

**No. F-12011/06/2017-Estt.-CPC**  
**Government of India**  
**Ministry of Chemicals and Fertilizers**  
**Department of Chemicals and Petrochemicals**

Shastri Bhawan, New Delhi.  
Dated: the 25<sup>th</sup> November 2017

**Vacancy Circular**

**Subject: Filling up two posts of Deputy Industrial Advisor (General Central Service, Group 'A' Gazetted, Non- ministerial) in the Department of Chemicals and Petrochemicals in Level 11 of the Pay Matrix (Rs.67,700-2,08,700), one post on Composite Method [deputation (including short term contract) plus promotion ] basis and the second post by deputation including short-term contract.**

It is proposed to fill up two posts of Deputy Industrial Advisor (General Central Service, Group-'A' Gazetted, non-ministerial) in Level 11 of the Pay Matrix (Rs.67,700-2,08,700) in the Department of Chemical and Petrochemicals, one post on Composite Method [deputation (including short term contract) plus promotion ] basis and the second post by deputation including short-term contract.

**2. Eligibility Conditions:**

Officers under the Central Government or State Governments or Union Territory administrations or public sector undertakings or Universities or recognised research institutions or semi government autonomous bodies or statutory organisations:-

(a) (i) holding analogous post on regular basis in the parent cadre or department;  
or

(ii) with five years service in the grade rendered after appointment thereto on regular basis in posts in level-10 (Rs.56,100-1,77,500) in the pay matrix or equivalent in the parent cadre or department;

and

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

(i) Master's degree in any branch of Chemistry (but excluding bio-chemistry) from a recognised University or institution and three years' of experience in chemical or petrochemical sector under Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognised research institutions or semi government or autonomous bodies or statutory organisations dealing with chemicals or petrochemicals;

or

(ii) Bachelor's degree in chemical engineering or chemical technology from a recognised University or Institute and four years' of experience in chemical or petrochemical sector under Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognised research institutions or Semi Government or autonomous bodies or statutory organisations dealing with chemicals or petrochemicals.

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Note .- The departmental Assistant Industrial Advisers in Level-10 (Rs.56,100-1,77,500) in the pay matrix with five years regular service rendered after appointment thereto in the grade will also be considered along with outsiders and in event of his selection to the post, the post shall be deemed to have been filled by promotion.

3. **Job Profile** : Rendering advice on technical matters relating to growth of Chemicals & Petrochemicals covering examination of Industrial License approvals, 100% Export oriented cases, Proposal for foreign collaborations and FDI cases, trade related issues both at National & International levels, Concessional Rate of Customs Duty under Project Imports, Input-Output norms related to Chemicals and Petrochemicals Sectors, All policy issues on licensing and trade relating to Plastics Waste, Environment, Health and Safety.

Examination of issues relating to Preferential Trade Agreements / Free Trade Agreements with different countries. Work related to Good Laboratory Practices (GLP), R&D Recognition applications and visit to factories to carry out on the spot assessment on various problems, Inter Governmental deliberations with various countries for economic trade, scientific exchange, Joint Working Groups on technical cooperation with other countries and for promotion of foreign investment. Examination of Budget proposals covering Customs Duty aspects etc. for Chemicals & Petrochemicals Sectors, Issues relating to Molasses and Alcohol including Ethanol Blending programme etc. Assist the Department in developing long term Perspective Plan for Chemicals and Petrochemicals. Identify constraints for the growth. Knowledge and understanding of various sub sectors of the Chemicals and Petrochemicals Industry.

International Conventions such as Chemical Weapons Convention, Rotterdam Convention, Stockholm Convention, Montreal Protocol, Kyoto Protocol, issues of Responsible Care etc. Issues concerning EU legislation on REACH.

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 OM No. 6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June, 2010, as amended from time to time.

5. **Age-limit:-** The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

6. **Period of deputation:** - The 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 organisation or department of the Central Government shall ordinarily not exceed four years.

7. Application of eligible candidates, whose services can be spared immediately on selection, may be forwarded in duplicate as per the prescribed proforma (Annexure-I), together with the certificate from the Forwarding Authority as per (Annexure-II) along with the following documents:

- (i) Cadre clearance;
- (ii) Integrity certificate
- (iii) 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).
- (iv) Vigilance clearance certificate.



(v) Photocopy of the APARs/ACARs for the last five years (2016-2017, 2015-2016, 2014-2015, 2013-2014 and 2012-2013) attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

8. Application along with required documents may be forwarded to **Sh. D. Praveen, Director(Admn), Department of Chemicals and Petrochemicals, Room No.236-A, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001, within 60 days of publication of the circular in the Employment News/ Rozgar Samachar.** Application not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

9. The candidates will not be allowed to withdraw their candidature subsequently.



(D. Praveen)

Director

Tel. No. 011-23070712

Encl: As above.

