

No.A-12011/13/2003-Estt
Government of India
**Ministry of Consumer Affairs,
Food & Public Distribution**
Deptt. of Consumer Affairs
New Delhi

Subject : Filling up of the post of Administrative Officer encadred to Section Officer Grade of CSS in Indian Institute of Legal Metrology, Kanke, Ranchi, Jharkhand under the Department of Consumer Affairs.

It is proposed to empanel eligible and willing Section Officers of CSS for appointment to the post of Administrative Officer, which is a cadre post of Section Officer Grade of CSS, in pay band 2 of ` 9300-34800 plus grade pay of ` 4800/- on transfer basis in the Indian Institute of Legal Metrology, Kanke, Ranchi, Jharkhand, under this Department.

2. The post of Administrative Officer is a duty post and has been encadred to the Section Officer Grade of CSS and no deputation (duty) allowance is admissible on appointment. Only the persons holding the post of Section Officer in PB-2 and PB-3 with Grade pay of ` 4800/- and ` 5400/- in offices participating in CSS cadre having experience of administration, establishment and accounts matter are eligible to apply. The officer selected for the post of Administrative Officer shall be transferred to the Section Officer cadre of this Department as inter-cadre transfer.

3. The eligible and willing officers from all Central Ministries/Departments of the Govt. of India belonging to the Section Officer cadre of CSS who can be spared on transfer basis, may apply in the prescribed proforma (as per Annexure enclosed) in duplicate through their Ministries/Departments accompanying with attested copies of last five years ACRs, Vigilance Clearance and Integrity Certificate and their applications should reach **the Director (Estt.), Department of Consumer Affairs, Room No. 253, Krishi Bhawan, New Delhi - 110001 within 60 days from publication of this advertisement.**

4. Applications which are incomplete and/or are received after the due date shall not be entertained.

5. The panel prepared will be valid for a period of one year.

(T.K. Murugan)
Director (Estt)
Annexure

Application for filling up of the post of Administrative Officers encadred to Section Officers grade of CSS on transfer basis in the Indian Institute of Legal Metrology, Ranchi, Jharkhand under the Ministry of Consumer Affairs, Food and Public Distribution, Department of Consumer Affairs.

S. No.	Particulars	To be filled by the candidate
1.	Name (in the block letters)	
2.	Date of Birth	
3.	Post held at present and date from which held	
4.	Scale of pay/present pay	
5.	Cadre/Cadre controlling Authority	
6.	Brief description of work handled in the post in chronological sequence.	
7.	Language known	
8.	Full Office Address with Tel. No.	
9.	Full Residential Add. with Tel. No./Mobile No.	
10.	Additional Information if any, in support of suitability to the post (additional Sheets may be used if necessary).	

(Signature of the Candidate)

Date : _____ Place _____

Certificate to be furnished by the Head of Office

1. Service particulars given above have been verified from the service records of the applicant.
2. Certified that no vigilance case is either pending or contemplated against the applicant.
3. The integrity of the officer is also certified.
4. Attested photocopies of ACRs for the last 5 years (from _____ to _____) of the applicant are enclosed.
5. Certified that the applicant will be relieved of his duties to take up the new assignment on selection on transfer basis and under no circumstances should the officer be allowed to withdraw from an assignment as Administrative Officer after selection.

Place : _____
Date : _____

Signature
Designation(with office seal)
Tel. No.

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