

No. B-276/TC&I/2020(AB)
GOVERNMENT OF MANIPUR
DIRECTORATE OF TRADE, COMMERCE & INDUSTRIES

VACANCY CIRCULAR
Imphal, the 17th January, 2024.

Subject:- Filling up of the post of (1) Assistant Drilling Engineer and (2) Chemist in the Directorate of Trade, Commerce & Industries, Manipur, on deputation basis –reg.

In pursuance of the Govt. approval letter No. ETCI-1011/2/2023-TCI-T,C&I dated 22/12/2023, this Directorate invites application from suitable candidates for filling up 1(one) vacancy in the grade of Assistant Drilling Engineer in PB-2 of Rs. 9300-34800 with Grade Pay of Rs.4400(Pre-revised) [Pay Matrix Level-9 (Rs. 43300-137100)] and 1(one) vacancy in the grade of Chemist in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4400(Pre-revised) [Pay Matrix Level-9 (Rs. 43300-137100)] on deputation basis in the Directorate of Trade, Commerce & Industries, Manipur.

- (i) In terms of the Recruitment Rules for the post of **Assistant Drilling Engineer**, the following categories of officers from Central/State Government/Public Sector Undertakings are eligible:

(a) Education & Other Qualification required:-

The applicant should have :

B.E.(Mech/Mining) or equivalent

OR

Diploma in Drilling Engineering from a recognized University/Institute.

Preference may be given to those B.E.(Mech/Mining) who possess Diploma in Drilling Engineering.

(b) Grade from which transfer on Deputation to be made.

Officers from Central/State Government/Public Sector Undertakings holding analogous posts in the scale of Rs. 9300-34800+GP 4400 on regular service in the grade.

(Period of transfer on deputation is ordinarily 3(three) years and extendable upto 5(five) years).

- (ii) In the case of the Recruitment Rules for the post of **Chemist**, the following categories of officers from Central/State Government/Public Sector Undertakings/Recognized Research Institutions/ Universities are eligible :

(a) Education & Other Qualification required:-

The applicant should have :

(1) M.Sc. Degree in Chemistry or Applied Chemistry from a recognized University or equivalent.

(2) About 2(two) years experience in analytical work relating to rocks, minerals, ores, metals, alloys, allied materials and assaying of precious metals or similar experience.

Note :- The qualifications are relaxable at Commission's discretion in case of candidates otherwise well, qualified.

(b) Grade from which transfer on Deputation to be made.

Officers from Central/State Government/Public Sector Undertakings/Recognized Research Institutions/Universities –

(i) Holding analogous posts in the scale of Rs. 9300-34800+GP 4300, with 3(three) years regular service in the grade or posts in the scale of Rs. 5200-20200+GP 2800 with 7(seven) years regular service in the grade and

(ii) Possessing the educational qualifications and experience prescribed for direct recruits.

(Period of transfer on deputation is ordinarily 3(three) years and extendable upto 5(five) years).

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2. The applications for the above 2(two) posts are invited in the pro-forma at **Annexure-A**, candidates who are willing and full-fill the eligibility conditions mentioned above. The pay of the officer(s) selected will be regulated in accordance with the guidelines of the Department of Personnel & Administrative Reforms(DP), Govt. of Manipur's O.M. No. DEP-8/1/2021-DP-DP(1) dated 16/08/2021 as amended from time to time.

3. As the requirement is urgent, it is requested that the application(s) (in duplicate) in the **Annexure-A** along with the complete and up-to-date CR/APAR dossiers for the last 5 years i.e. 2019-20 to 2023-24, Integrity Certificate, Major/Minor penalty statement during the last 10 years of the officer(s) who could be spared in the event of selection, may be sent to this Directorate within 45 days from the date of publication of this Circular in Daily Local Newspaper. Applications received after the due date or without the Confidential Report/Annual Performance Appraisal Reports, Integrity Certificate or Major/Minor penalty statement or otherwise found incomplete will not be considered. While forwarding the application(s) it may be verified and certified by the competent authority that the particulars furnished by the officer(s) in their application(s) is/are correct and that no disciplinary case is pending or contemplate against the officer(s).

4. This is tentative vacancy which may be increased or decreased at any time. The applications may be addressed to the following and may also be sent by E-mail:-

“ The Director of Trade, Commerce & Industries, Lamphelpat, Manipur-795004,
E-mail: dcimanpur@gmail.com ”

Encl:- As stated above.



(Yumnam Robita)

Director of Trade, Commerce & Industries,
Manipur.

Copy to:-

1. The Hon'ble Minister(TC&I), Manipur.
2. The Commissioner(TC&I), Govt. of Manipur.
3. The Joint Secretary(DP), Govt. of Manipur.
4. Addl. Director General, Geological Survey of India, Northeastern Region, Rynjah Near Police Station, Shillong, Meghalaya-793006.
5. All concerned Head of Department
Government of Manipur.
6. The Addl. Director, DIPR, Govt. of Manipur. He is requested for publication of the above Circular to local dailies as news item.
7. The Editor, Local Dailies, The Sangai Express/ Poknapham (English & Manipuri). He is requested for publication of the above Circular as news item.
8. Notice Board/Guard file.

