

FOOD CORPORATION INDIA
(AUTHORISATION OF OFFICERS FOR VERIFICATION OF PLEADINGS)

F.No.32/1(98):-Legal. In exercise of the powers conferred by clause(f) of sub-section (2) of section 45 of the Food Corporations Act,1964 (37 of 1964) and with the previous sanction of the Central government, the Food Corporation of India makes the following Regulation namely:-

1. Short Title and Commencement:- (1) This Regulation may be called the food Corporation of India (Authorization of Officers for verification of pleadings and other documents to be filed before various Courts, Tribunals, Authorities and arbitrators) regulations, 2000.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions:-the definitions and meaning of the words and designation of posts in these Regulations shall have the same meaning as contained in food Corporations Act, 1964 and the Food Corporation of India (Staff) Regulations, 1971.

3. Authorization of Officers:- the officers of the Corporation specified in the Schedule annexed hereto being the principal officers of the Corporation shall be the offices by whom complaints, petitions, written statements, counters, memoranda of appeal, rejoinders, affidavits, counter-affidavits in suits, writs, petitions, applications, appeals, revisions, reviews any other proceeding before any Court or Tribunal, authorities or arbitrators by or against the Food Corporation of India whether the said Corporation is made a party to such proceeding in its own name or through the Board of Directors, Executive Committee, Chairman, Managing Director or any other officer of authority in the Corporation, shall be signed and verified on behalf of the Corporation.

SCHEDULE

(See Regulation L)

1. Chairman
 2. Managing Director
 3. Any Executive Director
 4. Secretary of the Corporation
 5. Any Chief General Manager in Hqrs. and Zonal Offices.
 6. Executive Directors in the zones
 7. Any General Manager in Hqrs. , Zonal Offices and Regional offices
 8. General Manager(Region)/Deputy General Manager(Region) in the Regions
 9. Any Deputy General Manager in Hqrs. Zonal Offices, Regional Offices and Port Operations Offices
-

Added vide Notification No.83/32/1(98)-Legal dated 1st August, 2000. Effective from date of Notification.

APPENDIX-I

STATEMENT SHOWING THE VARIOUS CATEGORIES OF POSTS, SCALES OF PAY, MODE OF RECRUITMENT ETC. IN THE FOOD CORPORATION OF INDIA

PART-I SPECIAL POSTS

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1\$	Executive Director (Finance)	2500-100-3000	Promotion/direct recruitment/Transfer on deputation. To be determined by ##Chairman on each occasion	Selection	\$\$4 years as GM including the period of service as Additional Financial adviser	To be prescribed by the Board	45	-	-
1.(A)\$	Executive Director(Internal Audit)	2500-100-3000	Promotion/ Direct recruitment / Transfer on deputation. Mode of	Selection	\$\$4 years as GM including the period of service as Additional Financial	To be prescribed by the Board	45	-	-

			recruitment to be determined on each occasion by the ##Chairman as vacancy in the Post arises.		Adviser				
2.	\$\$\$Executive Director(Zone)	25-100-3000	Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises.	Selection	4 years service in the grade of GM/ Selection Grade GM. The term "GM" will include GM (Zone) for this purpose.	To be prescribed by the Chairman	45	***An Officer will be deemed to have completed 4 years service as required in column (6), if any of his juniors in the grade of GM has completed the required period of service provided that such senior officer would be considered for promotion only when he has been confirmed in the grade.	-
3.\$	Executive Director (Commercial)	25-100-3000	Transfer on deputation/ direct recruitment/ promotion.	Selection	**4 years as GM/ selection Grade GM	To be prescribed by the Chairman	45	A GM/ Selection Grade GM who is Sr. will be deemed to have completed the minimum	

			##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises.					required service in case his junior has completed the minimum required service, subject to the condition that the senior officer has been confirmed in the grade.	
4.\$	Executive Director (Storage)/ (General)	2500-100-3000	Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises	Selection	4 years service in the grade of GM/ Selection Grade GM. The term "GM" will include GM(Zone) for this purpose.	To be prescribed by the Chairman	45	-	-
5.\$	Executive Director(Engineering)	2500-100-3000	Transfer on deputation/ direct recruitment/ promotion. The mode of recruitment will be	Selection	4 years as GM (Engg.)	To be prescribed by the Board of Directors	45	-	-

			determined by the ##Chairman on each occasion as and when vacancy in the post arises.						
6.\$	Executive Director (Personnel)	2500-100-3000	Transfer on deputation/ direct recruitment/ promotion. ##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises	Selection	In case of promotees 4 years as GM/Selection Grade GM. The term "GM" will include GM(Zone) for this purpose.	To be prescribed by the Chairman	45 years in the case of direct recruit s	-	-
7.\$	\$\$\$ General Manager (Planning & Research)	1800-100-2000-125/2-2250	Transfer on deputation/ direct recruitment/ promotion.	Selection	5 years as \$\$\$ Deputy General Manager	<u>Essential:</u> A good Master's degree in Economics/	45	-	-

			<p>##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises.</p>			<p>Agriculture Economics/ Statistics with at least 10 years experience of research investigation in Economics or Economics Statistics particularly in the field of price and consumer survey in a senior responsible capacity in a Govt. Department and/ or a Commercial/ Public Sector Undertaking operating on a country-wide basis or of conducting and guiding research in these fields in University or</p>			
--	--	--	--	--	--	--	--	--	--

						<p>Institution of training or research as evidenced (by published work.)</p> <p><u>Desirable:</u></p> <p>Familiarity with the application of operations research techniques and business economics.</p>			
8* *	\$\$\$ Chief General Manager	2250-100-2750	Promotion/direct recruitment/Transfer on deputation to be determined by ##Chairman on each	Selection	\$\$2 years as \$\$\$General Manager	-	45	-	-

			occasion						
9. @ @	Chief Traffic Manager	2250- 125/2- 2500	##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises.	-	-	<u>Essential</u> (1) A degree of a recognized University or equivalent. (2) At least 10 years experience in coordination of movement of goods and transportation in Government or Public/ Private Limited Undertakings.	45	-	-
10.	@@@Chief Legal Manager	2250- 125/2-- 2500	##Mode of recruitment to be decided by the Chairman on each occasion as and when vacancy in the post arises.	-	-	(i) Degree in Law from a recognized University. (ii) At least 15 years experience as Legal Officer in	45	-	-

						Central/State Government or Public/Private Sector Undertakings or 10 years practice at the Bar.			
11.	\$\$\$Genl. Manager (Quality Control)	1800-100-2000-125/2-2250	##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises.	-	-	<u>Essential:</u> (1) Master's degree in Zoology (with Entomology) Agril. Or Biochem. Of a recognized University or equivalent qualification. (2) Adequate knowledge of classification and grading of food grains their sampling and analysis. (3) About 7 year's practical experience in maintenance	30-40	-	-

					<p>of quality of large stocks of food grains. (including storage and inspection) in a responsible position in Govt. or Public / Private Limited Undertaking.</p> <p><u>Desirable:</u></p> <p>(1) Doctorate in Entomology/ Biochemistry.</p> <p>(2) Knowledge and/or experience of structural specifications of godown for scientific storage of foodgrains.</p>			
--	--	--	--	--	---	--	--	--

12.	\$\$\$ Genl. Manager (Movement)	1800-100-2000-125/2-2250	##Mode of recruitment to be determined by the Chairman on each occasion as and when vacancy in the post arises.	-	-	<u>Essential:</u> (1) A degree of recognized University or equivalent. (2) About 10 years experience in coordination of movement of goods and transportation in Govt. or Public/ Private Limited Undertakings	30-40	-	-
13.	\$\$\$ Genl. Manager (Engineering)	1800-100-2000-125/2-2250	Promotion/ Direct recruitment/ transfer on deputation** ##Mode of recruitment to be decided by the Chairman on each occasion as and when vacancy in the post arises.	Selection	5 years as \$\$\$Deputy Genl. Manager (CE)/(EE)/(M E)	<u>Essential:</u> (1) Degree in civil/ Electrical/ Mech. Engineering of a recognized University or equivalent. (2) About 10 year's experience of	45	-	-

					<p>Civil/Electrical/Mechanical Engg. Works, of which about 5 years should be in the capacity of Executive Engineer or equivalent.</p> <p><u>Desirable:</u> (1) Master's Degree in Civil/Electrical/Mechanical Engineering with specialized knowledge of rice Mills, Food Processing industries, preparation of designs and specifications, maintenance and operation of mechanical handling equipment at ports/</p>			
--	--	--	--	--	--	--	--	--

						godowns. (2) Persons who have held independent charge of Engineering Division of Industrial Establishment s/ Public Sector Undertakings and have had experience of planning and execution of projects will be preferred.			
14.	\$\$\$ Genl. Manager/GM (Zone)	1800-100-2000-125/2-2250	@@@@ 33⅓% by direct recruitment; 66⅔% by promotion	Selection	@@@@4 years as \$\$\$Deputy Genl. Manager	To be prescribed by the Chairman	40	Regional Director Food	-
\$\$ \$\$ 15	\$\$\$ Area Manager	10000-325-15200	By transfer from amongst Asstt. General	-	-	-	-	-	-

		CDA and 10750-300-16750 IDA	Manager (Genl. Admn. Cadre) either directly recruited or by promotion of Officers having sufficient field experience, provided such Asstt. General .Manager (Genl.) have successfully completed their probation period.						
--	--	-----------------------------	---	--	--	--	--	--	--

**** Incorporated vide Notification No.1-12/71-EP dated 18.8.1980, Effective from 25.7.70.

@ Incorporated vide Notification No.1-28/71-EP dated 3.1.1972 Effective from 18.11.1971 (2nd Amendment).

1. The percentage of direct recruitment and promotion in these grades has not been prescribed for the present. The position will be reviewed after a period of 3 years when it may be possible to lay down percentages of vacancies in these grades to be filled by direct recruitment or promotion in the meantime, however, while filling up any of the existing/future vacancies in these grades, the Corporation shall first explore the possibilities of promotion and then resort to other methods (added vide Notification No.1-28/71-EP dated 3.1.72) Effective from 18.11.71 (2nd Amendment).

@@ Incorporated vide Notification No.1-28/71-EP dated 31.3.1973, Effective from 15.2.1973 (8th Amendment).

@@@ Incorporated vide Notification No.1-12/73-EP dated 25.4.74, Effective from 21.12.1973 (19th Amendment).

2. For placement in the Selection Grade of Rs.2250-125/2-2500, a minimum of 2 years service in the ordinary grade will be necessary, the selection being made on the basis of seniority in the grade subject to fitness. (Added vide Notification No.1-16/76-EP dated 13.12.79. Effective from 29.12.1976 (51st Amendment).
- ** Amended vide Notification No.1-15/75-EP dated 5.2.1977 Effective from 18.1.1977 (42nd Amendment).
- @@@ Amended vide Notification No.1-3/76-EP dated 7.11.1978. Effective from 18.1.1977 (56th Amendment).
- *** Amended vide Notification No.1-16/76-EP dated 13.12.1979. Effective from 29.12.1977 (51st amendment).
- * Relaxable in the case of departmental employees by 5 years and further relaxable by 5 years for departmental employee belonging to SC/ST communities (Amended vide Notification No.1-3/76-EP dated 22.9.79. Effective from 16.10.78) (65th Amendment).
3. “Note:-Direct recruitment covers transfer on deputation including under Central Staffing Scheme of DOPT. (Substituted vide Notification No.95/EP-7(1)/2005 dated 21st October, 2005. effective from the date of Notification)”.
4. \$ Amended vide Notification No.EP-16(2)/86 dated 9.8.1991. Effective from 9.8.1991 (2nd Amendment of 1991)
- \$\$ Amended vide Notification No.EP-2(6)/91 dated 16.7.1992. Effective from 16.7.1992 (3rd Amendment of 1992).
- # “NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999.(1st Amendment). They shall come into force at once.
- \$\$\$\$ Inserted vide notification No.88/EP-30(1)/88-Vol.IV dated 27thDecember, 2002.(2nd Amendment). Effective from the date of Notification.
- ## Substituted vide Notification No.91/EP-7(1)/2004. dated 8thDec, 2004. (1st Amendment) Effective from the date of Notification.
- \$\$\$ Re-designated vide Notification No.93/EP-32(4)/2004 dated 20thMay, 2005.)2nd Amendment. Effective from the date of Notification.

