



फाइल सं. /File No. 2(19)/2023-Estt.

राष्ट्रीय शर्करा संस्थान

## National Sugar Institute

एक आई.एस.ओ. 9001:2015 प्रमाणित संस्थान

An ISO 9001:2015 Certified Institute

उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय

Ministry of Consumer Affairs, Food & Public Distribution

खाद्य एवं सार्वजनिक वितरण विभाग

Department of Food & Public Distribution

भारत सरकार/Government of India

### Vacancy Circular

Applications are invited from the eligible candidates amongst working under the Central Government for appointment at National Sugar Institute, Kanpur by Composite method: Deputation (including short-term contract)/Promotion basis at National Sugar Institute, Kanpur. Details of the post, eligibility condition etc., may be accessed from the Institute's website - <https://nsi.gov.in>

**Name of the Post:** Store Keeper Grade- I

**No. of Post:** 02

**Group:** 'C', Non-Gazetted, Non- Ministerial

**Age Limit:** Not exceeding 56 years

**Level in the Pay Matrix:** Level-4, Cell-1, Rs. 25,500-81,100/- (as per 7th CPC).

**Qualifications:** (a) (i) Holding analogous post on regular basis in the parent cadre or department; or

(ii) With eight years' service in the grade rendered after appointment thereto on a regular basis in post in Level-2, (Rs.19,900-63,200/-) in the pay matrix; and

(b) Possessing the following educational qualifications and experience:-

(i) 12th class pass from a recognized Board or University; and

(ii) Two years experience in handling stores and keeping accounts in a store or a concern of the Central Government or State Government, or of any statutory organization, public sector undertaking, autonomous body, University or Bank or in a private sector organization listed on the stock exchange of the India; or Bachelor's degree with Commerce or Economics or Statistics or Business Studies or Public Administration as a subject from a recognized University or Institute.

2. Application of only such candidates who can be spared immediately in the event of selection will be considered which are routed through proper channel and are accompanied by:-

(i) Bio-data (in duplicate).

(ii) Photocopies of ACR/ APARs for the last five (5) years duly attested on each page by concerned officer.

(iii) Certificate by the Employer/Cadre Controlling Authority- (proforma available on the website).

3. Application of eligible candidates may be sent directly to the Senior Administrative Officer, National Sugar Institute, Kalyanpur, Kanpur-208017 within a period of 60 days from the date of issue/ publication of this advertisement.

(B.K. Sahu)

EN 1/34

Senior Administrative Officer



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राष्ट्रीय शर्करा संस्थान

**NATIONAL SUGAR INSTITUTE**

एक. आई. एस. ओ. 9001:2015 प्रमाणित संस्थान

AN ISO 9001:2015 Certified Institute

उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय

Ministry of Consumer Affairs, Food & Public Distribution

(खाद्य एवं सार्वजनिक वितरण विभाग)

Department of Food & Public Distribution

(भारत सरकार)

(Government of India)

कल्याणपुर, कानपुर

Kalyanpur, Kanpur

दिनांक/Dated - 19.03.2024

### **VACANCY CIRCULAR**

Applications are invited from the eligible candidates for appointment to the Posts of Store Keeper Grade - I, General Central Service (Group 'C') Non-Gazetted, Non-Ministerial Posts in Pay Matrix Level-4, Cell-1, Rs. 25,500-81,100/- (as per 7th CPC), by **Composite method: Deputation (including short-term contract)/Promotion** basis at National Sugar Institute, Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Kanpur. The posts of Store Keeper Grade - I are to be filled up by Composite method: Deputation (including short-term contract)/Promotion from amongst candidates Officials of the Central Government fulfilling the following:-

#### **Deputation:**

Officers of the Central Government:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with eight years' service in the grade rendered after appointment thereto on a regular basis in post in Level-2 (Rs. 19,900-63,200/-) in the pay matrix; and
- (b) possessing the following educational qualifications and experience:-
  - (i) 12<sup>th</sup> class pass from a recognized Board or University; and
  - (ii) Two years experience in handling stores and keeping accounts in a store or a concern of the Central Government or State Government, or of any statutory organization, public sector undertaking, autonomous body, University or Bank or in a private sector organization listed on the stock exchange of the India; or

Bachelor's degree with Commerce or Economics or Statistics or Business Studies or Public Administration as a subject from a recognized University or Institute.

**Note 1:-** The departmental Store Keeper Grade-II in level 2 (Rs. 19,900-63,200/-) in the pay matrix with eight years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled-up by promotion.

**Note 2:-** The department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:-** Period of deputation (including short-term contract) including period of deputation in 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 exceed three years.

**Note 4:-** The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date of receipt of applications.

**Note 5:-** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said pay Commission except where there has been merger of more than one per-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

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) APAR/A.C.R. Dossier for the last five years in original. In case the original APAR/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.

*B.K.*  
*19/3/24*

**(B.K. Sahu)**

Senior Administrative Officer

**Encl:** Proforma Bio-Data.

**BIO-DATA CURRICULUM VITAE PROFORMA**

*Applied for the post of*

1.	Name and Address (In Block Letters)			
2.	Date of Birth (In Christian era)			
3.i.	Date of entry into service			
ii.	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)			
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualifications/ experience possessed by the officer</b>		
<b>Essential</b>		<b>Essential</b>		
A)	Qualification	A)	Qualification	
B)	Experience	B)	Experience	
<b>Desirable</b>		<b>Desirable</b>		
A)	Qualification	A)	Qualification	
B)	Experience	B)	Experience	
<p>5.1. <b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2. In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.</p>				
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.			
6.1.	<b>Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate-(as indicated in the Bio-data) with reference to the post applied.			

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/ Scale of the post	Nature of Duties (in detail) highlighting experience required

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**\* 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 Band, Band Pay and Grade Pay drawn under ACP/ MACP Scheme	From	To

8.	Nature of present employment i.e. Ad-hoc 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. <b>Note:</b> 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. <b>Note:</b> Information under Column 9(c) &amp; (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/ organization.</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.	Additional details about present employment: Please state whether working under (indicate the name of your employer		

	c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	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	
14.	Total emoluments per month now drawn	
	Basic Pay In PB	Grade Pay
		Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed	
	Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/ Interim relief/ other Allowances etc. (with break-up details)
		Total Emoluments

16.A.	<p>Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
16.B.	<p><b>Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet, if</p>	

	for deputation (ISTC)/ Absorption/ Re-employment Basis. #(Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ ST	

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 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  
Address \_\_\_\_\_

Date \_\_\_\_\_

#### Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the enclosed application by Shri/ Smt. \_\_\_\_\_ 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)