

No. A – 35021/02/2019 – NTH  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Consumer Affairs  
(National Test House Division)  
\*\*\*\*\*

12/2, Jam Nagar House, New Delhi  
Dated the 22<sup>nd</sup> April, 2025

**VACANCY CIRCULAR**

**Sub:- Filling up of the post of Administrative Officer in National Test House, Kolkata in Level – 11 (Rs. 67700 – 208700) of the pay matrix by Composite method [Promotion/Deputation (including short term contract)] basis.**

I am directed to say that it has been decided to fill up the post of Administrative Officer, General Central Service, Group 'A', Gazetted, Non-Ministerial, in the Level – 11 (Rs. 67700 – 208700) of the pay matrix in the National Test House, a subordinate Office under the Department of Consumer Affairs **by Composite method [Promotion/Deputation (including short term contract)]** basis from the :-

- (I) Officers under the Central Government / State Governments / Union Territories / Autonomous Bodies / Statutory Bodies / PSUs / Research Institutions / Universities :-
- a. (i) holding analogous posts on regular basis;
- or
- (ii) with 5 years' regular service in posts in the pay level 10 ( Rs. 56100 – 177500) in the pay matrix ;
- and
- b. possessing the qualifications and experience prescribed as under;
- (i) Degree of a recognised University or Institute ; and
- (ii) Five years' experience in accounts, administration and establishment work in a Govt. office or public sector undertakings or autonomous or statutory body.
- (II) The Departmental Administrative Officer (Grade – I) in the level 10 in the pay matrix Rs. 56100 – 177500 with 5 years' regular service in the grade will 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 by promotion.
- (III) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed four years.



- (IV) The maximum age limit for appointment by deputation shall not be exceeding 56 (fifty – six) years as on the closing date of receipt of the application.
- (V) 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, 2016 or the date from which the revised level in the pay matrix based on the recommendations of the 7<sup>th</sup> Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales pay into one grade with a common level in the pay matrix and where this benefit will extend only for the post(s) for which that level in the pay matrix is the normal replacement grade without any upgradation.

## 2. The Place of posting is Kolkata.

3. It is requested that the applications in the enclosed Proforma (Appendix – 1) from officers who are willing and fulfilling the above mentioned qualifications and experience and whose services can be spared immediately on his / her selection to the post, may be forwarded through proper channel to the **Under Secretary (NTH), Department of Consumer Affairs, 12/2, Jam Nagar House, Shahjahan Road, New Delhi – 110011, in hard copy and also through email (aamir.edu.@nic.in) , within 45 (Forty Five Days) from the date of issue of advertisement in the Employment News / Rozgar Samachar**, along with attested copies of latest 5 years' Confidential Reports / APARs (each page attested by an officer not below the rank of Under Secretary), Vigilance Clearance, No Penalty Statement during last 10 years, Integrity Certificate and Cadre Clearance (as per Proforma enclosed). Incomplete applications without above mentioned documents will not be entertained. Applications received after the closing date will not be entertained / considered.

3. The candidates, in the event of their selection, will not be allowed to withdraw their candidature subsequently on any ground.

Encl. : As above.

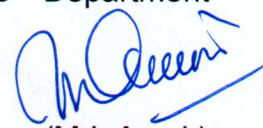


(Md. Aamir)

Under Secretary to the Govt. of India  
email- aamir.edu@nic.in

Copy to:

1. All Ministries / Departments of the Government of India.
2. The Chief Secretaries of all State Governments / Union Territories with the request to give wide circulation.
3. Director General, National Test House, CP Block, Sector – V Salt Lake, Kolkata – 700009, with the request to upload on the NTH website also.
4. NIC, Department of Consumer Affairs, Krishi Bhawan, New Delhi with the request to place this vacancy circular on the website of the Department <http://consumeraffairs.nic.in> for wide circulation.



(Md. Aamir)

Under Secretary to Govt. of India

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BIO-DATA/ CURRICULUM VITAE PROFORMA

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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: 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.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated 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.	
6.1 Note: 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/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*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	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
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 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 against the relevant column)		
<ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
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		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation 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 Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.		
(This among other things may provide information with regard to (i) additional academic qualifications (ii)		



<p>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>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying 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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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)

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;

- 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)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.