PART-II – GENERAL ADMINISTRATION CADRE

Sl. No	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-I POSTS:									
1.	\$\$\$\$ Deputy General Manager		**33½% by direct recruitment.			\$\$\$\$Post Graduate Degree/Post Graduate Diploma of 2 years full-time duration or 3 years part-time in Business Management/ Industrial Relations/ M.C.A. or equivalent qualification from a recognized University/ reputed Management	\$\$\$\$ 35 Years	Director	***To be selected from combined seniority list of SDMs of different cadres mentioned in column No.6

						<p>Institutes recognized by Ministry of Human Resources Development.</p> <p>5 years experience in an Executive position in a Government Department/ a large Private or Public Sector Undertaking of which 2 years at least should be in a middle Management Position.</p>			
			66 $\frac{2}{3}$ % by promotion	Selection	3 Yrs as Sr. Deputy Manager/5 yrs. as \$\$\$\$\$ Asstt. Genl. Manager in General				

						recognized by Ministry of Human Resources Development. <u>Desirable:</u> Experience of 2 years in officer level position equivalent in pay scale to Assistant Manager in FCI.			
4.	Senior Assistant Manager		Direct 50%	-	-	Graduate; 4 yrs experience in Food & allied fields.	32	Assistant Director	-
			Promotion 50%	Selection	3 years as Manager (Genl.Admn/ Godown)	-	-	-	
CATEGORY-II POSTS:									
5.	\$\$\$\$\$ Manager		###By Promotion (subject to a minimum of	-	##3 years as Assistant Grade-I (Genl.Admn./	-	###28	Office Superintendent	###The number of Management Trainees to be

			75% of vacancies)/ Management Trainees.	Selection	Stenographer Grade-I.	####Degree from a recognized university. Preference would, however, be given to those having a Post Graduate Degree/ Post Graduate Diploma of 2 Years full time duration or 3 years part time in Business Management Industrial Relations/ MCA.”	-	-	determined on each occasion by the Managing Director depending on the requirements.
--	--	--	---	-----------	-----------------------	--	---	---	---

CATEGORY-III POSTS:									
6.	Assistant Grade. I		Promotion 100% failing which direct recruitment	Non-Selection	##3 years as Asstt. Grade II/ telex operator.	Graduate; 7 years experience in any office	31	Assistant superintendents, Accountants	-
7.	Assistant Grade-II		Promotion 100% failing which direct recruitment	Non-Selection	##3 years as Assistant Grade-III/Typist/Tel ephone operator.	Graduate, 4 years experience in any office	28	Sr. Clerks, Deputy Accountants	-
8.	Telex Operator		By transfer from the Grade of Ag. II knowing typing, on a tenure basis				-	Telex Operator	-
9.	Assistant Grade. III		@@@Direct 70% Promotion 30% from Matriculate Cat. III employees holding posts	Non-Selection	-	Graduate	@@@ @25	Jr. Clerks (who do not know typing) Comptometer operator	-

			in the Scale of pay of Rs.290-6-326-8-390-10-400/ matriculate Cat.IV employees with 3 years experience in any cadre/lateral transfer of Matriculate Vehicle Drivers Gr.I.						
10.	Telephone Operator		Direct recruitment	-	-	\$\$\$Graduation with Experience as Telephone Operator for one year.	25	Telephone Operator	-
11.	Typist		@@@Direct 70% Promotion 30% from Matriculate Cat.III employees holding posts in the scale of pay of Rs.290-6-326-8-390-10-	-	-	\$\$Graduation with a speed of 40 w.p.m. in typewriting	@@@ @25	Jr. Clerks who know typing	

			400/Matriculate Cat.IV employees with 3 years experience in any cadre and who possess the requisite typing speed of 40 w.p.m./lateral transfer of Matriculate Vehicle Drivers Grade-I who possess the requisite typing speed of 40 w.p.m.						
12.	@@@@@ Subedar		Promotion 100%	Non- Selection	3 years as Jamadar	-	-	-	-
PERSONAL STAFF:									
13.	Personal Secretary		-	-	-	To be determined on each occasion as and when a vacancy arises.	-	-	-
14.	Steno. Gr. I		Promotion	Non-	3 years	\$\$\$Graduation	25	Sr. Stenographers	-

			100% failing which direct recruitment	selection	Typing speed 40 words and 120 words in shorthand per minute essential	with a speed of 40 & 120 w.p.m. in typewriting and shorthand respectively.			
15.	Steno. Gr. II		Promotion of typists failing which direct recruitment	Non-selection	3 years typing speed 40 w.p.m. and shorthand 80 w.p.m. essential.	Graduation with a speed of 40 & 80 w.p.m. in typewriting and shorthand respectively	\$25	Stenographer/Steno-Typist.	-
CATEGORY-IV POSTS:									
1.	Gestetner Operator		100% promotion, failing which direct recruitment	Non-selection	3 years as Daftry and qualification to operate a Gestetner Machine	Middle Standard pass and qualification to operator a Gestetner machine	28	Gestetner Operator	-
2.	@@@ Jamadaar		100% promotion	Non-selection	3 years as Head Watchman	-	-	-	-
3.	Daftry		100% promotion	Non-selection	3 years as Peon	-	-	Daftry	-
4.	Peon		100% direct recruitment	-	-	Middle Standard pass	25	Peon	-
5.	Watchman (Chowkidar)	Recruitment rules will be same as in the case of Watchman in Godown; they will be considered for promotion also along-with Watchmen in Godown.							

	in Offices)								
6.	Picker		100% promotion	Non-selection	3 years as Sticher/ Dusting Operator/Head Watchman	-	-	Picker	-
7.	Head Watchman		100% promotion	Non-selection	3 years as Watchman	-	-	Head Watchman	-
8.	Dusting Operator		100% promotion	Non-selection	3 years as Sifter/Watchman/Sweeper	Middle Standard pass	25	Dusting Operator	Only literate Sifter/watchman/sweeper will be eligible for promotion. In case literate Sifter/Watchman/Sweeper, i.e. those who are able to read and write instructions given to them even in the local language are not available for promotion, the posts shall be filled by direct recruitment.
9.	Stitcher		100% promotion	-do-	-do-	-do-	-do-	Stitcher	-do-

10.	Watchman (Godown)		100% direct recruitment	-	-do-	-do-	-do-	Watchman	-
11.	Sifter		-do-	-	-	-do-	-do-	Sifter	-
12.	Labourer		-do-	-	-	Should be able to read and write in any language	-do-	Labour/Cleaning gang	-
13.	Sweeper		-do-	-	-	-do-	-do-	Sweeper	-

**** Added vide Notification No.1-19/71-EP dated-29.10.1973, effective from 8.5.1971(15th amendment).

@ Added vide Notification No.3-2/70-EP dated 6.5.72, effective from 6.5.72 (6th amendment).

@@@@ Substituted vide Notification No.4-3/71-EP dated 12.7.1973, effective from 1.7.73(9th amendment).

@@ Substituted vide Notification No.7-1/74-EP dated-22.4.76, effective from 1.5.1974(30th amendment).

** Amended vide Notification NO.1-3/76-EP dated-7.11.78 Effective from 18.1.1977(56th amendment).

\$ Amended vide Notification No.1-3/76-EP dated-27.10.1978, Effective from 18.1.1977(55th Amendment)

***** Substituted vide Notification No.1-3/76-EP dated 27.10.78, effective from 18.1.1977(55th amendment).

“NOTE:-Direct recruitment covers transfer on deputation also”. (Added vide Notification No.1-3/76-EP Dt. 16.11.1978, effective from 25.9.1978(57th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to Scheduled Castes and Scheduled Tribes Communities, (Amended vide Notification No.1-3/76-EP dated-22.9.79. Effective from 16.10.1978 (65th Amendment).

@@@@@ Added vide Notification No.1-12/72-EP dated 28.3.1981, effective from 28.3.1981.

*** Added vide Notification No.13 (4)/81-BC dated-15.9.1981, effective 29.8.1981(73rd amendment).

@@@ Amended vide Notification No.13 (9)/81-BC dated 30-12-1981, effective from 20.9.1981 (78th amendment)

Notified vide Notification No. EP-30(3)/92-Vol.II dated 28th Feb, 2000 consequent on the judgment dated 14.08.98of the Hon'ble Supreme Court of India in WP © Np.20/1992 and WP(C) 174/1995.

- ### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1st Amendment) Effective from the date of Notification.
- \$\$\$ Substituted vide Notification No.78/EP-16(2)/98 dated 6th October,98. (2nd Amendment). Effective from the date of Notification.
- # “NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.
- \$\$ Amended vide Notification No.85/EP-2(5)/91-Vol.II dated 4th May, 2001. (1st Amendment) Effective from date of Notification.
- \$\$\$ Substituted vide Notification No.89/EP-2(5)/91-vol.II dated 28 August, 2003. (1st Amendment.). Effective from the date of Notification.
- #### Amended vide Notification No.90/EP-16(3)/92-Vol.II dated 27th November,2003.(2nd Amendment) Effective from the date of Notification.
- \$\$\$\$ Re-designated vide Notification No.93/EP32 (4)/2004. dated 20th May, 2005.(2nd Amendment) Effective from the date of Notification.

PART-III-GODOWN CADRE

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-II POSTS:									
1.	\$\$\$\$\$ Manager(Depot)/(Godown/Dock Supdt.)	650-30-740-35-880-40-1200	###By Promotion (Subject to a minimum of 75% of vacancies)/ Management Trainees.	- Selection	3 years as Asstt. Gr-I (Depot)	#####Degree from a recognized University. Preference would, however, be given to those having a Post Graduate	###28 -	Godown Supdt./Dock Supdt./ Watch & Ward Inspector/Chief Verification Inspector	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.

						Degree/ Post Graduate Diploma of 2 years full time duration or 3 years part time Business Management/ Industrial Relations/ MCA.			
2.	Chief Labour Inspector	650-30-740-35-880-40-1200	###By Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees.	Selection -	3 years as labour Inspector -	- ###Degree from a Recognized University. OR Degree with Post Graduate Degree/ Diploma in Management or equivalent Degree in Business Management; Industrial Relations; Mass Communication;	###28	- Chief Inspector(Labour)	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.

