

F.No.18011/20/2013-Salt
GOVERNMENT OF INDIA
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
(Salt Section)

Udyog Bhavan, New Delhi
Dated the 11th February, 2014

VACANCY CIRCULAR

SUB:- Filling up of the post of Salt Commissioner in the Office of Salt Commissioner, Jaipur under Department of Industrial Policy & Promotion, Ministry of Commerce & Industry by transfer on Deputation (including short-term contract) basis.

It is proposed to fill up **one** anticipated vacancy in the post of Salt Commissioner (Group 'A' Gazetted of Gr.I of Indian Salt Service) in the Office of Salt Commissioner, Jaipur, an attached office under Department of Industrial Policy & Promotion (DIPP), Ministry of Commerce & Industry by transfer on Deputation (including short-term contract) basis. Applications are being invited from the eligible and interested candidates.

2. The officers working under the Central or State Governments or Union Territory Administrations or the Public Sector Undertakings/ Statutory/ Autonomous Organizations, who fulfill the conditions specified in the **Annexure**.

3. The scale of pay, the eligibility conditions, the qualifications and experience and the duties attached to the post are indicated in the enclosed **Annexure**.

4. Ministries or Departments of the Central or State Governments or Union Territory Administrations are requested to give wide publicity to this vacancy among the officers of appropriate level under their control including those working in Public Undertakings or Statutory or Autonomous Organizations under their administrative control.

5. The applications (in duplicate), along with the following documents, in respect of the candidates who fulfill the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded in the appropriate and relevant proforma i.e. **Appendix** duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign:-

- (i) Up-to-date Confidential Report Dossier of the candidate concerned or photocopies of the Annual Confidential Reports of the candidate for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
- (ii) Integrity Certificate (in the prescribed proforma) signed by an Officer not below the rank of Deputy Secretary to the Govt. of India;

-/-

- (iii) Vigilance Clearance (in the prescribed proforma) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned [Applications of only those candidates who are clear from vigilance angle need be forwarded]; and
- (iv) List of major/ minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate (in the prescribed proforma), as the case may be.

6. The vacancy has also been published in the Employment News/Rozgar Samachar in the addition of **8-14 February, 2014**. The closing date for receipt of applications will be 60 days from the date of publication of the advertisement in the Employment news/Rozgar Samachar.

7. It may also be taken note of that in terms of DoPT's OM No. AB-140117/89/2007-Estt.(RR), dated 2nd January, 2008, once a candidate has applied for being considered for the post and he/she is considered and selected by the ACC, ordinarily, he/she should not decline the appointment and if he/she declines the appointment he/she will not be considered for any further appointment outside his/her cadre.

8. Applicant should ensure that the application is complete in all respects and is in the prescribed format. No column of the format should be left blank. Wherever information is not applicable or nil, it may please be so stated. Only complete applications received through proper channel alongwith all the documents mentioned in para 5 above on or before the specified closing date shall be considered. Applications received after the last date or those which are not in the prescribed format or those which are incomplete or advance applications will not be considered.

(S.N. Mishra)

Under Secretary to the Govt. of India
Telefax.2306 1306

To,

All Central Govt. Departments/ State Governments/ Public Sector Undertakings/Statutory/ Autonomous Organizations.

Copy for information to:-

1. PS to Minister (C&I).
2. PS to MoS (C&I).
3. PS to Secretary (IP&P).
4. Joint Secretary (SS), DIPP.
5. Notice Board/ Guard File.