To :-

1. All Ministries/ Departments of Government of India. It is requested that the vacancy may be given wide publicity in their Office and subordinate and attached offices, public sector undertakings, research institutions, statutory bodies, autonomous bodies and semi-Government organizations under their administrative control.
2. Chief Secretary of all State Governments.
3. Administrator of all Union Territories.
4. Chief Managing Directors / Managing Directors of all Public Sector Undertakings,
5. Vice-Chancellors of all Universities.
6. Heads of all Semi Government/ Autonomous and Statutory Organizations/ Recognized Research Institutions.
7. PSO to Secretary (C&PC)
8. Addl Secy & FA , M/o C&F / Sr.EA, DCPC
9. JS (Chem.)/ JS (PC) / DDG
10. All Divisions/Sections and autonomous organizations/ PSUs under the Department of C&PC
11. NIC – for uploading on the Department's web site.
12. Facilitation Centre.



Application proforma for the post of Deputy Industrial Advisor in the Department of  
Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

Self Attested passport  
size Photo

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters) with telephone number and e-mail address.	
2.	Date of Birth (in Christian era)	
3.	Date of entry into service	
4.	Date of retirement under central/state Government Rules.	
5.	Education qualifications	
6.	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.	
7.	Eligibility Conditions	
	Qualifications/ Experience required	Qualification/ experience possessed by the officer



(a)	<p>(i) Holding analogous post on regular basis in the parent cadre or department;</p> <p>or</p> <p>(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in level 10 (Rs.56,100-1,77,500) in the pay matrix or equivalent in the parent cadre or department;</p>	
(b)	<p><b>Possessing the following educational qualifications and experience:</b></p> <p>(i) Master's degree in any branch of Chemistry (but excluding bio-chemistry) from a recognised University or Institution and three years experience in chemical or petrochemical sector under Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognised research institutions or semi Government or autonomous bodies or statutory organisations dealing with chemicals or petrochemicals;</p> <p>or</p> <p>(ii) Bachelor's degree in chemical engineering or chemical technology from a recognised University or Institute and four years of experience in chemical or petrochemical sector under Central Government or State Governments or Union territory Administrations or public sector undertakings or universities or recognised research institutions or Semi Government or autonomous bodies or statutory organisations dealing with chemicals or petrochemicals</p>	
8.	<p>Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience of the post.</p>	
9.	<p>Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p>	

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Office/ Organization	Post Held on regular basis	Period of service		*Pay Band and Grade pay/pay scale of the post held on regular basis			Nature of appointment whether regular/ad-hoc/deputation	Nature of duties (in detail)
		From	To	Pay in Pay Band	Grade Pay	Basic pay		

**\*Important:** Pay band and Grade pay granted under MACP/ACP 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 under:

Office/ Organization	Pay, Pay Band and Grade by drawn under ACP/MACP scheme	From	To

10.	Nature of present employment i.e. adhoc or Temporary or Quasi-permanent or permanent	
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11.	In case the present employment is held on deputation/contract basis, please state
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The date of initial appointment	Period of appointment on deputation/contract	Name of the parent office/ organization to which the applicant belongs.	Name of the post and pay of the post held in substantive capacity in the parent organization



<p><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><b>Note:</b> Information under in all columns above must be given in 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>			
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
13.	Please state whether working under (indicate the name of your employer against the relevant column.)  a) Central Government b) State Government c) UT Administrations d) Public Sector Undertakings e) Universities f) Recognised research institutions g) Semi Government Organisations c) Autonomous Organization h) Government Undertaking i) Statutory organisations		
14.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
15.	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.		
16.	Total emoluments per month now drawn.		
Basis pay in the Pay Matrix	Level of pay in the Pay Matrix.	Total Emoluments	

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17.	In case the applicant belongs to an organization which is not following the central Government Pay-Scales, the latest salary slip issued by the organization showing the following details may be enclosed.	
Basic pay with scale of pay and rate increment	Dearness pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
18.	<p>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) 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>	
19.	<p><b>Achievements:</b> 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; (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 the space is insufficient)</p>	

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20.	Please state whether you are applying for deputation or short-term contract basis (Officers under Central Government/State Governments/ Union territory Administration are only eligible for "deputation". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
21.	Whether the applicant belongs to SC/ST/OBC	

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 Qualifications/ 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 knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

(Forwarding by the employer)

Name of officer:

Designation:

Date:

Ph. No.

Seal







Certification by the Employer/Cadre Controlling Authority

The information provided in the above application by the applicant Shri/Smt./Ms. \_\_\_\_\_ are true and correct as per the details available on records. He/she possesses the educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. It is 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 APAR Dossier in original is enclosed/photocopy of the APARs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government 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)

Place:

Dated:

Name & Designation:

Telephone No:

Fax no.:

Office seal:

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