						Journalism; Public Relations; Information & Technology; Training & Development; Social Sciences from a Recognized University/Ins titute of repute. Appointing Authority may prescribe any other qualification, experience based on the requirement for induction of officers.			
--	--	--	--	--	--	---	--	--	--

CATEGORY-III POSTS:									
3.	Labour Inspector	450-15-555-20-675-25-850	100% direct recruitment	-	-	Degree or equivalent. <u>Experience:-</u> 2 years in Labour Welfare work or Social Service	25	Inspector(Labour)	-
4.	Asstt. Gr.I. (Depot)	450-15-555-20-675-25-850	Promotion 100%	Non-selection	3 years as AG.II(D)	-	-	Sr. Godown Keeper/Inspector (FPS)/Dock Inspector/Veri. Insp./Watch & Ward Sub-Inspector/Inspector (Food).	-
5.	Assistant Grade-II (Depot)	380-12-440-15-560-20-640	Promotion 100%	Non-selection	##3years as AG.III (Depot)	-	-	Junior Godown keeper/Shed Supervisor/Godown Clerk	-
6.	Assistant Gr. III (Depot)	290-10-380-12-440-15-485	**** Promotion of Shed Tallymen taken over from Food Department, failing which; Direct recruitment	-	-	-	-	-	-

			70%, Promotion 30% from Matriculate Cat.III employees holding posts in the scale of pay of rs.290- 6-326-8-390- 10-400/ Matriculate Cat.IV employees with 3 years experience in any cadre/lateral transfer of Matriculate Vehicle Drivers Grade. I.	Non- Selection	3 years experience in Cat.IV	Graduate	25	-	-
7.	Shed Tallymen	290-6- 326-8- 390-10- 400	-	-	Absorption of shed Tallymen of Food Department				

*** Amended vide notification No.7(1)/74-EP Vol.III dated 10.2.77, effective from 1.5.1974 (43rd amendment).

** Substituted vide notification No.1-3/76-EP dated 27.10.78, effective from 18.1.77 (55th amendment).

- * Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to Scheduled castes and Scheduled Tribes communities. (Amended vide notification No.1-3/76-EP dated 22.9.79, effective from 16.10.1978 (65th amendment).
 “NOTE: - Direct recruitment covers transfer on deputation also”. (Added vide Notification No.1-3/76-EP Dt. 16.11.1978, effective from 25.9.1978(57th amendment).
- **** Amended vide notification No.13(9)/81-BC dated-30.12.1981, effective from 20.9,1981(78th amendment).
- ### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996.(1st Amendment) Effective from the date of Notification.
- # “NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.
- ## Notified vide Notification No.80/ EP-30(3)/92-Vol.II dated 28th Feb, 2000 consequent on the judgment dated 14.08.98of the Hon’ble Supreme Court of India in WP © Np.20/1992 and WP(C) 174/1995.
- #### Amended vide Notification No.90/EP-16(3)/92-Vol.II dated 27th November, 2003. (2nd Amendment) Effective from the date of Notification.
- \$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-IV- TECHNICAL CADRE

Sl. No	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-I POSTS:									
1.	Sr. Deputy Manager (Tech.)	1200-50-1700	Promotion 100%	Selection	3 years as \$\$\$\$Asstt. Genl. Manager(Technical)	-	-	-	-
2.	\$\$\$Asstt. Genl. Manager (Tech.)	1100-50-1600	*** 33 1/3 % by direct recruitment	-	-	<u>Essential:-</u> (i) Degree in Agriculture, or degree in Science with Diploma in Food Technology or Master's degree in	35	Deputy Director (Tech/)	-

			66 2/3 % by promotion	Selection	** 3 years as SAM (Tech.)/5 years as	Zoology or Biochemistry or equivalent qualifications. (ii) 5 years experience in storage of food-grains and maintenance of stocks or in the examination, inspection and analysis of foodgrains in Govt. or Public/private Ltd. Undertakings. <u>Desirable:</u> Knowledge of toxicology of insecticides, raticides and fumigants in use in grains stocks.			
--	--	--	-----------------------	-----------	--------------------------------------	--	--	--	--

					Manager (Tech.)				
3.	Senior Assistant Manager (Tech.)	700-40- 1100- 50-1300	Promotion 100%	Selection	3 years as Manager (Tech.)			Asstt. Director(Tech.)	-
CATEGORY-II POST:									
4.	\$\$\$\$ Manager(Tec hnical)	650-30- 740-35- 880-40- 1200	###By Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees.			###Degree in Agriculture or in Science with Diploma in Food Technology from a recognized University/ Institute.	###28	Technical Officer/ Quality Supervisor	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.
				Selection	*** 3 years as Asstt. Grade-I (Tech.)/Chem ist.				
CATEGORY-III POSTS:									
5.	Asstt. Gr.I (Tech.)	450-15- 555-20- 675-25- 850	Promotion 100%	Non- Selection	3 years as AG.II(Tech.)	-	-	Tech. Assistants/analyzer s/Quality Inspector	-

6.	Asstt. Gr.II (Tech.)	380-12- 440-15- 560-20- 640	Promotion 100% failing which direct recruitment	Non- selection	3 years as AG.III (Tech.)	Degree in Science preferably in Agriculture with 3 years experience in the field.	25	Asstt. Analyzers/ Fumigation Asstts.	-
7.	Asstt. Gr.III(Tech.)	290-10- 380-12- 440-15- 485	Direct 100%	-	-	Degree in Science preferably in Agriculture	25	Laboratory Assistants	-

** Amended vide notification No.1-3/76-EP dated-7.11.1978, effective from 18.1.1977(56th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to Scheduled Castes and Scheduled Tribes communities (Amended vide notification No.1-3/76-EP dated-22.9.79, effective from 16.10.78(65th amendment).

“NOTE: - Direct recruitment covers transfer on deputation also”. (Added vide Notification No.1-3/76-EP Dt. 16.11.1978, effective from 25.9.1978(57th amendment).

*** Added vide notification No.13 (1)/84-BC, dated 18.2.1984, effective from 19.1.1984 (87th amendment).

\$ Incorporated vide Notification No. EP-16-1/92 dated-13.5.1992, effective from 13.5.1992 (1st Amendment of 1992).

Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1st Amendment) Effective from the date of Notification.

“NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

\$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-IVA- PROCUREMENT/PROCESSING WING

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualification -s & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-II POSTS:									
1.	\$\$\$\$ Manager(Procurement/Processing)	*	Promotion 100%	Selection	3 years as AG-I (Processing/Procurement)	-	-	-	-
CATEGORY-III POST:									
2.	Asstt. Gr.I (Procurement/Processing)	*	Promotion 100%	Non-selection	3 years as AG.II (Procurement/Processing).	-		Technical Assistant/Analyzers/Quality Inspectors.	
3.	Asstt. Gr.II (Procurement/Processing)	*	Promotion 100%	Non-selection	3 years as AG.III(Tech.)	-	-	Asstt. Analyzers/Fumigation Assistant	

“NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.
 \$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-V-MOVEMENT CADRE

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-I POSTS:									
1.	\$\$\$\$Asstt. Genl. Manager(Movement)	1100-50-1600	##(60% by promotion 40% by transfer or on deputation from railways)	Selection	5 years as Manager (Movt.)	-	-	Deputy Director (Movement)	-
CATEGORY-II POST:									
2.	\$\$\$\$ Manager (Movement)	650-30-740-35-880-40-1200	###By Promotion (Subject to a minimum of 75% of vacancies) failing which by lateral deployment from the Godown/	Selection	3 years as AG.I(Movt.)	###Degree from a Recognized University. OR Degree with Post Graduate Degree/ Diploma in Management or equivalent	###28	Movement Inspector	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the

			<p>Genl. Admn.Cadre in the ratio of 2:1 25% by transfer or on deputation from Railways failing which by recruitment of Management Trainees.</p>		<p>Degree in Business Management; Industrial Relations; Mass Communication; Journalism; Public Relations; Information Technology; Training & Development; Social Sciences from the recognized University/ Institute of repute.</p> <p>Appointing Authority may prescribe any other qualification & experience based on the requirements for induction of Officers.</p>		<p>requirements.</p>
--	--	--	---	--	--	--	----------------------

CATEGORY-III POSTS:									
3.	Assistant Grade-I (Movement)	450-15-555-20-675-25-850	## (i) (50% by lateral deployment from the Godown Cadre. & ## (ii) 50% by lateral deployment from the General Admn. Cadre.	Non-Selection	-	-	-	Assistant Movt. Inspector.	-

Amended vide notification No.1-11/72-EP dated-1.2.77, Effective from 17.1.1977(41st Amendment).

Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1st Amendment) Effective from the date of Notification.

“NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

\$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-VI-PLANNING AND RESEARCH CADRE

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-I POSTS:									
1.	Sr. Deputy Manager (P&R)	1200-50-1700	Promotion 100%	Selection	3 years as \$\$\$\$\$Asstt. Genl. Manager (P&R)	-	-	-	-
2.	\$\$\$\$\$Asstt. Genl. Manager (P&R)	1100-50-1600	** 33 1/3% by direct recruitment	-	-	<u>Essential:-</u> (i) Master's Degree in Economics or Statistics with 1 st or high II class. (ii) Six years experience in (a) Market Research and interpretation of economic data @	30	-	@ Relaxable upto two years in the case of candidates with better academic qualification.

			** 66 2/3% by promotion	Selection	** 3 years as SAM(P&R)/5 years as Managr(P&R)				
3.	*** \$\$\$\$Asstt. Genl. Manager(Op erational Research)	1100- 50- 1600)	Direct 100%	-	-	Essential:- (i) A degree in Industrial Engineering with Post- Graduate degree/diplom a in Operations Research. (ii) Six years experience in a large undertaking in Industrial Engg. & in the application of operations Research Techniques @@	30	-	Effective from 13.10.1971 @@ Experience is relaxable upto 3 years in case of candidates with better academic qualifications and exceptional merit.
4.	Sr. Assistant Manager (P&R)	700-40- 1100- 50-1300	Promotion 100%	Selection	**3 years as Manager (P&R)	=	-	-	-

CATEGORY-II POSTS:									
5.	\$\$\$\$ Manager (P&R)	650-30- 740-35- 880-40- 1200	###By Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees.	-	-	###Degree from a Recognized University OR Degree with Post Graduate Degree/Diplo ma in Management or equivalent Degree in Business Management; Industrial Relations; Mass Communicati on; Journalism; Public Relations; Information Technology; Training & Development; Social	###28	-	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.
				Selection	3 years as Statistical Assistant		-	-	

						Sciences; from a recognized University/Ins titute of repute. Appointing Authority may prescribe any other qualification & experience based on the requirements for induction of officers.			-
6.	***/\$\$\$\$\$ Assistant Manager(Op erational Research)	650-30- 740-35- 880-40- 1200	###By Promotion(su bject to a minimum of 75% of vacancies)/ Management Trainees.	-	-	###Degree from a Recognized University. OR Degree with Post Graduate Degree/ diploma in Management or equivalent Degree in Business Management;	###28	-	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.

