

No. 35021/01/2014-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 20 March, 2019

Subject : Filling up of the post of Administrative Officer NTH at Kolkata in the Pay Scale of Rs.15600-39100 + Grade Pay of Rs. 6600/- (in the Level 11 of 7th Pay Commission) in the National Test House on deputation basis.

The undersigned is directed to say that it has been decided to fill up the post of Administrative Officer in the Pay Scale of Rs. 15600-39100 + Grade Pay of Rs. 6600/- (in the Level 11 of 7th Pay Commission) in the National Test House, Kolkata a subordinate Office under the Department of Consumer Affairs on deputation from the :-

- I. Officers under the Central/ State Government:-
- (a) (i) holding analogous posts on regular basis; or
(ii) with 5 years regular services in posts in the scale of Rs. 8000-275-13500/- (Pre-revised) Revised Pay Band -3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- (in the Level 10 of 7th Pay Commission) or equivalent; or
(iii) with 6 years regular service in the posts in the scale of pay Rs. 7500-250-11500 (Pre-revised) Revised Pay Band -2, Rs. 9300-34800 + Grade Pay of Rs. 4800/- or equivalent; (Level 8th of 7th Pay Commission) or
(iv) with 7 years' regular service in posts in the scale of pay of Rs. 7450-225-11500/- (Pre-revised) Revised Pay Band -2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- or equivalent; (Level 7th of 7th Pay Commission) or
(v) with 8 years' regular service in posts in the scale of pay of Rs. 6500-200-10500/- (Pre-revised) Revised Pay Band -2, Rs. 9300-34800 + Grade Pay of Rs. 4600/- or equivalent; (Level 8th of 7th Pay Commission) Non- Gazetted or and

having five years' experience in administration establishment and accounts matters.

II. The Departmental Candidate Assistant Director (Admn.) Grade -I in the scale of pay Rs.8000-275-13500 Revised Pay Band -3, Rs.15600-39100 + Grade Pay of Rs.5400/- (Level 10 of pay Matrix) with 5 years regular service in the grade will also be considered along with outsiders. In case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years.

o/c

ISSD
26/3/19

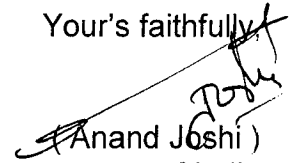
The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of the application.

The Place of posting is Kolkata.

2. It is requested that the applications in the enclosed Performa (Appendix-11) from officers who are willing and fulfilling the above qualification and experience and whose service can be spared immediately on his /her selection to the post, kindly be forwarded to the **Under Secretary, Department of Consumer Affairs, 12/2, Jam Nagar house, Shahjahan Road, New Delhi-110011, Within 60 (Sixty Days) from the date of issue of this letter, along with attested copies of latest 5 year's Confidential reports** (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 Performa enclosed). In complete application without above mentioned documents will not be entertained Application received after the closing date will not be entertained.

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

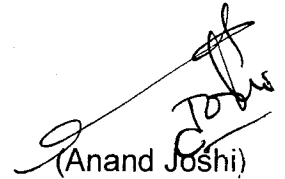
Your's faithfully



(Anand Joshi)
Under Secretary to the Government of India
Tel. /Fax No. 011 23073612

Copy to'

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



(Anand Joshi)
Under Secretary to the Government of India

Proforma

Application for the post of Administration Officer, National Test House

1. Name and Address (In Block Letters) (Complete postal address official and residential)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government Rules

4. Educational Qualification:-

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
/Experience

Qualification

Required
the officer

possessed by

Essential (1) (2) (3)

Desired (1) (2) (3)

6. Please state clearly whether in the light of 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.

Official/Institution	Post held	From	To	Scale of Pay and Level in Pay Matrix	Nature of duties (In detail)

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 you belong.
10. Additional details about present Employment
Please state whether working under (Indicate the name of your employer relevant column):
 - (a) Central Government
 - (b) Autonomous
 - (c) Government Undertakings
 - (d) Universities
 - (e) Others
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 or 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 qualification
- (ii) Professional training and
- (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(Note: Enclose a separate sheet, if the space is insufficient).

15. Whether belongs to SC/ST

16. Remarks: (The candidates may indicate information with regard to

- (i) Research publication and reports and special project;
- (ii) Awards/ Scholarships/Official Appreciation;
- (iii) Affiliation with the profession bodies/institutions/ societies and
- (iv) Any other information.

(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 Curriculum Vitae 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

Telephone No.

Countersigned

(Employer with seal and telephone number)

Note: whenever there is a change of address or change in telephone number, the candidates/ Employer should intimate the same.

Integrity Certificate

After scrutinizing the service records of Shri /Smt./Ms.....working as, it is certified that there is no doubt about his/her integrity.

Name and Designation of the Officer with Stamp
(to be signed by the Officer) not below
the rank of Deputy Secretary level

Major /Minor Penalties Certificate

This is certified that no major/minor penalties have been imposed on
Shri/Smt./Ms.
Working as During the last ten years.

Name and Designation of the Officer with Stamp
(to be signed by the Officer) not below
the rank of Deputy Secretary level

Vigilance Clearance Certificate

This is to certified that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt./Ms.working as He/She is clear form Vigilance angle.

Name and Designation of the Officer with Stamp
(to be signed by the Officer) not below
the rank of Deputy Secretary level

Cadre Clearance Certificate

This is to certify that the competent authority has granted Cadre Clearance to
Shri /Smt.....
for applying to the post of Deputy Director (Admn.) on deputation basis

Name and Designation of the Officer with Stamp
(to be signed by the Officer) not below
the rank of Deputy Secretary level