

F.No.A- 12011/3/2023-ESTT-DBT [19103]

Government of India  
Ministry of Science & Technology  
Department of Biotechnology

8<sup>th</sup> Floor, Block – 2,  
CGO Complex, Lodhi Road,  
New Delhi-110003

Dated: 27/12/2023

**VACANCY CIRCULAR**

**Subject: Filling up 01 (one) vacancy in the grade of Assistant Manager-cum-Store Keeper (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in 7<sup>th</sup> CPC Level 4 (Rs.25500-81100) in Departmental Canteen of Department of Biotechnology on Deputation basis– reg.**

It is proposed to fill up one (01) post of Assistant Manager-cum-Store Keeper (Canteen) (General Central Service, Group 'C', non-Gazetted, Non-Ministerial) in Level 4 (Rs.25500-81100) in the 7<sup>th</sup> CPC pay matrix (alongwith Special Allowance of Rs. 375/- p.m for attending duties in Canteen) in Department of Biotechnology on Deputation basis.

**2. Eligibility Conditions: Deputation:- Officers under the Central Government**

(a) Holding **analogous posts** on regular basis;

or

With **at least eight years regular service** in Level 2 in the pay matrix (Rs. 19900-63200);

(b) Possessing the **educational qualifications** and **experience** as under:

i) B.Com from a recognized University.

or

Graduate in any discipline from a recognized university with one year Diploma in Book Keeping or Store Keeping.

ii) Experience- Three years in a Government Department or Undertaking in handling Stores or Accounts.

**Note 1:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

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

**Note 2:** The department officials in the feeder categories 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.

**Note 3:** For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016, or the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay level or grade pay or pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common pay level or grade pay or pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common pay level or grade pay or pay scale and where this benefit will extend only for the post(s) for which that pay level/grade pay/pay scale is the normal replacement grade without any upgradation.

**3. List of duties & responsibilities attached to the post of Assistant Manager-Cum-Store Keeper (Canteen):-**

- a) Procure and receive all raw materials.
- b) Issue raw materials to the Assistant Halwai-cum Cook/Halwai-cum Cook or kitchen staff as when required for preparation of eatables.
- c) In-charge of store items and raw materials.
- d) Maintain account of the stock items in a proper manner.
- e) Responsible for keeping accurate holding of stock as per ground balance of accounting records.
- f) Responsible for loss/damage of store and
- g) Any other additional duty allotted by the in-charge of the Canteen.

**4. Regulation of pay and other terms of deputation:**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.

**5. Age limit:**

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

**6. Period of deputation:**

The period of deputation including the period of deputation in any other 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.**

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together

with the certificate from the forwarding Authority (in proforma Annexure-II) along with the following documents may be forwarded to **Shri Deepak Sharma, Under Secretary (Establishment), Department of Biotechnology, Room No. 806, 8<sup>th</sup> Floor, Block – 2, CGO Complex, Lodhi Road, New Delhi-110003** within 60 days of publication of this advertisement in the Employment News / रोजगार समाचार:-

- (i) Integrity certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the APARS for the last five years (2018-19 to 2022-23) (*attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India*).

8. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained. Applications received after the expiry of the prescribed period or those not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained. The crucial date for determining eligibility will be the last date of receipt of applications.

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **For more details and prescribed proforma of application, please visit the official website of DBT. (<http://www.dbtindia.gov.in/what-new/vacancies>)**

Encl.: Annexure-I & Annexure-II

  
29/12/2023  
(Deepak Sharma)

Under Secretary to the Govt. of India

To :-

1. All Ministries/Department of Govt. of India with the request to give wide publicity to the vacancy circular among the staff working under their respective administrative control.
2. Director of Canteen, DoPT, Khan Market, New Delhi-110001
3. Under Secretary(CS-1), DoPT-with a request to upload the vacancy circular on the official website of DoPT.
4. NIC cell DBT, with a request to upload the vacancy circular on the official website of DBT..

## Annexure-I

### PROFORM FOR APPLICATION FOR THE POST OF ASSISTANT MANAGER-CUM- STORE KEEPER IN THE DEPARTMENTAL CANTEEN OF DEPARTMENT OF BIOTECHNOLOGY ON DEPUTATION BASIS

1.	Name & Postal Address (in block letters) with Mobile No.	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Age on the last date of receipt of applications	:	
5.	Date of retirement under Central Government Rules	:	
6.	Name & Address of Present Department/Cadre	:	
7.	Educational qualification	:	
8. a)	Do you hold analogous post on regular basis in the present cadre or department ;	:	
b)	Do you possess at least eight years regular service in level 2 in the pay matrix (Rs. 19900-63200)?	:	
c)	Do you possess B.Com from a recognized University?	:	
d)	Do you possess graduation in any discipline from a recognized university with one year Diploma in Book Keeping or Store Keeping?	:	
e)	Do you possess three years experience in Government Department / Undertaking in handling Stores or Accounts?	:	

9. Details of employment in the chronological order (starting from the entry in the Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Organisation	Post held with scale of pay	Period of Service		Basic Pay (Pre-revised)			Basic Pay & Level as per 7 <sup>th</sup> CPC Pay Matrix	Nature of appointment whether Regular / Adhoc / Deputation
		From	To	Pay in PB	GP	Basic Pay		

10.	Nature of present employment, i.e.ad-hoc or temporary or permanent	:	
11.	In case the present employment is held on deputation please state		
a)	The date of initial appointment	:	
b)	Period of appointment on deputation	:	
c)	Name of the parent office/ organisation to which belong	:	

12. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if space is insufficient).

13. Full postal address of forwarding authority with Name and Telephone No.:

Date .....

Place .....

Signature of the Candidate

(Name of the Candidate)

## Annexure-II

(Certificate to be furnished by the employer/Head of Office/forwarding Authority)

- 1) Certified that particulars furnished by Shri/Smt.....  
are correct and have been verified from the office records.
- 2) The applicant, if selected, will be relieved immediately.
- 3) It is certified that :
  - I) There is no vigilance or disciplinary case either pending or being contemplated against Shri/Smt.....
  - II) His/Her Integrity is certified.
  - III) His/Her CR Dossier in original is enclosed/photocopies of the CRs/APARs for the last 5 years duly attested by an Officer of the rank of Under Secretary to the Government of India or above. (whenever applicable).
- IV) No major/minor penalties imposed on him/her during the last 10 years.

Signature of the Officer Concerned :.....

Name of the Designation:.....

Full address :.....

:.....

Phone No. :.....

Official Seal :.....

Place :

Date :

List of Enclosures :