					<p>Industrial Relations; Mass Communication; Journalism; Public Relations; Information Technology; Training & Development; Social Sciences from a Recognized University/ Institute of repute.</p> <p>Appointing authority may prescribe other qualification and experience based on the requirements for induction of officers.</p>			
--	--	--	--	--	---	--	--	--

CATEGORY-III POSTS:									
7.	Statistical Assistant	450-15-555-20-675-25-850	Direct 100%	-	-	B.A/B.Sc./B. Com. in Economics/Statistics/Commerce/mathematics with 1 st or 2 nd class & proficiency in Machine/Disk calculation & in systematic tabulation of diverse material	25		-

- ** Added vide notification No.1-3/76-EP dated-7.11.78. Effective from 18.1.1977 (56th Amendment).
- * Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SC&ST Communities (Amended vide notification No.1-3/76-EP dated-22.9.79 Effective from 16.10.78 (65th Amendment).
NOTE:-Direct recruitment covers transfer on deputation also”. (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th amendment).
- *** Added vide notification No.1-12/71-EP dated-18.8.80 Effective from the date indicated in column no. 10 above.
- ### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1st Amendment) Effective from the date of Notification.
- # “NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.
- \$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

\$ PART-VII-ACCOUNTS CADRE

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/ Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-I POSTS:									
1.	\$\$\$\$Genl. Manager	1800-100-2000-125/2-2250	66 2/3% by promotion 33 1/3% by Direct recruitment/transfer on deputation	Selection -	4 years as \$\$\$\$Deputy Genl. Manager -	- \$\$\$\$Persons passing (a) final examination of ACA/AICWA /CFA with minimum 9 years experience (of which 3 years at least should be in middle management position), after passing final professional	- \$\$\$\$ 40 Years	- -	- -

						<p>examination in executive position in a Government Department/ a large Private/ Public Sector Undertaking or (b) MBA (Fin.) or an equivalent qualification in Finance from a recognized University/Institution of repute approved by the Ministry of Human Resources Development with 9 years experience after passing the examination in executive position in a Government Department/ a large Private/</p>			
--	--	--	--	--	--	---	--	--	--

						Public Sector Undertaking of which 3 years at least should be in middle management position or (c) SAS (Comml.) with 12 years experience as an officer. <u>Desirable</u> Proficiency in computer applications at a level to be prescribed by the Chairman from time to time.			
2.	\$\$\$\$Deputy Genl. Manager	1300-50-1500-60-1800	66 2/3% by promotion 33 1/3% by direct recruitment	Selection -	5 years as \$\$\$\$\$Asstt. Genl. Manager -	- \$\$\$\$Persons passing (a) final	- \$\$\$\$35 Years	- -	- -

			failing which by transfer on deputation.			examination of ACA/AICWA /ACS/CFA with minimum 5 years of experience (of which 2 years at least should be in middle management position), after passing the final professional examination in executive position in a Government Department/ a large Private/ Public Sector Undertaking or (b) MBA (Fin.) or qualification equivalent to MBA (Fin.) from a recognized University/ reputed			
--	--	--	--	--	--	---	--	--	--

						<p>Management Institute approved by the Ministry of Human Resources Development with 5 years experience after MBA in executive position in a Government Department/ a large Private/ Public Sector Undertaking of which 2 years at least should be in middle management position or (c) SAS (Comml.) with 7 years experience as an officer.</p> <p><u>Desirable</u></p> <p>Proficiency in</p>			
--	--	--	--	--	--	---	--	--	--

						computer applications at a level to be prescribed by the Chairman from time to time.			
3.	\$\$\$\$Asstt. Genl. Manager	1100-50-1600)	66 2/3% by promotion 33 1/3% by direct recruitment failing which by transfer on deputation	Selection -	5 years as .Manager. -	- \$\$\$\$ Persons passing (a) final examination of ACA/AICWA / ACS/ CFA or (b) MBA (Fin.) or qualifications equivalent to MBA (Fin.) from the recognized University / reputed Management Institute approved by the Ministry of Human Resources Development	- \$\$\$\$ 30	- -	- -

						<p>with 2 years experience after MBA or (c) SAS(Comml.) with 3 years experience as an officer.</p> <p><u>Desirable</u></p> <p>Proficiency in Computer applications at a level to be prescribed by the Chairman from time to time.</p>			
CATEGORY-II POSTS:									

4.	\$\$\$\$ Manager (Accounts)	650-30- 740-35- 880-40- 1200	###By Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees.	Selection -	3 years as AG.I (A/cs.) -	###CA/AICW A/ACWA (London) MBA (finance) from a recognized University/ Institute.	###28		###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.
CATEGORY-III POSTS:									
5. @	Asstt. Gr-I (Accounts)	450-15- 555-20- 675-25- 850	100% by promotion failing which by direct recruitment	Non- selection	3 years as AG.II (A/cs.)	To be prescribed by the MD as and when occasion arises.	31	-	-
6.	Asstt. Gr.II	380-12- 440-15- 560-20-	100% promotion	Non- selection	3 years as AG.III	-	-	U.D.C.	** Initially, Asstt. Gr.II of all cadres

		640							possessing the degree in Commerce, Mathematics, Statistics and AG.II working in the Accounts wing who are considered to be competent and capable and possess an aptitude for A/Cs., work would be transferred to the accounts cadre on the basis of the option. The AG..II of the Accounts wing would be transferred, provided they have been put through an intensive training course.
7.	Asstt. Gr.III	290-10-380-12-	100% by direct	-	-	Graduate in Commerce/m	25	L.D.C	** Initially, AG.III of all

		440-15-485	recruitment			athematics Statistics			cadres possessing the prescribed qualifications & AG.III working in the Accounts wing who are considered to be competent and capable and possess an aptitude for Accounts work would be transferred to the Accounts cadre on the basis of the option. The AG.III; of the Accounts wing would be transferred provided they have been put through an intensive training course.
--	--	------------	-------------	--	--	--------------------------	--	--	---

- \$ Substituted vide notification No.1-15/75-EP dated-5.2.77, Effective from 18.1.77 (42nd Amendment.)
- ** Substituted vide notification No.1-15/75-EP dated-17.11.77. Effective from 18.1.77, (47th Amendment).
 “NOTE:-. Direct recruitment covers transfer on deputation also”. (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th Amendment).
- 2. “For placement in the selection grade of Rs.2250-125/2-2500 a minimum of 2 years service in the ordinary grade will be necessary,, the selection being made on the basis of seniority in the grade subject to fitness”.(51st Amendment),
- * Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SC & ST Communities. Amended vide notification No.1-3/76-EP dated-22.9.79, Effective from 16.10.78, (65th Amendment.)
- @ Amended vide Notification No.EP-1-15/75-Vol.V dated-26.7.1990(3rd Amendment of 1990).
- ### Amended vide Notification No.75/EP-16(3)/92 dated 19th September, 1996. (1st Amendment) Effective from the date of Notification.
- \$\$\$\$ Substituted vide Notification No.78/EP-16(2)/98 dated6.10.98 (2nd Amendment). Effective from the date of Notification.
- # “NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.
- \$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-VII (A) - DATA PROCESSING CADRE

Sl.	Description	Scale of	Mode	of	Promotion	Direct	#Age*	Corresponding	Remarks
-----	-------------	----------	------	----	-----------	--------	-------	---------------	---------

No.	of post	pay(Rs.)	recruitment	recruitment		Limit Years	categories of posts in the Directorate Genl. Of Food		
				Selection/ Non-selection	#Experience				#Qualifications & experience, if any.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-I POSTS:									
1.	\$\$\$\$Asstt. Genl. Manager(Data Processing)	1100-50-1600	Promotion 100%	Selection	3 years as Manager (Data Processing)	-	-	-	The incumbent of the post will be considered for promotion to the post of SDM(A/cs.)
2.	Sr. Assistant Manager (Data Processing)	700-40-1100-50-1300	Promotion 50% Direct 50%	Selection -	3 years as Manager(Data Processing) -	- (i) Degree in Commerce with a good accounting background. (ii) 3 to 5 years experience in operating IBM machines of which at least	- 30	- -	-

						one year as Supervisor of an installation			
CATEGORY-II POSTS:									
3.	\$\$\$\$ Manager (Data Processing)	650-30-740-35-880-40-1200	Promotion 100%	Selection	3years as machine Operator Gr.I	-	-	-	
CATEGORY-III POSTS:									
4.	Machine Operator Gr.I	450-15-555-20-675-25-850	Promotion, failing which by direct recruitment	Non-selection	3years as Machine Operator Gr.II	(1) First Class Graduate in Mathematics/ Physics/Accounts (2) Atleast 2 years experience of working in the Accounts Deptt. Of a Commercial or Govt. organization. (3) 1 year experience in operating IBM machine	28	-	Advance increments can also be given in deserving cases.

						e.g. 0.82 sorter, 514 Reproducer, 602 Calculating Punch and 407 Accounting Machine, etc.			
5.	Machine Operator Gr.II	380-12-440-15-560-20-640	Promotion failing which by direct recruitment	Non-selection	3 years as Key Punch Operator	(1) 2 nd Class graduate in Mathematics/ Physics/ Accounts. (2) At least 2 years experience of working in Accounts Deptt. Of a Commercial or a Govt. organization.	28	-	-
6.	Key Punch Operator	290-10-380-12-440-15-485	Direct 100%	-	-	<u>Essential:</u> 1. Graduate. 2. Aptitude for figure works.	25	-	Preference will be given to female candidates.

						<u>Desirable:</u> Knowledge of typewriting.			
--	--	--	--	--	--	---	--	--	--

“NOTE: - Direct recruitment covers transfer on deputation also”. (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th Amendment).

- * Relaxable in the case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SCs and STs communities. Amended vide notification No.1-3/76-EP dated-22.9.1979. Effective from 16.10.1978. (65th Amendment.)
 - # “NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.
- \$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-VIII-LEGAL CADRE

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion	Direct recruitment	#Age* Limit	Corresponding categories of posts	Remarks
---------	---------------------	-------------------	---------------------	-----------	--------------------	-------------	-----------------------------------	---------

1.	2.	3.	4.	Selection/Non-selection		7.	8.	9.	10.
				Selection/Non-selection	#Experience				
SPECIAL POSTS:									
1.	\$\$\$\$Genl. Manager (Legal)	1800-100-2000-125/2-2250	Direct/promotion	Selection	3 years as \$\$\$\$Deputy Genl. Manager (Legal)	Degree in law from a recognized University. (ii) At least 15 years experience as Legal Officer in Central/State Govt. or Public/Private Sector Undertakings or 10 years practice at the bar.	45	-	Mode of recruitment to be decided at the time of appointment.
CATEGORY-I POSTS:									
2.	\$\$\$\$Deputy Genl.	1300-50-	\$33 1/3% Direct	-	-	(i) Degree in Law from a	40	-	-

	Manager(Legal)	1500-60-1800	recruitment			recognized University. (ii) At least 10 years experience as legal Officer in Central/State Govt. or Public/Private Sector undertaking or 7 years practice at the Bar.			
			66 2/3% promotion	Selection	3 years as SDM(Legal)/ 5 years as \$\$\$\$AGM(Legal)	-	-	-	-
3.	Sr. Deputy Manager (Legal)	1200-50-1700	Promotion 100%, failing which direct recruitment	Selection	3 years as \$\$\$\$AGM (Legal)	(i) Degree in Law from a recognized University. (ii) Atleast 8 years experience in legal work in Central/State Govt. or a Public/Private	40	-	-

						Sector Undertaking or 5 years practice at the Bar.			
4.	\$\$\$\$Asstt. Genl. Manager(Legal)	1100-50-1600	Direct recruitment 100%	-	-	(i) Degree in law from a recognized University. (ii) At least 5 years experience in Legal work in Central/State Govt. or a Public/Private Sector Undertaking or 3 years practice at the Bar.	30-40	-	-
CATEGORY-II POST									
###	\$\$\$\$	**		-	-	Degree in Law	28	-	** As may be notified from time to time.
5.	\$\$\$\$ Manager(Legal)								

\$ Amended vide notification No. 1-3/76-EP dated-7.11.78. Effective from 18.1.77(56th Amendment.)

NOTE: - “Direct recruitment covers transfer on deputation also”. (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th Amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SC&ST Communities. (Amended vide notification No.1-3/76-EP dated-22.9.79. Effective from 16.10.78). (65th Amendment.)

(2) **For placement in the Selection Grade of Rs.2250-125/2-2500 a minimum of 2 years service in the ordinary grade will be necessary,, the selection being made on the basis of seniority in the grade subject to fitness**(Amendment No.51st).

Added vide Notification No.75/EP-16(3)/92, dated 19th September, 1996. (1st Amendment) Effective from the date of Notification.

“NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

\$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-IX-ENGINEERING CADRE

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment		#Age* Limit Years	Corresponding categories of posts in the	Remarks
				Selection/Non-selection	#Experience	#Qualifications & experience, if any.				