(S.N. Mishra)

Under Secretary to the Government of India

ANNEXURE

Details of eligibility conditions for the post of Salt Commissioner (Group 'A' Gazetted of Grade I of Indian Salt Service) in the Office of Salt Commissioner, Jaipur to be filled by transfer on Deputation (including short-term contract) basis:-

1. SCALE OF PAY: Pre-revised scale of pay of Rs.5100-150-5700 [since revised to PB 4; Rs.37400- 67000 with Grade Pay of Rs.8900/-]

2. DUTIES ATTACHED TO THE POST:

- (i) All administrative matters pertaining to the Office of Salt Commissioner.
- (ii) Assisting Government of India in taking all policy decisions relating to salt.
- (iii) Responsible for manufacture, supply and distribution of salt all over the country, growth and development of the Salt Industry in the country.
- (iv) Ensuring administration of Salt Cess Act, 1953 and the rules made thereunder.
- (v) Ensuring adequate production and equitable distribution of salt/iodized salt throughout the country.
- (vi) To assess the availability of surplus salt and promote export of salt to other countries under OGL.
- (vii) Leasing of Central Government Lands vested with Salt Organization for manufacture of salt.
- (viii) Planning and execution of development and labour welfare works in the interest of salt industry and the labour employed in the salt works and to arrange relief to salt works affected by natural calamities.
- (ix) As Head of Organization, meeting with heads and other officials of other Central Govt. organizations, State Govts., Inter National Agencies like UNICEF, WHO, MIC, ICCIDD in order to discharge various functions under different schemes of govt. of India.

3. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:

The crucial date for determining the eligibility will be the last date of receipt of applications.

4. ELIGIBILITY:

Officers of Central/ State Governments/ Public Sector Undertakings/Statutory/autonomous organizations-

- (a) (i) Holding analogous posts on regular basis, or
- (ii) With 3 years' regular service in the posts in the scale of Rs. 4500-5700 (pre-revised) (since revised to Pay Band-4; Rs.37,400-67,000 with Grade Pay of Rs.8700/-) or equivalent; or

-/-

-: 4 :-

(iii) With 7 years regular service in the posts in the scale of Rs.3700-5000 (pre-revised) (since revised to Pay Band-3; Rs.15,600-39,100 with Grade Pay Rs.7,600/-) or equivalent; and

(b) Possessing the educational qualifications and experience prescribed for as indicated in item no. 5 below;

5. QUALIFICATIONS AND EXPERIENCE FOR THE POST [TO BE DETERMINED AS ON CLOSING DATE]:

Essentials:

(i) Master's Degree in Chemistry from a recognized University or equivalent;

or

Degree in chemical Engg./Technology from a recognized University/Institution or equivalent; and

(ii) 10 years' experience in Chemical Industry (including salt industry)

Desirable:

Ph.D Degree in Chemistry or Master's Degree in Chemical Engineering/Technology relevant to EQ (ii) from a recognized University or equivalent (Annexure).

6. AGE LIMIT (AS ON CLOSING DATE FOR RECEIPT OF APPLICATIONS):

For appointment by transfer on deputation (including short-term contract) age shall not be exceeding 56 years as on the closing date for receipt of applications.

7. PERIOD OF DEPUTATION / SHORT-TERM CONTRACT:

The period of deputation / short-term contract including the period of deputation/ short-term contract in another ex-cadre post held immediately preceding this appointment in the same or other organization/ department of the Central Government shall ordinarily not exceed four years. The terms and conditions of deputation will be regularized according to the orders contained in the Govt. of India, DoPT's OM No.6/8/2009-Estt.(P.II), dated 17th June, 2010 as amended from time to time and in the case of those coming on contract, the terms will be settled in consultation with the concerned authority.

-/-

8. GENERAL CONDITIONS:

- a. Candidates working in Central/State Govt. Departments/ Union Territory Administrations (including their attached and subordinate offices)/ Public Sector Undertakings/ Statutory/ Autonomous Organizations should apply in appropriate proforma through proper channel.
- b. It may also be taken note of that in terms of DoPT's OM No. AB-14017/89/2007-Estt.(RR) dated 2nd January, 2008, a candidate once applied for being considered and he/she is considered and selected by the ACC, ordinarily, he/she should not decline the appointment and if he/she declines the appointment he/she will not be considered for any further appointment outside his/her cadre.
- c. Candidates will need to produce proof of the details furnished in their applications as and when required.
- d. The outstation candidates, who are in Govt. service, if called for interview, shall draw TA/DA as per rules from their respective offices.
- e. Only Indian Nationals need to apply.
- f. Canvassing in any form will be a disqualification.
- g. The prescribed essential qualifications as shown in Column No.4 are the minimum and the mere possession of the same does not entail candidates to be called for interview.
- h. Applications complete in all respects and in the appropriate proforma i.e. Appendix should reach to ***Under Secretary (Salt), Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Room No.374, Udyog Bhawan, New Delhi – 110 011*** within 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar on **08-02-1014**. Only complete applications received through proper channel on or before the specified closing date shall be considered. The applications should be sent in an envelope super scribed 'Application for the post of Salt Commissioner in the officer of Salt Commissioner, Jaipur'.

