

No. Jute (Admn.)/ 25 /2016-AD(S)

Government of India  
Ministry of Textiles  
Office of the Jute Commissioner  
CGO Complex, E&F Wing, 4<sup>th</sup> Floor  
DF Block, Sector- I, Salt Lake City  
Kolkata – 700 064.


**CIRCULAR**

Filling up of 3(three) vacant posts of Assistant Director, Grade II (Supplies) [Group 'B', Gazetted, Level '7' (44,900-1,42,400/-) in the Matrix Pay corresponding to the Pay Band of PB-2 with Grade Pay Rs. 4,600/-] (on deputation basis) in the Office of the Jute Commissioner, Kolkata.

It is proposed to fill up three vacancies of Assistant Director, Grade II (Supplies) [Group 'B', Gazetted, Level '7' (44,900-1,42,400/-) in the Matrix Pay corresponding to the Pay Band of PB-2 with Grade Pay Rs. 4,600/-] (on deputation basis).

2. The eligibility conditions for deputation are as follows:
- (i) **Name of Post :** Assistant Director, Grade II (Supplies) [Group 'B', Gazette]
  - (ii) **Number of the post :** (Three).
  - (iii) **Scale of Pay:** Level '7' (44,900-1,42,400/-) in the Matrix Pay corresponding to the Pay Band of PB-2 with Grade Pay Rs. 4,600/-]
  - (iv) **Mode of Recruitment:** Deputation basis from officers of Central Government.
  - (v) **Eligibility:** As given at (B)
- (A)
- (i) **Deputation basis from officers of Central Government.**
    - (i) Holding analogous post on regular basis in the parent cadre or department; or
    - (ii) with five years service in the grade rendered after appointment thereto on a regular basis in post at Level '6' (35,400-1,12,400/-) in the Matrix Pay corresponding to the Pay Band of PB-2 with Grade Pay Rs. 4,200/-; and
    - (iii) Possessing the educational qualification and experience prescribed for direct recruits.
- (B) **Possessing the following educational qualifications and experience;**
- Essential:**  
Degree in Engineering in Civil or Mechanical or Electrical Engineering or Electronics and Communication or Information Technology or Computer Science or Textiles or Chemicals of a recognized University or Associate Membership Examination Part I and Part II of the Institution of Engineers (India) in the above disciplines of engineering or equivalent.
- Desirable:**
- (i) One year experience in a commercial house or Government Department dealing with Engineering Stores, Civil or Mechanical or Electrical or Structural or Loco Carriage and trucks, etc.
  - (ii) One year experience in procurement of Engineering Stores, including activities like calling tenders, place Orders and supply of stores

3. Terms and conditions of deputation shall be governed / regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officials who volunteer for the post will not be permitted to withdraw their names later on.
4. The application (in triplicate) in prescribed proforma (Annexure-I), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified / countersigned by the Head of Office or an officer authorized to sign on his behalf, alongwith the following documents:-
  - (i) Cadre Clearance in respect of the applicant.
  - (ii) Up-to-date Clear and legible photocopy of ACRs/APAR of the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India.
  - (iii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
  - (iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the official concerned; and
  - (v) A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a 'No Penalty' Certificate.  
{Separate certificate should be furnished in respect of Sl. No. (iii) to (v) above}
5. The persons interested to apply for the post of Assistant Director, Grade II (Supplies) may send their application (in triplicate) in the given prescribed proforma (Annexre -I) alongwith documents mentioned above through proper channel to the Deputy Jute Commissioner, Office of the Jute Commissioner, CGO Complex, E&F Wing, 4<sup>th</sup> Floor, DF Block, Sector-I, Salt Lake City, Kolkata-700 064, subscribing "**Application for the post Assistant Director, Grade II (Supplies)**" within 30 (i.e. 18.04.2017) days from the date of publication of the Advt. in Employment News/Rozgar Samachar. Application received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.



(Dipankar Mahto)  
Deputy Jute Commissioner.  
Phone No. (033) 2337 6971

## PROFORMA

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR, GRADE II (SUPPLIES) IN LEVEL '7' (44,900-1,42,400/-) IN THE MATRIX PAY CORRESPONDING TO THE PAY BAND PB-2 WITH GRADE OF PAY RS. 4,600/- IN THE OFFICE OF THE JUTE COMMISSIONER, KOLKATA ON DEPUTATION BASIS.

1. Name & address ( in Block letters) :
2. Date of Birth :
3. Date of retirement under Central 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):

Essential		Qualifications/Experience required	Qualifications/Experience possessed by the Officer
	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement 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	From	To	Pay Band and Grade Pay	Nature of duties (in details)

8. Nature of present employment i.e. Ad-hoc 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 you belong:
10. Please indicate the details about the name of your present employer

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.
14. Additional information, if any, which you would like to mention 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 Advertisement.  
(Note : Enclose a separate Sheet, if the space is insufficient).

I have carefully gone through the vacancy Circular / advertisement and I am well aware that the Proforma duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

(Signature of the candidate)  
Address \_\_\_\_\_

Countersigned  
(Employer with Seal)