1.	2.	3.	4.	5.	6.	7.	8.	Directorate Genl. Of Food 9.	10.
SPECIAL POST:									
1.	\$\$\$\$Genl. Manager (Engg.)	1800- 100- 2000- 125/2- 2250	Promotion/ Direct/ Trans-fer on deputation \$	Selection	5 years as \$\$\$\$Deputy Genl. Manager (CE)/(EE)/(ME)	<u>Essential:</u> (i) Degree in Civil/ Electrical/Mech. Engineering of a recognized University or equivalent. (ii) About 10 years experience of Civil/Electrical/Mech anical Engineering works, of which about 5 years should be in the capacity of Executive Engineer or equivalent. <u>Desirable:</u> (i) Master's Degree in Civil/Electrical/ Mechanical Engineering with specialized knowledge of Rice Mills, Food Processing Industries preparation of designs and specifications, maintenance and	45	-	\$ To be decided at the time of each appoinmen t

						operation of mechanical handling equipment at ports/godowns. (ii) Persons who have held independent charge of Engineering Division of industrial establishments/Public Sector Undertakings and have had experience of planning and execution of projects will be preferred.			
CATEGORY-I POST:									
I(A)	@\$\$\$\$\$ Deputy Genl Manager (Mech. /Elect. Engineering)	1300-50- 1500-60- 1800	33⅓% by Direct Recruitment			Degree in the concerned discipline of Engineering. Preference will be given to persons having post graduate diploma or degree with specialisation. <u>Experience:</u> 7 yrs. experience in an Executive position in the concerned discipline of Engg. in	40		
			66-2/3% by promotion	Selection	3 years as SDM (EE/ME)/5 years \$\$\$\$\$AGM(EE/ME).				

						<p>a Government organisation/Public Sector Undertaking/a large private and Public Sector Undertaking, out of which 3 yrs. shall be at the level of Executive Engineer or equivalent.</p> <p><u>Desirable:</u></p> <p>Experience in Planning and execution of internal and external installation to storage depots, townships etc. maintenance of HT/LT equipment, lifts, stand by generators etc.</p> <p><u>AND/OR</u></p> <p>Experience in planning and executive conveyor system, aeration and dust extraction in Silos installations and commissioning of Modern Rice Mills, dall mills solvent extraction plants and</p>			
--	--	--	--	--	--	--	--	--	--

						maintenance of mechanical equipments.			
CIVIL WING									
2.	Deputy Genl Manager (Civil Engineering)	1300-50-1500-60-1800	33-1/3% by Direct Recruitment			Degree in the concerned discipline of Engineering. Preference will be given to persons having post graduate diploma or degree with specialisation.	40	-	-
			66-2/3% by promotion	Selection	5 years AGM(CE)	<u>Experience:</u> 7 yrs. Experience in an Executive position in the concerned discipline of Engg. In a Government organisation/Public Sector Undertaking/a large private and Public Sector Undertaking, out of which 3 yrs. Shall be at the level of Executive Engineer or equivalent.			
						<u>Desirable:</u> Experience in design and construction of			

						multi-storeyed buildings, townships, storage structure, provision of services like roads, water supply and sanitary installations.			
3.	Sr. Deputy Manager(CE)	1200-50-1700	100% promotion failing which deputation	Selection	3 years as \$\$\$\$AGM(CE)	-	-	-	-
4.	\$\$\$Asstt. Genl. Manager(CE)	1100-50-1600	** 100% promotion failing which by direct recruitment/ deputation	Selection	**SAM(CE) with 3 years experience/M(CE) with 5 years experience in the grade	Degree in Civil Engg. and experience for 5 years	45	Executive Engineer	-
5.	Sr. Assistant Manager(CE)	700-40-1100-50-1300	50% promotion	Selection	3 years as M(CE)	-	-	Assistant Engineer	-
			50% Direct recruitment	-	-	Degree in Civil Engineering and Experience for 3 years.		-	-
CATEGORY-II POSTS:									
6.	\$\$\$\$	650-30-	###By	-	-	###Degree in Civil	###28	-	###The

	Manager(CE)	740-35-880-40-1200	Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees.	Selection	**Jr. Engineer(CE) with 2 years experience in the case of Degree holders and 5 years experience in the case of diploma holders	Engineering from a recognized University or equivalent.	-	-	-	number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.
CATEGORY-III POSTS:										
7.	Junior Engineer	450-15-555-20-675-25-850	100% direct recruitment	-	-	Degree in Civil Engineering or Diploma in Civil Engineering with 1	28	Section Officer	-	-

8.** **	Work Assistant	290-10-380-12-440-15-485	Direct 100%	-	-	year experience Matriculation with a good knowledge of local vernacular language. <u>Desirable:</u> Qualified from a Vocational Training Institute in an engineering subject	30	-	Effective from 9.8.1971
9** **	Mason	290-10-380-12-440-15-485	Direct 50%	-	-	(1) Must be able to mark foundations and set-out work with tape and rules as also prepare foundations for pumps and other machinery. (2) Must be able to carry out all kinds of masonry i.e. masonry with various types of bonds and arch work in case of brick work and setting face stones properly, breaking bond in case of stone massonary	35	-	Effective from 9.8.1971

			Promotion 50%	Non- Selection	3 Years as Beldar, subject to passing the trade test	including proper setting of bond stones whenever called for. (3) Should be able to carry out all kinds of RCC work.	-	-	-	-
CATEGORY-IV POSTS:										
10* **	Beldar	225-5- 260-6- 308	Direct 100%	-	-	Should be physically fit for strenuous manual labour	35	-	-	Effective from 9.8.1971
11* **	Gardner	210-4- 250-5- 290	Direct 100%	-	-	Literate, with 3 years experience as Mali	28	-	-	Effective from 9.8.1971
CATEGORY-II POSTS: DRAFTSMEN										
12.	Head Draftsman	650-30- 740-35- 880-40- 1200	100% promotion, failing which direct recruitment	Selection	3 years as Draftsman Grade-I	Diploma in Civil Engineering with 5 years experience as Incharge of Drawing Office in any Organization	35	Head Draftsman	-	-

CATEGORY-III POSTS:										
13.	Draftsman Gr.I	450-15- 555-20- 675-25- 850	100% promotion, failing which direct recruitment	Non-selection	3 years as Draftsman Grade-II	Diploma in Civil Engineering with 2 years experience as Draftsman in any Organization	30	Draftsman Gr.I	-	
14* ***	Draftsman Grade.II	380-12- 440-15- 560-20- 640	25% promotion	Non-selection	3 years as Tracer- cum-Blue Printer	-	-	Draftsman Gr.II	-	
			75% direct recruitment	-	-	Matriculation or equivalent with Diploma in Draftsmanship after a study of not less than 2 years from a recognised institution	28	-	-	
15* ***	Tracer-cum- Blue Printer	290-6- 326-8- 390-10- 400	100% direct recruitment	-	-	Matriculation or equivalent with technical training certificate in drawing from a recognised Institute, 2 years experience in drawing work.	25	-	-	
16. @	Maistry	290-6- 326-8- 390-10- 400	100% direct recruitment	Non-selection	-	Middle standard ITI Certificate in building trade or similar qualifications. 3 years experience in building work.	30	-	-	

ELECTRICAL WING

CATEGORY-I POSTS:

1.	@@@Dele-- -ted	-	-	-	-	-	-	-	-
2.	Sr. Deputy Manager(EE)	1200-50- 1700	100% promotion, failing which deputation	Selection	3 years as \$\$\$\$\$AGM(EE)	-	-	-	-
3.	\$\$\$\$\$Asstt. Genl. Manager(EE)	1100-50- 1600	**100% promotion, failing which direct recruitment/d eputation	Selection	**SAM(EE) with 3 yrs. experience/Fore man(EE) possessing AMIE qualification or Diploma in Elec. Engg. with 5 yrs. experience in the grade/M(EE) with 5 years experience in the grade	Degree in Electrical Engineering with experience for 5 years	45	Executive Engineer	-
	Senior Asstt. Manager(EE)	700-40- 1100-50- 1300	50% promotion	Selection	3 years as M(EE)/Foreman(EE) with AMIE qualification	-	-	Assistant Engineer	-
					-				

			50% direct recruitment	-		Degree in Electrical Engineering with 5 years experience	30	-	-
CATEGORY-II POSTS									
5.	\$\$\$\$ Manager(EE)	650-30-740-35-880-40-1200	###By Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees	-	-	###Degree in Electrical Engineering from a recognized University or equivalent.	###28	-	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.
CATEGORY-III POSTS:									
6.	Junior Engineer(EE)	450-15-555-20-675-25-850	100% direct recruitment	-	-	Degree in Electrical Engineering or Diploma in Electrical Engg. with one year experience in the case of Diploma holders only.	28	Section Officer	-

CATEGORY-II POSTS:									
7.	Foreman(EE)	650-30-740-35-880-40-1200	100% promotion, failing which direct recruitment	Selection	3 years as Chargeman(EE)	Matriculation or equivalent with Diploma in Electrical Engg. Certificate in Human Relations. 5 years experience in maintenance and operation of electrical installations covering electrical machines	35	Foreman	-
CATEGORY-III POSTS									
8	Chargeman(E E)	450-15-555-20-675-25-850	100% promotion, failing which direct recruitment	Non-selection	3 years as Head Electrician	Matriculation or equivalent, Diploma in Electrical Engg. Certificate in Human Relations. 3 years experience in maintenance of electrical installations.	35	Chargeman	-
9.	Head Electrician	425-15-560-20-700	100% promotion, failing which direct recruitment	Non-selection	3 years as Electrician-cum-Operator/Wireman Gr.I/Batteryman (those possessing Electrical Supervisors Certificate only	Matriculation or equivalent. ITI certificate in general electrical engineering. Electrical Supervisory Licence. Certificate in Human Relations.	35	Head Electrician	-

10.	Electrician-cum-Operator	290-10-380-12-440-15-485	100% promotion, failing which direct recruitment	Non-selection	will be eligible for promotion) 3 years as Wireman Gr.II/ Electric Motor Driver	5 years experience in maintenance of electrical installations. Middle Standard, Wireman certificate, 3 years experience on maintenance of electrical installations work.	30	Electrician-cum-Operator	-
11.	Wireman Gr.I/Battery-man	290-10-380-12-440-15-485	100% promotion, failing which direct recruitment	Non-selection	3 years as Wireman Gr.II/ Electric Motor Driver	Middle Standard. Wireman Gr.I competency certificate. 3 years experience on maintenance of electrical installation works.	30	Wireman Gr.I/ Batteryman	-
12.	Wireman Gr.II/ Electric Motor Driver	290-6-326-8-390-10-400	100% direct recruitment	-	-	Middle Standard. Wireman Gr.II competency certificate. 3 years experience on maintenance of electrical installation works.	30	Wireman Gr.II/ Electric Motor Driver	-
13.**	Lift Operator	290-6-326-8-390-10-400	Direct 100%	-	-	(1) Middle School Pass. (2) Practical experience for one year in erection and	21-30	-	Effective from 18.3.1975

						<p>maintenance of lifts.</p> <p>(3) I.T.I. Certificate in the trade of Electrician or Wireman Gr.II will be preferred.</p>			
<u>DRAFTSMAN</u>									
<u>CATEGORY-II POSTS</u>									
14.	Head Draftsman	650-30-740-35-880-40-1200	100% promotion, failing which direct recruitment	Selection	3 years as Draftsman Grade.I	Diploma in Electrical Engineering. 5 years experience as Incharge of Drawing office in any organisation.	35	Head Draftsman	-
<u>CATEGORY-III POSTS:</u>									
15.	Draftsman Grade.I	450-15-555-20-675-25-850	100% promotion, failing which direct recruitment	Non-Selection	3 years as Draftsman Grade.II	Diploma in Electrical Engineering. 2 years experience as Draftsman in any organisation.	30	Draftsman Grade.I	-
16* ***	Draftsman Gr.II	380-12-440-15-560-20-640	25% promotion	Non-Selection	3 years as Tracer-cum-Blue Printer	-	-	Draftsman Grade.II	-