PROFORMA OF APPLICATION FOR THE POST OF SALT COMMISSIONER IN THE OFFICE OF SALT COMMISSIONER, JAIPUR, AN ATTACHED OFFICE UNDER DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION, MINISTRY OF COMMERCE & INDUSTRY ON DEPUTATION BASIS(INCLUDING SHORT-TERM CONTRACT)]

1. Name
2. Date of Birth
3. Date of retirement under the service rules applicable to the Officer
4. (a) If he/ she belongs to an organized service, its name, year of allotment and the cadre.
(b) Name of the Cadre Controlling Authority.
5. Educational Qualifications:-

Qualifications prescribed

Qualifications possessed by the Officer [Only those qualifications which are equivalent to or higher than the prescribed qualifications need to be shown],

Essential: (i)
(ii)
(iii)

Desirable: (i)
(ii)
(iii)

Note: *If any qualification possessed by the officer is not the same or higher than the qualification prescribed and is treated as equivalent to the qualification prescribed, please state the authority for the same.*

6. Training, if any, received by the Officer, which is relevant to the post applied for:
7. (i) Present post held
(ii) Full scale of pay
(iii) Present pay and the date from which drawn
(iv) Special pay, if any

Note: *If the officer draws any special pay, the following further information may also be furnished:*

- a. Whether the appointment to which the special pay is attached is a tenure appointment; and
- b. Whether the special pay has been specifically sanctioned for the post in addition to the scale of pay in lieu of a separate scale of pay for the post.

- (v) Whether the post is held on regular/ *ad hoc* basis or on deputation basis.
 - (vi) Date from which held
 - (vii) If the present post is held on regular basis but was initially held on ad-hoc basis, the date from which it is held on regular basis.
8. If the present post is not held on regular basis:-
- (a) The post held on regular basis
 - (b) Its scale of pay
 - (c) Date from which held on regular basis.
9. Post, if any, which the officer holds in a substantive capacity.
10. 1. If the present post is an analogous post:-
- a. Is the present post an analogous post in terms of DP&AR OM No.19017/37/75-Estt.(D)(Pt.), dated 07-03-1984.
 - b. Duties attached to the post.
11. Details of Service:
- (i) Name of the post:
 - (ii) Employer:
 - (iii) Duration: From To
 - (iv) Scale of Pay:
 - (v) Nature of Duties:
12. Experience in the required field of selection.
13. Present postal address with Pin Code Number and Telephone Number.
14. Whether belongs to SC / ST.
15. Any other relevant information.

(SIGNATURE OF THE CANDIDATE)

Place :

Date :

FOR OFFICIAL USE BY THE FOWARDING OFFICE

No.

Date :

The above entries have been verified from the records available in this office and found correct.

Signature :

Name :

Seal of the office:

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT) BASIS]

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Salt Commissioner in the Office of Salt Commissioner on Deputation basis, it is certified that his/ her integrity is beyond doubt.

[To be signed by an Officer of the rank of Deputy Secretary or above]
Name & Office Seal :
Date :

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Salt Commissioner in the Office of Salt Commissioner on Deputation basis.

[Authorised signatory]
Name & Office Seal :
Date :

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Salt Commissioner in the Office of Salt Commissioner on Deputation basis during the last ten years.

[Authorised signatory]
Name & Office Seal :
Date :
