

F.No. M-03013/38/2024-Admin-4 (E29661)

भारत सरकार

Government of India

मत्स्य पालन, पशुपालन और डेयरी मंत्रालय

Ministry of Fisheries, Animal Husbandry and Dairying

पशुपालन और डेयरी विभाग

Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi

Dated the 25th February, 2025

Office Memorandum

Subject: - Filling up the post of Deputy General Manager (Admn.) in Delhi Milk Scheme by Transfer on deputation basis-reg.

The undersigned is directed to say that one post of Deputy General Manager (Admn.) belonging to the General Central Service Group 'A' Gazetted, is proposed to be filled up in Delhi Milk Scheme, a subordinate office of this Department. The post carries the pay scale of PB-3 - Rs.15600-39100+Grade Pay Rs.7600/-(pre revised) (corresponding revised pay scale of Level - 12).

2 . As per recruitment rules this post is to be filled by transfer on deputation from amongst suitable officers of the Indian Administrative Service (IAS) and the Central Service Class-I (Period of deputation ordinarily not exceeding 4 years).

3. The particulars of the eligible officers, who could be spared in the event of their selection, may kindly be sent their application to this Department in the enclosed proforma together with their up to date CR dossier, vigilance clearance, integrity certificate and statement of major/minor penalties imposed during the last 10 years within 60 days from the date of issues of this Memorandum. The particulars of the officers received without their CR dossiers or after the due date, may not be considered. It may also be made clear that the officers, who volunteer for this post, will not be allowed to withdraw their name later on.

Kumar
25/02/25 -
(Sanjay Kumar)

Under Secretary to the Govt. of India

Distribution:

1. All Ministries/Departments of the Govt. of India.
2. All State Governments/UTs.
3. All Autonomous Bodies/Statutory Organisations.
4. The General Manager, Delhi Milk Scheme, West Patel Nagar, New Delhi.

Kumar
25/02/25 -
(Sanjay Kumar)

Under Secretary to the Govt. of India

BIO-DATA PROFORMA

1. Name and 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 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 required

Qualifications/Experience possessed by the officer

Essential (1) (2) (3)

Desired (1) (2)

6. Please state clearly whether in the light of the 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.

Office/Inst./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

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-
 - (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 Organisation	(d) Government Undertaking
(e) Universities	
11. Are you in the 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 _____

Date _____
Countersigned _____
(Employer)

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. At any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

Signature of the Candidate _____

Place _____

Date _____

EMPLOYER'S ENDORSEMENT

This is to certify that Shri _____ is working as _____ w.e.f. _____ on regular appointment in our department. The above details given by him are verified and found correct as per our records. It is further certified that **no vigilance/disciplinary case and departmental enquiry** is either pending or contemplated against him. The integrity of the officer is also certified. In case of his selection, he will be relieved on deputation.

Signature of the Employer with Office Seal _____

Place _____

Date _____