			75% direct recruitment	-	-	Matriculation or equivalent with Diploma in Draftsmanship after a study of not less than 2 years from a recognised institution	28	-	-
<u>MECHANICAL WING</u> <u>CATEGORY- I POSTS</u>									
1.@ @@	Deleted	-	-	-	-	-	-	-	-
2.	Sr.Deputy Manager(ME)	1200-50-1700	100% promotion failing which by deputation	Selection	3 years as \$\$\$\$AGM(ME)	-	-	-	-
3.	\$\$\$\$Asstt. Genl. Manager(ME)	1100-50-1600	** 100% Promotion, failing which by direct recruitment/ deputation	Selection	***SAM(ME) with 3 years experience/Fore man(ME) possessing AMIE qualification or Diploma in Mechanical Engg. with 5 yrs. experience in the	Degree in Mechanical Engg. and experience for 5 years	45	Executive Engineer	-

4.	Sr. Assistant Manager(ME)	700-40-1100-50-1300	50% promotion 50% direct recruitment	Selection -	grade/M(ME) with 5 yrs. experience in the grade. 3 yrs. as M(ME)/Foreman with AMIE qualification -	- Degree in Mechanical Engineering with 3 years experience	- 30	Assistant Engineer -	- -
CATEGORY-II POSTS:									
5.	\$\$\$\$ Manager(ME)	650-30-740-35-880-40-1200	###By Promotion (subject to a minimum of 75% of vacancies)/ Management Trainees.	- Selection	- Jr. Engineer(ME) with 2 years experience in the case of Degree holders and 5 years experience in the case of diploma holders	###Degree in Mechanical Engineering from a recognized University or equivalent.	###28 -	- -	###The number of Management Trainees to be determined on each occasion by the Managing Director depending on the requirements.

CATEGORY-III POSTS:									
6.	Jr. Engineer(ME)	450-15- 555-20- 675-25- 850	100% direct recruitment	-	-	Degree in Mechanical Engineering or Diploma in Mechanical Engineering with one year experience in the case of Diploma holders	28	Section Officer	-
<u>SUPERVISORY POSTS(GROUP-G)</u>									
CATEGORY-II:									
7.	Foreman(ME)	650-30- 740-35- 880-40- 1200	100% promotion, failing which direct recruitment	Selection	3 yrs. as Chargeman/ Shift Supervisor	Matriculation or equivalent. Diploma in Mechanical/ Automobile Engg. Certificate in Human Relations. 5 years experience in a workshop.	35	Foreman	-
CATEGORY-III POSTS									
8.	Chargeman(M E)/Shift Supervisor	450-15- 555-20- 675-25- 850	100% promotion, failing which direct recruitment	Non-Selection	3 yrs. In a post of Group E or 2 years in a post of Group F subject to passing the proficiency test.	Matriculation or equivalent. Diploma in Mechanical/ Automobile Engg. Certificate in Human Relations. 3 years experience in a workshop.	35	Chargeman/ Shift Supervisor	-
HIGHLY SKILLED POSTS (GROUP F):									
9.	Head Mechanic	425-15- 560-20- 700	100% promotion, failing which	Non-Selection	3 yrs. In a post of Group D or 2 years in a post of	Matriculation or equivalent. ITI Trade Certificate in diesel	35	Head Mechanic	-

			direct recruitment		Group E subject to passing the proficiency test.	and petrol engines. Certificate in Human Relations, 5 years experience in a workshop.			
10.	Asstt. Supervisor	-do-	100% promotion, failing which direct recruitment	-do-	3 years in a post of Group D or 2 years, in a post of Group E, subject to passing the proficiency test	Middle Standard. ITI Trade Certificate in general mechanical engineering or equivalent. Certificate in Human Relations. 5 years experience in Supervising and controlling labour force.	35	Assistant Supervisor	-
11.	Head Welder	-do-	-do-	-do-	-do-	Matriculation or equivalent. Should possess Welder's certificate awarded by any State Govt. ITI Trade Certificate in General mech. Engineering. Certificate in Human Relations. 5 years experience in electric and gas welding works.	35	Head Welder	-
	(GROUP-E)								
12.	Driver-Mechanic/Mot	380-12-440-15-	50% promotion	Non-Selection	3 years in a post of Group C or 1	-	-	Driver Mechanic/Mot	-

	or-Mechanic	560-20-640	50% direct recruitment	-	year in a post of Group D, subject to passing the prescribed Trade Test	Middle Standard. ITI Trade Certificate in diesel and petrol engines. 3 years experience in a work shop.	32	or mechanic	-
SKILLED POSTS: (GROUP-D)									
13.	Mechanic-cum-Operator/Engine Driver	290-10-380-12-440-15-485	100% promotion, failing which direct recruitment	Non-Selection	3 years in a post of Group B or 1 year in a post of Group C, subject to passing the prescribed Trade Test	Middle Standard. ITI Trade Certificate in diesel and petrol engines. 3 years experience in a work shop	30	Mechanic-cum-Operator/Engine Driver	-
14.	Welder	290-10-380-12-440-15-485	100% promotion, failing which direct recruitment	Non-Selection	3 years in a Post of Group B or 1 year in a post of Group-C, subject to passing the prescribed Trade Test	Middle Standard. Should possess Welder's Certificate awarded by any state Govt. 3 years experience in electrical and gas welding jobs.	30	Welder	-
15.	Turner	290-10-380-12-440-15-485	100% promotion, failing which direct recruitment	Non-Selection	3 years in a Post of Group B or 1 year in a post of Group-C, subject to passing the prescribed Trade Test	Middle Standard. Trade Certificate from ITI or equivalent. 3 years experience in operation of lathes, drilling machines, grinders, etc.	30	Turner	-

16.	Boiler Attendant	290-10-380-12-440-15-485	-do-	-do-	-do-	Middle Standard. Should possess Boiler Attendant's Certificate. 3 years experience in operation and maintenance of medium pressure boilers.	28	-	-
17.	Carpenter	-do-	-do-	-do-	-do-	Middle Standard. ITI Trade Certificate in Carpentry. 3 years experience in Carpentry shop	30	Carpenter	-
(GROUP-C)									
18.	Sawing machine Operator/ Mistry/ Mechanic	290-6-326-8-390-10-400	100% promotion, failing which direct recruitment	-do-	Promotion from Group-B posts. Employees who have passed the prescribed Trade Test will be eligible for promotion	Middle Standard. ITI Trade Certificate in general mechanical engineering. 3 years experience in a workshop dealing in steel fabrication works for engines.	30	Sewing Machine Operator/ Mistry/ mechanic	-
19.	Cyclone Attendant	290-6-326-8-390-10-400	-do-	-do-	-do-	Middle Standard. ITI Trade Certificate in General Mechanical Engineering. Should also possess Wireman Gr. II Licence. 3 years experience in a workshop dealing with steel fabrication works for engines.	30	Cyclone Attendant	-
20.	Fitter	-do-	-do-	-do-	-do-	Middle standard.	30	Fitter	-

						Should have completed Fitter's Course in any ITI. 3 years experience as Fitter in a workshop.			
21.	Tinsmith	290-6-326-8-390-10-400	100% promotion, failing which direct recruitment	Non-Selection	Promotion from Group B posts. Employees who have passed the prescribed Trade Test will be eligible for promotion	Middle Standard. ITI Trade Certificate in Tinsmithy and welding. 3 years experience as Tinsmith.	30	Tinsmith	-
22.	Painter	-do-	-do-	-do-	-do-	Middle Standard. ITI Trade Certificate in painting or equivalent 3 years experience as Painter	30	Painter	-
23.	Blacksmith	-do-	-do-	-do-	-do-	Middle Standard. ITI Trade Certificate in Blacksmithy.	30	Blacksmith	-
24.	Dryer Operator	-do-	-do-	-do-	-do-	Matriculation. ITI training in general mechanical engineering 3 years experience in the line.	30	-	-
<u>CATEGORY-IV</u> <u>SEMI-SKILLED POSTS:</u> <u>GROUP-B:</u>									
25.	Assistant Welder	260-6-326-8-350	100% promotion, failing which direct recruitment	Non-Selection	Employees of Group- A posts, subject to passing the prescribed Trade test	Middle Standard. Should possess Welder's Certificate awarded by any State Govt. 2 years	28	Assistant Welder	-

						experience on both electrical and gas welding works.			
26.	Assistant Mechanic/Greaser	-do-	-do-	-do-	-do-	Middle Standard. ITI Trade Certificate in general mechanical engineering. 2 years experience in a workshop dealing with engines or fabrication works.	28	Assistant Mechanic/Greaser	-
UN-SKILLED POSTS: (GROUP-A)									
27.	Khalasi/Cleaner	225-5-260-6-308	100% promotion, failing which direct recruitment	Non-Selection	2 years as Oilman/Tubewell Operator	Middle Standard. 2 years experience in any mechanical workshop	25	Khalasi/Cleaner	-
28.	Oilman/Tubewell Operator	210-4-250-5-290	100% direct recruitment	-	-	Middle Standard	25	-	-
DRAFTSMEN: CATEGORY-II POST:									
29.	Head Draftsman	650-30-740-35-880-40-1200	100% promotion, failing which direct recruitment	Selection	3 years as Draftsman Grade-I	Diploma in Mechanical Engineering with 5 years experience as Incharge of Drawing office in any organization.	35	Head Draftsman	-
CATEGORY-III POSTS:									
30.	Draftsman Grade-I	450-15-555-20-675-25-850	100% promotion, failing which direct	Non-Selection	3 years as Draftsman Grade-II	Diploma in Mechanical Engineering with 2 years experience as	30	Draftsman Gr.I	-

			recruitment			Draftsman in any organization.			
31* ***	Draftsman Grade-II	380-12- 440-15- 560-20- 640	25% promotion	-do-	3 years as Tracer- cum-Blue Printer	-	-	Draftsman Gr.II	-
			75% direct recruitment	-	-	Matriculation or equivalent with Diploma in Draftsmanship after a study of not less than two years from a recognized institution.	28	-	-

***** Substituted vide notification No.3-9/72-EP Dated 27.8.73, effective from 10. 8.73 (13th amendment).

@ Inserted vide notification No.1-11/73-EP Dated 1.5.74 (20th amendment).

Note: - "Direct recruitment covers transfer on deputation also" (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978 (57th amendment).

* Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SCs & STs communities (Amended vide Notification No. 1-3/76-EP dated-22.9.79, effective from 16.10.1978) (65th Amendment).

*** Added vide Notification No. 1-12/71-EP Dated 18.8.1980. Effective from the date indicated in column 10 above.

** Substituted vide Notification No. 13(5)/81-BC Dated 23.9.1981, effective from 5.9.1981 (74th Amendment).

2. For placement in the Selection Grade of Rs.2250-125/2-2500 a minimum of 2 years service in the ordinary grade will be necessary, the selection being made on the basis of seniority in the grade subject to fitness (51st Amendment).

@@ Inserted vide notification No. EP.16 (2)/88 dated 11.1.1980, effective from 11.1.1990 (1st Amendment of 1990).

@@@ Deleted vide Notification No. EP16 (2)/88 dated-11.1.1990, effective from 11.1.1990 (1st Amendment of 1990).

