Institute, Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Kanpur. The post of Manager-cum-Accountant is to be filled up on deputation from amongst candidates under the Central Government or the State Government or Union Territory administrations fulfilling the following:-

Deputation:

Officers under the Central Government or the State Government or Union Territory administrations:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with six years' regular service in posts in Level-5 in the pay matrix or equivalent in the parent cadre or department; or
- (iii) with ten years' regular service in posts in Level-4 in the pay matrix or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience;
 - (i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration of a recognized University or Institute; and
 - (ii) two years experience in Accounts work in any Government office or Public Sector Undertaking or Autonomous or Statutory Organization.

Note 1:- Period of deputation including period of deputation in any 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.

Note 2:- The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

The place of posting will be National Sugar Institute, Kanpur (Uttar Pradesh) but liable to be posted anywhere in India.

No application without proper channel will be entertained.

Candidates who once apply for the post will not be allowed to withdraw their candidature later subsequently.

GENERAL INSTRUCTIONS FOR FORWARDING AUTHORITY:-

1. Please ascertain while forwarding the application that the particulars furnished by the officer has been verified & certified and are found correct and that no disciplinary/ vigilance case is pending or contemplated against the officer and that no major/ minor penalty has been imposed on the officer during the last 10 years under Central Civil Services (Control, Classification & Appeal) Rules, 1965.
2. The applications (in duplicate) in the enclosed proforma, in respect of the candidates, who fulfill the requirement, may be forwarded to **Senior Administrative Officer, National Sugar Institute, Kalyanpur Kanpur-208017**. The application must be duly counter signed by the Head of Department/ Concerned cadre controlling authority authorized to sign on his behalf, along-with the following documents:-
 - (i) A.C.R. Dossier for the last five years. In original in case the A.C.R. cannot be spared, photocopies of the same duly attested by an officer not below the rank of Under Secretary to the Govt. of India may also be forwarded.
 - (ii) Vigilance Clearance Certificate.
 - (iii) Integrity Certificate.
 - (iv) A certificate to the effect that no major/ minor penalty has been imposed to the officer during the last 10 (ten) years under Central Civil Services (Control, Classification and Appeal) Rules 1965.

The application completed in all respects should reach at the address mentioned at (2) above within 60 days from the date of publication of this advertisement in the Employment News. Applications received after last date or without document mentioned above or otherwise found incomplete will not be considered.



(Jitendra Singh)
Professor of Sugar Technology &
Senior Administrative Officer

Encl: Proforma Bio-Data.

BIO – DATA PROFORMA

Post applied for.....

1. Name and address (in block letters):
Telephone No: & Email
2. Date of birth (in Christian era) :
3. 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	Qualifications/Experience possessed by the Officer
Essential	(i) (ii) (iii)	

6. Please state clearly whether in the light of the entries made by you above, you meet the requirements 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/ Instt./Orgn.	Post held and service cadre to which it belongs	From	To	Scale of pay classification (Group) of post	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

8. Nature of present post held
Whether held on
 - (i) Ad-hoc basis:
 - (ii) Regular/ or temporary basis:
 - (iii) Permanent or quasi- permanent basis:
 - (iv) Basis pay drawn at present:
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 you belong to:
10. Additional details about present employment.
Please state whether working under:-
 - a) Central Government :

- b) State Government :
- c) Union Territory :
- d) University :
- e) Recognized Research Institution :
- f) Statutory or Autonomous Organization :
- g) Statutory or Autonomous Organization :

11. 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.

12. Total emoluments per month now drawn:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST?

15. Remarks

Signature of the candidate

Address.....

Date:

Countersigned.....
 (Employer)

(Certificate to be furnishing by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri/Smt./Ms.....are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:-

I. There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms.

II. His/her integrity is certified.

III. The Photocopies for the last five years (2011-12 to 2015-16) duly attested by Head of Department.

IV. * No major/minor penalty has been imposed on him/her during the last ten years.

V. * A list of major/minor penalties imposed on him/her is enclosed.

(*Strike out which is not enclosed)

Signature of the Forwarding Authority.....

Name and Designation.....

Office Seal.....

Complete Office Address.....

E-mail address of the Forwarding Authority.....

Telephone Number/Fax No. of the Forwarding Authority.....

Date:.....

Place:.....

List of enclosures:

1.....

2.....

3.....

4.....

5.....

6.....