

F.No. A-32/01/2018-Estt
Government of India
Ministry of Petroleum and Natural Gas

Shastri Bhawan,
New Delhi, dated the 28th May, 2019

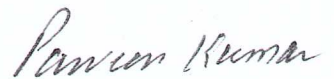
OFFICE MEMORANDUM

Sub: Filling up the post of Assistant Manager-cum-Store Keeper in the Departmental Canteen of Ministry of Petroleum and Natural Gas.

Applications are invited from eligible and willing officials/officers under the Central Government for the post of Assistant Manager-cum- Store Keeper in Level-4 of the 7th CPC Pay Matrix (Rs. 25500-81100) in Departmental Canteen of this Ministry to be filled on deputation basis. The details of the post and eligibility conditions are given in Annexure-I.

2. Applications of only those officers, whose services could be spared immediately on their selection may be forwarded in the prescribed proforma given in Annexure-II alongwith complete and up-to date Confidential Reports/Annual Performance Appraisal Reports, Vigilance Clearance certificate, List of major/ minor penalties imposed if any, on the official during the last 10 years;and Integrity certificate to the Under Secretary(Admn.), Ministry of Petroleum and Natural Gas, Shastri Bhawan, New Delhi-110001 within a period of 30 days from the date of issue of this circular.

3. Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently.



(Parveen Kumar)

Under Secretary to the Govt. Of India

Ph: 23384518

Copy forwarded to :

1. All Ministries/ Departments of Government of India (As per list attached)
2. NIC, MoPNG – with a request to upload the vacancy circular on the official website of MoPNG.

1. **Name of Post** : Assistant Manager-cum-Store-Keeper
2. **No. of Post** : One
3. **Scale of Post** : Level-4 of the 7th CPC Pay Matrix (Rs.25500 – 81100)

Eligibility Conditions for Deputation/ Absorption of Officials in Ministry of Petroleum & Natural Gas

Officers of the Central Government –

- (a) (i) holding analogous posts on regular basis, or
(ii) with eight years regular service in level-2 (Rs. 19900-63200); and
- (b) Possessing educational qualification and experience prescribed which is as follows:
 - (i) B.Com from a recognised university; or
 - (ii) Graduate in any discipline from a recognised university with one year diploma in Book Keeping or Store Keeping.
 - (iii) Experience –Three years in handling Stores or Accounts in a Government Department or Undertaking.
- (i) Age limit : The maximum age limit for appointment by deputation/ absorption shall not be exceeding 56 years as on the closing date of receipt of applications.
- (j) Period of deputation : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Department of the Central Government shall ordinarily not exceed three years.
- (k) Reservation for SC/ST : No provision for reservation exists for the posts to be filled up on deputation/ absorption basis.

Note 1.- The departmental official 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

**APPLICATION FOR THE POST OF ASSISTANT MANAGER-CUM-STORE KEEPER
(DEPARTMENTAL CANTEEN), MINISTRY OF PETROLEUM AND NATURAL GAS**

1. Name :
2. Date of Birth :
3. Whether SC/ST :
4. Designation :
5. Pay Band :
6. Grade Pay :
7. Date of Regular appointment
in the post :
8. Educational Qualification :
9. Experience :
10. Brief Service particulars :
11. Present office address with Telephone no. :
12. Remarks :

Date:

Signature of Applicant

Certificate

It is certified that particulars given above have been verified from the records and found correct. No disciplinary/vigilance case is either pending or being contemplated against Shri/ Smt/kum..

**Signature and Name
of head of office with office seal**