Amended vide Notification No.75/EP-16(3)/92. Dated 19th September, 1996(1st Amendment). Effective from the date of Notification.

NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment". Inserted vide Notification No.79/EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.

\$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

PART-X-MISCELLANEOUS CADRE

Sl. No.	Description of post	Scale of pay(Rs.)	Mode of recruitment	Promotion		Direct recruitment	#Age* Limit Years	Corresponding categories of posts in the Directorate Genl. Of Food	Remarks
				Selection/Non-selection	#Experience	#Qualifications & experience, if any.			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CATEGORY-I POSTS:									
1.	Public Relations Officer	1300-50-1500-60-1800	Direct	-	-	Graduate of any recognized University. Minimum 5 years experience in handling public relations work for any private or public sector commercial undertaking. Journalistic experience will be an added qualification.	30-40	-	-

2.@	\$\$\$\$Deputy Genl. Manager(Pro duction)	1300-50- 1500-60- 1800	Direct 100%	-	-	<p>(1) Degree in Oil Technology/ Chemical Engineering, preferably a post graduate degree.</p> <p>(2) Minimum 8 years experience in the oil industry, preferably in a solvent extraction plant processing groundnut or other oil/oilseeds;</p> <p>(3) Should be familiar with Labour & Factory Laws & handling/control of Labour.</p>	40	-	Effective from 9.8.1971.
-----	--	------------------------------	-------------	---	---	--	----	---	--------------------------

3.@	Editor of Publications	1100-50-1600	Direct 100%	-	-	<u>Essential</u> (1) Graduate (preferably 1 st class) of a recognized University. (2) Five years experience in a News Agency/newspaper/periodical of repute or Government publicity Organisation in a responsible capacity. (3) Good working knowledge of Hindi./ <u>Desirable:-</u> Diploma in Journalism and experience in additional writing and bringing out publications in a Govt. or public/private sector undertaking.	40	-	Effective from 9.8.1971
-----	------------------------	--------------	-------------	---	---	--	----	---	-------------------------

3.A	@@ \$\$\$\$Asstt. Genl. Manager (Public Relations)	1100-50- 1600	Direct 100%	-	-	<u>Essential:</u> (1) Degree of a recognized University.	40 yrs.	-	-
						(2) Degree or Diploma in mass communication/journalism/public relations from a recognized university or institution. (3) Minimum 5 years experience of public relations work, preferably handling multimedia campaigns, in responsible position in any publicity set up in government or public or private organizations. (4) Proven ability of good command over English and one or more regional languages.			

						<u>Desirable:-</u> (1) Journalistic experience. (2) Post-graduate qualification.			
4.	@ \$\$\$\$Asstt. Genl. Manager(Pro duction)	1100-50- 1600	Direct 100%	-	-	(1) Degree in Oil Technology/ Chemical Engineering, preferably a post-graduate degree. (2) Minimum 5 years experience in the Oil Industry, preferably in a solvent extraction plant processing ground-nut or other oil/oil seeds and proficiency in oil refinery. (3) Should be familiar with Labour and Factory Laws and handling/control of labour.	32	-	Effective from 18.3.1975
5.	\$ Asstt. Genl. Manager (Hindi)\$\$\$\$	10750- 300- 16750 (IDA)	100% By Promotion	Selection	8 years regular service as Manager(Hindi)	-	-	-	-
6.	@ \$\$\$\$Asstt.	1100-50- 1600	Direct 100%	-	-	<u>Essential:-</u> (1) Post Graduate	35	-	Effective from

	Genl. Manager (Products Development)		
7.	###Deleted		
8.	Asstt. Public Relations Officer	700-40-1100-50-1300	100% direct recruitment

Degree in Food Science/Technology/ Bio-Chemistry/Cereal Science (2) A minimum 5 years research experience in Quality Control/Research & Development Laboratory of repute as evidenced by published papers. <u>Desirable:-</u> Doctorate in Food Science/Food Chemistry.			17.5.1977
<u>Essential:-</u> (1) Degree of a recognized University or equivalent and Diploma in Journalism. (2) Minimum 3 years experience in handling Public Relations work in a Private/Public Sector Undertaking. <u>Desirable:-</u> (1) Journalistic	35	-	-

9.	@Sr. Asstt. Manager (Laboratory & Chemical Process Control)	700-40-1100-50-1300	Direct 100%

experience. (2) Good command over English and one or more regional languages. Preference may be given to candidates with Post-graduate qualification and aptitude for Public relations work and experience in organizing exhibitions.			
<u>Essential:-</u> (1) A good Honours degree in Science with Chemistry as the principal subject. (2) Minimum 3 years experience in process control and analysis of oil and food stuffs. <u>Desirable:-</u> Candidates with higher qualifications & longer experience will be preferred.	32	-	Effective from 9.8.1971.

10.	@Medical Officer	700-40-1100-50-1300 plus non-practicing allowance @25% of the pay subject to a minimum of Rs.150/- p.m.	Direct 100%	-	-	M.B.B.S. (Registered and completed the prescribed House Surgery) (either completed the internship in 1962 or undergone internment and a compulsory surgery for a period of one year. Rotary House Surgency for one year) <u>Experience:-</u> 3 years experience in any organized medical institution, preferably in a labour organization.	35	-	Effective from 15.11.1971
## 10A	Chief Medical Officer	Rs.16000-400-20,800	100% Promotion	Selection	5 years as Zonal Medical Officer				
## 10B	Zonal Medical Officer	Rs.13000-350-18250	100%Promotion	Section	5 years as Regional Medical Officer				
## 10C	Regional Medical Officer	Rs.10750-300-16750	100%Promotion	Selection	5 years as Medical Officer				
11.	@Sr. Assistant Manager(Production)	700-40-1100—50-1300	Direct 100%	-	-	(1) Degree in Oil Technology/Chemical Engineering, preferably a Post-Graduate degree. ©(2) Minimum 5 years experience in	32	-	Effective from 18.3.1975 (c) Relaxable to 3 years

	CATEGORY -II POSTS:		
12.	Librarian	650-30-740-35-880-40-1200	Direct recruitment/Promotion from Library Assistant
13.	\$\$\$\$\$\$ Manager (Hindi)	8600-250-16400 (IDA)	50% by Promotion failing which by direct recruitment. 50% by direct recruitment.

Selection

Selection

				the oil industry preferably in a solvent extraction plant processing ground-nut or other oil/oilseeds. (3) Should be familiar with Labour & Factory Laws & handling/control of labour	-	-	in case of exception--ally qualified persons.
							-
				Graduate with a diploma in Library Science. Experience in any library for 5 years (for direct recruits only)	35	-	-
				Essential:- (i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the Degree level. <u>OR</u> Master's Degree of a recognized University or	35	-	-

3 years as Library Assistant

3 years regular service as Assistant Grade.I (Hindi).

--	--	--	--

<p>equivalent in English with Hindi as a subject at the degree level.</p> <p><u>OR</u> Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level.</p> <p><u>OR</u> Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p><u>OR</u> Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level.</p> <p>(ii) 5 years</p>			
---	--	--	--

14.	@Manager (Animal Nutrition)	650-30- 740-35- 880-40- 1200	Direct 100%

experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably of technical or scientific literature.			
<u>OR</u> Five years experience of teaching/research writing or journalism in Hindi			
<u>Desirable:-</u> (i) Knowledge of Sanskrit or a modern India Language. (ii) Administrative experience. (iii) Experience of organizing Hindi Classes or workshop for noting and drafting.			
(1) Degree in Agriculture/Veterinary Science with post-graduate qualification/specialization in animal nutrition.	30	-	Effective from 26.7.1976

						(2) 3 years experience in formulation and production of cattle food/poultry in a private or public sector, food manufacturing unit. (3) Experience in managing cattle food unit and marketing of cattle/poultry foods.			
15.	Receptionist	650-30-740-35-880-40-1200	Direct recruitment	-	-	Graduate with knowledge of typewriting and shorthand preference being given to ladies.	25	-	-
CATEGORY-III POSTS:									
16.	Library Assistant	450-15-555-20-675-25-850	-do-	-	-	Graduate with a diploma in Library Science	25	-	-
17.	Comptist	-do-	-do-	-	-	B.A.,B.Sc., or B.Com. in Economics, Statistics, Commerce or Mathematics (I or II Class) and proficiency in Machine or Disk Calculation and in systematic tabulation of diverse material	25	-	-

	Engineer (Production)					Technology with 2 years experience in Chemical process plant. Particularly solvent extraction plant of continue type. <u>OR</u> Degree of B. Tech. (Oil & Fats) with one year experience			from 20.3.1976
22.	@Senior Storekeeper	-do-	Promotion 100% failing which direct recruitment	Non-Selection	3 years as Store-keeper	Matriculation, Higher qualification shall be preferred. 7 years experience in Stores(Engg.) involving custody, preservation and issue including keeping accounts and inventory. Should be capable of giving guidance to store-keeper/Store Clerk	31	-	Effective from 28.7.1976
23.	@Production Supervisor	425-15-560-20-700	Promotion 100%, failing which direct recruitment	-	Boiler Attendant/Mechanic-cum-operator/Electrician-cum-operator, subject to passing diploma in Mechanical/Electrical/Production/Processing Technology and	-	30	-	Effective from 3.1.1976

24.	Comptometer Operator	380-12-440-15-560-20-640	Direct recruitment

with a minimum total experience of 5 years in processing/production units (Drying units for the purpose will be treated as Production/Processing Units).

	<p><u>Essential:-</u> (i) Graduate; (ii) Knowledge of handling computing machine.</p> <p><u>Desirable:</u> (i) Mathematics as one of the subjects in Matriculation or equivalent qualification. (ii) Aptitude for figure work. (iii) Two years experience in a similar capacity in a Central/State Department/or Public Sector or Private Sector Undertaking.</p>	\$25	Comptometer Operator	\$ Relaxable in deserving cases.

