

No. A-41011/4/2019-Estt.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated the 5th November, 2019.

VACANCY CIRCULAR

Sub: Engagement of services of **Convenor** on contract basis for Advisory Forum and Development Council for Chemicals and Petrochemicals Sector in Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

It is proposed to engage **Convenor** to work as full time Advisory Forum and Development Council for Chemicals and Petrochemicals Sector in the Department of Chemicals and Petrochemicals to attend specific work. The requisite qualification/experience, eligibility criteria, remuneration, working hours tenure of engagement and other terms and conditions would be as under:-

| | | |
|----|---|--|
| 1. | Scope of Work | i) To perform the duties for coordinating the deliberations of the Advisory Forum and the Development Council, preparation of the minutes of the final report. ii) Any other work as assigned by the Competent Authority. |
| 2. | i) Essential Qualification ii) Desirable | i) Chemical Engineer / B. Tech / M.Sc. (Chemistry) ii) Computer operating Knowledge |
| 3. | Essential work Experience Desirable | : At least 20 year experience in chemical & petrochemical sector / industry. Computer/ Secretariat Knowledge |
| 4. | Age Limit | Maximum 65 years. |
| 5. | Remuneration | Rs.1,50,000/-consolidated per month |
| 6. | Tenure of engagement. | 1 year initially and may be extended, if required on performance basis. |

| | | |
|-----|--------------------------|---|
| 7. | Working Hours | 9.00 AM to 5.30 PM in general. However, the official is required to perform his duty beyond office hours / on holidays as per the exigency of work. |
| 8. | Attendance | Through Bio-Metric. |
| 9. | Leave | Saturday, Sundays and Gazetted Holidays & 8 days leave during the period of one year. |
| 10. | Termination of Services. | Can be terminated with a prior notice of one month from either side. |
| 11. | TA/DA | Not applicable. |

2. The person who fulfills the eligibility criteria and is willing to offer his/her services as Convenor, may submit his/her application in the prescribed proforma as **Annexure-I** within 21 days from the date of publication of advertisement in Employment News to Under Secretary (Estt.), Department of Chemicals and Petrochemicals, Room No.434, 'C' Wing, Shastri Bhawan, New Delhi-110001.

3. Ministries/Department is requested to give wide publicity to this vacancy circular among their staff and Subordinate/Attached offices.

T.P.N. Singh

(T.P.N. Singh)

Under Secretary to the Govt. of India

Tele: 23386013

To

- 1) All Ministries/Departments of the Government of India.
- 2) All Universities / Recognized Research Institutions.
- 3) NIC, D/o C&PC for uploading this OM on the website.

ANNEXTURE-I**PROFORMA**

Engagement as Convenor for Advisory Forum and Development Council
for Chemicals and Petrochemicals Sector in Department of Chemicals
and Petrochemicals, Ministry of Chemicals and Fertilizers, Shastri
Bhawan, New Delhi-110001

SELF
ATTESTED
PHOTO

| | | |
|----|-------------------------------|----------|
| 1. | Application applying for : | |
| 2. | Name in full (Block Letters). | |
| 3. | Date of Birth/ Age. | |
| 4. | Whether Medically fit. | Yes / No |
| 5. | Address for correspondence | |
| 6. | Permanent Address | |
| 7. | Mobil No. | |
| 8. | E-mail address | |
| 9. | Telephone No.(Land Line) | |

10. Academic Qualification (In reverse order, starting from the latest):

| S.No. | Degree | Year | Subjects | University/Institute | Class/Division | Distinction (if any) |
|-------|--------|------|----------|----------------------|----------------|-------------------------|
|-------|--------|------|----------|----------------------|----------------|-------------------------|

* Attach Separate copy, if required. Self attested documents shall be attached.

11. Work Experience (In reverse order, starting from the latest):

| S.No. | Name of the organization | Nature of the organization (Government/ Private) | From To | Designation | Nature of Work | Remuneration received |
|-------|--------------------------|---|------------|-------------|----------------|-----------------------|
|-------|--------------------------|---|------------|-------------|----------------|-----------------------|

Note: Self attested documents in support of claims shall be attached.

12. List of relevant technical and academic publication (if any).

13. A short note on your suitability for the post.

14. Any other information, the candidate desires or state:

Date:

Place :

(Signature of the Applicant)