

No.5/2/FICC/2011-Admin.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers  
Office of Fertilizer Industry Coordination Committee  
8th Floor, Sewa Bhawan, R.K. Puram, New Delhi

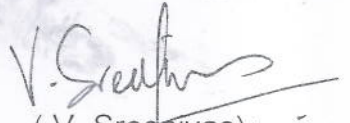
Dated 12<sup>th</sup> April, 2017

**OFFICE MEMORANDUM**

Sub:-Preparation of panel of candidates for filling up of the post of Asstt. Director (Admin.) in the Office of Fertilizer Industry Coordination Committee..

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In continuation of this office's O.M. of even number dated 9<sup>th</sup> December, 2016 and 15<sup>th</sup> March, 2017 (copy enclosed) on the above mentioned subject. It is to inform that the last date for receiving the applications along with up-to date CR dossiers of the applicants for preparing a panel for filling up of the posts of Asstt. Director (Admin.) in PB-2 (Rs.9300-34800) with grade pay of Rs.4800/- on deputation basis has been extended upto 10.06.2017.

  
( V. Sreenivas )  
Director (Admn.)  
Tele No. 26109820

**Copy to:**

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US(HR-II), Department of Fertilizers, Shastri Bhavan, New Delhi.
3. US(Establishment), Department of Chemicals & Petrochemicals, Shastri Bhavan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan.
5. Controller and Auditor General of India, Bahadurshah Zafar Marg, New Delhi.
6. Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
7. Controller General of India, Lok Nayak Bhawan, Khan Market, New Delhi.
8. Dy. Director General, Postal Accounts, Dak Tar Bhawan, New Delhi.
9. Director of Accounts (Telecom), Department of Tele-communication, Sanchar Bhawan, 20, Ashoka Road, New Delhi.
10. A.D.(G) (SEA), Department of Telecom, Sanchar Bhawan, 20, Ashoka Road, New Delhi.
11. FIC, Department of Fertilizers with a request to upload it on the website of Department of Fertilizers.
12. Guard file.

Mr. V. Sreenivas  
FIC

## BIO-DATA PROFORMA

1. Name & Address in Block letters ..... ..
2. Date of Birth (in Christian era) ... ..
3. Date of retirement under Central/State Government rules ..... ..
4. Educational Qualifications ... ..
5. Whether Educational and other qualification 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)

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	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer	
Essential	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

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6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

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Office/Instt./Orgn.	Post Held	From	To	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment, i.e. ad hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state  
 h  
 (a) The date of initial appointment  
 (b) Period of appointment on deputation/contract  
 (c) Name of the parent office/organization to which you belong.
10. Additional details about present employment .....  
 please state whether working under-----
- |     |                         |      |     |     |
|-----|-------------------------|------|-----|-----|
| (a) | Central Government      | .... | ... | ... |
| (b) | State Government        | ...  | ... | ... |
| (c) | Autonomous Civilization | ...  | ... | ... |
| (d) | Government Undertaking  | ...  | ... | ... |
| (e) | Universities            | ...  | ... | ... |
11. 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. ....
12. Total emoluments per month now drawn ....
13. Additional information, if any, which you would like to mention in support of your suitability for the post/ Enclose a separate sheet, if the space is insufficient.  
 ....
14. Whether belong to SC/ST ....
15. Remarks ....

Signature of the Candidate

Address-----

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Date-----

Countersigned-----  
 (Employer)