

**No.P-34029/238/2023-SALT/(E-182390)**  
Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry and Internal Trade  
Salt Section

Vanijya Bhawan, 16-A Akbar Road  
New Delhi, the 22<sup>nd</sup> July, 2024

**VACANCY CIRCULAR**

**Subject :- Filling up the post of Assistant Civil Engineer (ACE) on Transfer on Deputation (including short term contract) basis in the Salt Commissioner's Organization, an attached Office under Department for Promotion of Industry and Internal Trade, Ministry of commerce & Industry-reg.**

This Department invites application from suitable candidates for filling up of one post of ACE in the Grade Pay of Rs.4600/-, Level-7 as per 7<sup>th</sup> Central Pay Commission (CPC) on transfer on Deputation (including short term contract) basis in Salt Commissioner Organization (SCO), an attached office under this Department for posting at Mumbai in the pro-forma at Annexure-A from officers who are willing and full-fill the eligibility conditions mentioned in Annexure-B. Officers, who volunteer for the post, will not be permitted to withdraw their names later. The pay of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

2. Applications (in format as per Annexure-A) of such eligible persons, who are desirous of being considered for the post advertised and can be relieved immediately on selection, may be forwarded by the Appointing Authorities along with the complete and up-to-date CR/APAR dossiers for last 5 years, Cadre Clearance, Vigilance Clearance, Integrity Certificate & Major/Minor penalty statement during the last 10 years may be sent to this Department within 60 days from the date of publication of this circular in Employment News. Incomplete applications or applications received without proper channel and without up-to-date APAR Dossiers, Cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained. The details regarding Eligibility Criteria, Educational Qualification etc. and Bio-data/Curriculum Vitae Proforma (in word format), as mentioned above, can also be downloaded from the website <https://dpiit.gov.in> and <http://www.saltcomindia.gov.in>

3. This is tentative vacancy which may be increased or decreased at any time. The applications may be addressed to the following and may also be sent by E-mail:-

"Under Secretary, Salt Section, East Wing, 1<sup>st</sup> floor, Department for Promotion of Industry and Internal Trade, Vanijya Bhawan, 16-A Akbar Road, New Delhi – 110011, Email: salt-section@gov.in"

(R. K. Soni)

Under Secretary to the Government of India

Email : soni.rk68@gov.in

Tel-011-23038936

Encl: as above.

To,

1. All Ministries/Departments of Govt. of India – with the request to give wide publicity within the Department and Officers/Organizations/Institutions under their control.

...2/-

- 22/2/21
2. Salt Commissioner's Organization (SCO), Jaipur - with the request to upload the advertisement on official website of SCO.
  3. The Secretary, UPSC, Dholpur House, New Delhi
  4. All Section of DPIIT.
  5. All Attached/Subordinate/Cadre participating offices of DPIIT.
  6. The Department of Public Enterprises, CGO Complex, New Delhi- with the request to circulate the vacancy among PSUs.
  7. The DoP&T, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi- with the request to upload the vacancy circular in the DoP&T's website.
  8. The NIC, DPIIT, Udyog Bhawan, New Delhi- with the request to upload the vacancy circular on the official website of DPIIT.

BIO-DATA/ CURRICULUM VITAE PERFORMA

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 Govt. 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>
Experience	Experience
<b>5.1 Note:-</b> In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<b>6.1 Note:</b> Borrowing Department 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/ Institute	Post held on regular basis	From	To	* level in the Pay Matrix of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for.

**\* Important:** financial upgradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institute	Level in the Pay Matrix drawn under ACP/MACP Scheme.	From	To

<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
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<b>9.</b> In case the present employment is held on deputation/contract basis, please state-	
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a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.

<p><b>9.1Note:</b> In case Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2Note:</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/organisation but still maintaining a lien in his parent cadre/organisation.</p>	
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Contd...

<b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government		
b) State Government		
c) Autonomous Organisation		
d) Government Undertaking		
e) Universities		
f) Others		
<b>12.</b> Please state whether you are working in the same Department and are in the feeder grade of feeder to the feeder grade.		
<b>13.</b> Are you in the Revised Scale of pay (7 <sup>th</sup> CPC)? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
<b>14. Total emoluments per month now drawn</b>		
Level in the Pay Matirx (7 <sup>th</sup> CPC)	Index Number in the level	Basic Pay
<b>15.</b> 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 the Scale of Pay and rate of Increment	Dearness pay/Interim relief / other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional Information,</b> 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 qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement) <b>(Note: enclose a separate sheet, if the space is insufficient.)</b>		

<p><b>16.B Achievements:</b> The candidates are required to indicate information with regard to; (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 organisation, (v) any research/innovative measure involving official recognition (vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for Deputation(ISTC)/Absorption Basis. (Officers under Central/State Governments are only eligible for “Absorption”. Candidates of the non-Government Organisations are eligible only for Short Term Contract.</p>	
<p><b>18.</b> 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 \_\_\_\_\_

\_\_\_\_\_

Mobile/Contact No. \_\_\_\_\_

Date:

**Certificate 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 year **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)

**Eligibility conditions for the post of Assistant Civil Engineer for Transfer on deputation.**

Applications for one post of Assistant Civil Engineer to be posted at Mumbai in the grade Pay of Rs.4600/-, Level-7 as per 7<sup>th</sup> CPC are invited on transfer on Deputation (including short term contract) basis from Officers under the Central Government.

**Education & Other Qualifications required:-**

- (i) holding analogous posts on regular basis and possessing degree/diploma in Civil Engineering from a recognized University or equivalent; or
- (ii) holding posts in the scale of Rs.1640-2900(IV Pay Commission) corresponding to Level-6(Pay Band-2) Rs 9300-34800/- with Grade pay of Rs.4200/- or equivalent on regular basis and possessing degree in Civil Engineering from a recognized University or equivalent; or
- (iii) with three years' regular service in posts in the scale of Rs.1640-2900 (IV Pay Commission) corresponding to Level-6 (Pay Band-2) Rs 9300-34800/- with Grade pay of Rs.4200/- or equivalent and possessing diploma in Civil Engineering from a recognized University or equivalent; or
- (iv) with 5/8 years' regular service in posts in the scale of Rs.1400-2300/2600(IV Pay Commission) corresponding to Level-6 (Pay Band-2) Rs 9300-34800/- with Grade pay of Rs.4200/- and possessing degree/diploma in Civil Engineering from a recognized University or equivalent.

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