BIO-DATA/ CURRICULAR VITAE PERFORMA

1. Name and Address (in Block Letters)					
2. Date of birth (in Christian era)					
3. i) Date of entry into service.					
ii) Date of retirement under Central/State Govt. Rules.					
4. Educational Qualification					
5. 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)					
Qualifications/ Experience as mentioned in the advertisement/Vacancy circular.		Qualification/experience possessed by the officer			
Essential :		Essential :			
A. Qualification		A. Qualification			
B. Experience		B. Experience			
Desirable:-		Desirable:-			
Experience		Experience			
5.1 Note:- In the case of Degree and post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-Data) with reference to the post applied.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institute	Post held on regular basis	From	To	*Level in the Pay Matrix of the post held on regular basis.	Nature of duties (in detail) highlighting experience required for the post applied for.

<p>*Important: Financial upgradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only level in the pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefits have been drawn by the Candidate, may be indicated as below:</p>			
Office/Institute	Level in the Pay matrix drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 Note: In case Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p>			
a) Central Government			
b) State Government			
c) Autonomous Organisation			
d) Government Undertaking			
e) Universities			
f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade of feeder to the feeder grade			
13. Are you in the Revised Scale of pay (7 th CPC)? if Yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
Level in the pay Matrix (7 th CPC)	Index Number in the level	Basic pay	

15. In case the applicant belongs to an organisation which is not following the central Government Pay-scales, the latest salary slip issued by organization showing the following detail may be enclosed.		
Basic pay with the Scale pay and rate of Increment	Dearness pay/Interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A. 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 qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement) Note: enclosed a separate sheet, if the space is insufficient.)		
16.B Achievements: The candidates are required to indicate information with regard to; (i) Research publications and reports and special projects, (ii) Awards/Scholarships/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization, (v) any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for Deputation(ISTC)/Absorption Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of the non-Government Organisations are eligible only for short Term Contract.		
18. Whether belongs to SC/ST		

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

(Signature of the candidate)
Address
Mobile/Contact No.
Date

Certificate by the Employer/Cadre Controlling Authority

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

2. Also certified that;

- i) There is no Vigilance of disciplinary case pending/contemplated against Shri/Smt.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer in the rank of Class-I of the parents Department or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 year 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)

GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

OFFICE MEMORANDUM


Imphal, the 16th August, 2021

DEP-8/1/2021-DP—DP (1) : The undersigned is directed to say that the question of prescribing standard terms and conditions of deputation of Central Government Officers / Officers of Central Services to Government of Manipur has been under consideration of the State Government. The Government of Manipur has now decided to prescribe the following terms and conditions with immediate effect and until further orders:-

1. Pay : Pay and allowances drawn by the officer in his parent department would be protected. [Allowances such as Dearness Allowance, TA on transfer alongwith its components, Special Duty Allowance(SDA) , Leave Travel Concession , Children Education Allowance, internet facilities and reimbursement,briefcase reimbursement etc. drawn by the officer in his parent department]
2. Deputation allowance : The deputation allowance admissible shall be at the following rates :
 - a. In case of deputation within the same station, deputation allowance will be payable at the rate of @ 5% of his basic pay subject to a maximum of Rs. 4500 p.m.
 - b. In case of deputation involving change of station, deputation allowance will be payable at the rate of @ 10% of his basic pay subject to a maximum of Rs. 9000 p.m.
3. Period of Deputation : The period of deputation will be 5 years in the first instance which may be extended by another 2 years. The period of deputation may be shortened by the employee on deputation or by the State Government by serving a prior notice of 3 months.
4. House Rent Allowance : The officer will be entitled to enjoy House Rent Allowance as admissible under normal rules which are applicable to officers of equivalent rank in the Govt. of Manipur.
5. Medical Facilities: The officer shall be allowed to enjoy medical benefits/facilities which are applicable to officers of equivalent rank in the Government of Manipur under rules.
6. Leave Salary & Pension contribution : Leave Salary & Pension contribution will be borne by the State Government of Manipur for the deputation period.
7. Conveyance: The borrowing authority will provide necessary conveyance for official duties as admissible to officers of equivalent status in the State Government.



8. Equivalent rank will be determined, wherever required, by the pay level of the pay drawn by the employee on deputation vis-a-vis the pay level of officers in the State Government.


(A. Subhash Singh) 16.8.21

Joint Secretary to Government of Manipur

Copy to :

1. Secretary to the Governor of Manipur, Raj Bhavan, Imphal.
2. Secretary to Chief Minister, Manipur.
3. All PS to Ministers, Manipur.
4. Staff Officer to Chief Secretary, Government of Manipur.
5. All Addl. Chief Secretaries/Principal Secretaries/Commissioners/Secretaries, Government of Manipur.
6. Principal Accountant General, Manipur.
7. All Deputy Commissioners, Manipur.
8. All Treasury Officers, Manipur.
9. Website Manager, Department of Information Technology, 4th Floor, New Secretariat, Imphal.
10. Guard file/ Order book.