25.	Proof Reader	-do-	-do-	-
26.	**Nurse(Non-resident)	380-12-440-15-560-20-640	Direct 100%	-
27.	** Laboratory Technician	-do-	-do-	-
28.	@ Assistant Chemist	380-12-440-15-560-20-640	Direct 100%	-

(i)Degree of a recognized University. (ii) Two years experience of proof reading in a newspaper office or printing press.	28	-	-
Matriculation or equivalent qualification from a recognized Board. Registered Nurse and Mid-wife or equivalent for the Male Nurses. <u>Experience:-</u> One year as Nurse in a Govt. Hospital/Reputed Private Nursing Home.	21-35	-	
Matriculation or equivalent qualification from a recognized Board. <u>Experience:-</u> One year of handling ECG Machine.	21-28	-	-
B.Sc. or equivalent in Chemistry.	28	-	Effective from 9.8.1971

29.	@Store-Keeper	-do-	Promotion 100% failing which direct recruitment	Non-Selection	3 years as Store-Clerk	Matriculation, 4 years experience in Stores(Engg.) involving custody preservation and issue including keeping accounts and inventory.	28	-	Effective from 28.7.1976
30.	@Assistant Gr.II (Hindi)	5160-120-6600-130-6860-140-7700-150-9500 (IDA)	Direct 100%	-	-	<u>Essential:</u> (1) Degree of a recognized University with Hindi as the main subject. (2) Proficiency in English. (3) One year experience of translation from English to Hindi and vice-versa. <u>Desirable:-</u> Post Graduate qualification in Hindi.	28 years	-	Effective from 23.4.1977
31.	@Hindi Typist	290-10-380-12-440-15-485	Direct 100%	-	-	\$\$1. Graduation or equivalent. \$\$2. 30 W.P.M speed in Hindi Typing. \$\$3. Preference will	25	Effective from 9.8.77.	employees of the Corporation with requisite qualifications may be considered before

32.	@Pharmacist (Compounder)	290-10-380-12-440-15-485 The posts of Compounder and Pharmacist will be in the scale of Rs.380-12-440-15-560-20-640 provided the incumbent possess qualifications mentioned in section 31 and 32 of the Pharmacy	Direct 100%

be given to the candidates knowing by-lingual typing(English and Hindi) and Computer Knowledge.		requisitioning candidates from the Employment Exchange.	
SSLC Government Certificate in Allopathic compounding. Should have continuous practice of compounding. Should have registered as Pharmacist under the State Pharmacy Registration Authority. Knowledge of local language essential.	25	-	Effective from 15.11.1971

		Act, 1948.							
33.	@Store- Clerk	290-10- 380-12- 440-15- 485	Direct 100%	-	-	Matriculation 1 year experience in Stores (Engg.) involving custody, preservation and issue including keeping accounts and inventory.	24	-	Effective from 28.7.1976
34.	Caretaker- cum-Cook	290-6- 326-8- 390-10- 400	-do-	-	-	Capable of cooking Continental as well as Indian dishes. Should be able to take orders in English and speak Hindi fluently.	40	-	-
35.	Vehicle Driver Grade-I	290-10- 380-12- 440-15- 485	100% promotion, failing which direct recruitment	Non-Selection	6 years as Vehicle Driver Gr.II	Middle Standard and licence to drive heavy vehicles with a driving experience for at least 5 years.	30	Heavy Driver Vehicle	***33-1/3 of the posts of vehicle Driver Gr.II will be placed in the higher scale of pay of vehicle driver Gr.I has at least 10 years service in Gr.II . (% % Deleted)
36.	Vehicle Driver Grade-II	290-6- 326-8- 390-10-	100% direct recruitment	-	-	Middle Standards. Car/light vehicle licence with a driving	28	Vehicle Driver	-

		400	
CATEGORY-IV POSTS			
37.	@Laboratory Helper	260-6-326-8-350	Direct 100%
38.	@Despatch Rider	210-4-250-5-290 (The post of Despatch Rider will be in the scale of Rs.290-6-326-8-390-10-400 provided the incumbent possesses the qualifications and experience prescribed for the post of Vehicle	Direct 100%

experience of 4 years.			
Matriculation or equivalent.	25	-	Effective from 17.5.1977
Middle Standard. Car/light vehicle licence with a driving experience of 4 years. Proficiency in driving a Scooter/Motor Cycle	28	-	Effective from 28.7.1976

		Driver Gr.II in addition to proficiency in driving a Scooter/ Motor Cycle).	
39.	@Dresser	210-4-250-5-290 (The posts of Dresser will be in the scale of Rs.225-5-260-6-308 provided that the incumbent of the post has passed middle standard with certificate in Dresser's	Direct 100%

Middle School pass. Should possess a certificate in First Aid and practical experience in Surgical dressing work.	25	-	Effective from 18.3.1975.

		examination from a recognized Institution or adequate knowledge of first aid and dressing of wounds with two or three years experience in a hospital or dispensary).							
40.	**** Telephone Mechanic	260-6-326-8-350	Direct 100%	-	-	Minimum: Should have passed 10 th Standard. Knowledge of Battery Set Maintenance, Cable colour code and line wire net work distribution. Should be able to repair all kinds of auto telephones, replace common spares in exchange like 50	30	-	-

						ohms magnet coil, hiper leaves, etc. 3 years experience in an exchange dealing with telephones.			
--	--	--	--	--	--	---	--	--	--

- ** Incorporated vide Notification No.1-18/79-EP dated 12.5.1980, effective from 5.3.76(70th amendment).
NOTE:-Direct recruitment covers transfer on deputation also”. (Added vide notification N0.1-3/76-EP dated 16.11.1978. Effective from 25.09.1978. (57th amendment).
- * Relaxable in case of departmental employees by 5 years and further relaxable by 5 years for departmental employees belonging to SCs &STs communities (Amended vide notification No.1-3/76-EP, dated-22.9.79. effective from 16.10.1978) (65th amendment).
- @ Added vide notification No.1-12/71-EP Dated 18.8.1980, effective from the date indicated in column No.10 above.
- @@ Added vide Notification No.1-12/79-EP dated 16.11.1981, effective from 16.11.1981.
- **** Added vide Notification No.13 (3)/82-BC dated 8.11.1982, effective from 10.8.82(83rd amendment).
- \$ Amended vide Notification No.EP/16-3/88 dated 11.3.1991, effective from 11.3.1991 (1st Amendment of 1991).
- %% Deleted vide Notification No.EP-2(4)/93 dated 3rd January, 1995. (1st Amendment) They shall come into force at once.
- # “NOTE: Experience in the case of promotion indicated in Col.6 and qualifications, experience in case of direct recruitment in Col.7 and age limit in Col.8 will be with reference to the last date of the preceding year of the promotion/ recruitment”. Inserted vide Notification No.EP-5(1)/99 dated 29th November, 1999. (1st Amendment). They shall come into force at once.
- ## Inserted vide Notification No.81/ EP-30(7)/98 dated 22nd March, 2000 (1st Amendment). They shall come into force on the date of their publication in the official Gazette.
- ### Deleted vide Notification No.81/EP-30(7)/98 dated 22nd March, 2000 (1st Amendment). They shall come into force on the date of their publication in the official Gazette.
- \$\$ Substituted vide Notification No.89/EP-2(5)-Vo.II dated 28th Agust, 2003. (1st Amendment). Effective from date of notification.
- \$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay,2005(2nd Amendment). Effective from the date of Notification.

APPENDIX-II

DISCIPLINE AND APPEAL REGULATIONS

STATEMENT SHOWING COMPETENT AUTHORITIES

Sl. No.	Post	Appointing Authority	Authority competent to relax age limit and qualifications	Authority competent to impose penalties and penalties it may impose		Appellate Authority
				Authority	Penalties	
1.	2.	3.	4.	5.	6.	7.
1.	<u>CATEGORY-IV</u>					
	Distt. Office	Area Manager	\$\$\$\$General Manager (Region) /Deputy Genl. Manager.	Area Manager	All	\$\$\$\$General Manager (Region)/ Deputy Genl. Manager(Region)/Deputy Genl. Manager
	Regional/Port Office	\$\$\$\$Asstt. Genl. Manager/Deputy General Manager (Region)	\$\$\$\$General Manager (Region)/ Deputy Genl. Manager(Region)/Deputy General Manager	\$\$\$\$Asstt. Genl. Manager/Deputy General Manager	All	\$\$\$\$General Manager (Region)/ Deputy Regional Manager(Region)/Deputy General Manager.
	Zonal Offices/Head-quarters	\$\$\$\$Asstt. Genl. Manager	\$\$\$\$General Manager (Zone) /Deputy Genl. Manager(Zone)	\$\$\$\$Asstt. Genl. Manager	All	\$\$\$\$Executive Director (Zone) /Executive Director(Personnel).
2.	<u>CATEGORY-III</u>					
	District/Regional/Port Office.	\$\$\$\$General Manager(Region)/ Deputy General Manager(Region)	Executive Director(Personnel)	\$\$\$\$Area Manager/Asstt. General Manager/ Deputy Genl. Manager	Minor	\$\$\$\$General Manager (Region)/ Deputy Genl. Manager(Region)/Deputy Genl. Manager

				\$\$\$\$General Manager(Region)/ Deputy Genl. Manager	All	Executive Director(Zone)
	Zonal Office	\$\$\$\$General Manager (Zone)	Executive Director(Pers.)*Executive Director (Zone)	\$\$\$\$General Manager (Zone)	All	\$\$\$\$Executive Director (Zone)
	Headquarters	\$\$\$\$Deputy Genl. Manager	Executive Director(Pers.)	\$\$\$\$ Deputy Genl. Manager	All	Executive Director(Personnel)
3.	<u>CATEGORY-II</u>					
	Zone	\$\$\$\$Executive Director (Zone)	Managing Director	\$\$\$\$General Manager (Region/Deputy Genl. Manager(Region)/Deputy Genl. Manager	Minor	\$\$\$\$Executive Director (Zone)
				\$\$\$\$Executive Director (Zone)	All	\$\$\$\$Managing Director
	Headquarters	Executive Director(Pers.)	Managing Director	\$\$\$\$Deputy Genl. Manager	Minor	Executive Director(Personnel)
				Executive Director(Pers.)	All	Managing Director
4.	<u>CATEGORY-I</u>					
	Category-I	Managing Director	Chairman	Managing Director	All	Chairman

*Executive Director (Zone) will exercise the powers only in respect of appointments of dependents of deceased employees or employees retire on medical grounds. (Amended vide Notification No.EP.8-1/84 dated 16.10.1987, effective from 16.10.1987- 98th Amendment).

\$\$\$\$ Re-designated vide Notification No.93/EP-32(4)2004 dated 20thMay, 2005(2nd Amendment). Effective from the date of Notification.

**No.5/1/68-REI
(GOVERNMENT OF INDIA)
Ministry of Agriculture
(Department of Food)**

New Delhi, dated the 30th Nov. 1971.

Subject: - REDEPLOYMENT OF FOOD DEPARTMENT TRANSFEREES RENDERED SURPLUS FROM THE SERVICE OF THE F.C.I. AS A RESULT OF THE CORPORATION CEASING TO PERFORM CERTAIN FUNCTIONS.

*1. I am directed to say that the question of redeployment of Food Department transferees who may be rendered surplus from the service of the Food Corporation of India as a result of the Corporation ceasing to perform certain functions/being wound up has been under consideration for some time past. It has now been decided in consultation with Ministry of Finance and Department of personnel that in the event of reduction of the functions of the F.C.I./winding up of the Corporation and the consequent retrenchment from the service of the Corporation, the Food Department transferees, i.e. the employee transferred to the F.C.I FROM THE Food Department under the Food Corporations(Amendment) Act, 1968, would be rendered re-employment assistance in accordance with or consistent with the general Government policy in the matter.

**Yours faithfully,
Sd./Niranjan Singh
Deputy Secretary to the Govt. of India**

The Secretary
Food Corporation of India,
Eka Bhavan,
1, Bahadurshah Zafar Marg,
NEW DELHI.

*Amended vide Notification No.14-4/71-EP dated 19.6.1972. Effective from 5.6.1972

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/FOR THE YEAR

1. Name of Officer (in full and service to which officer belongs):.....
2. Present post held:
3. Present pay...

Name of District, sub-Division, Taluk and Village in which property is situated.	Name and details of property			If not in own name state in whose name held and his/her relationship to the Corporation employee%	How acquired- whether by purchase, lease, mortgage, inheritance, gift or other-wise with date of acquisition and name with details of persons from whom acquired @	Annual income from the property	REMARKS
	Housing and other buildings.	Lands	*Present value				

NOTE: - The declaration form is required to be filled in and submitted by every employee of the Corporation under regulation 48 of the Food Corporation of India Staff Regulations on first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

Signature.....

Date

(*) In cases where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.

(%) In applicable clause to be struck out.

(@) Includes short term lease also.

**Sd/-
JOINT PERSONNEL MANAGER**

APPENDIX-5.

Terms and conditions governing the encashment of earned leave by the regular employees of the Corporation while in service(Referene Regulation 29-A).

All regular employees (including Food transferees) of the Corporation may be allowed to encash earned leave to the extent indicated below only once in a calendar year by the authorities competent to sanction earned leave.

(2) Encashment of Earned Leave is not permissible to the following classes of employees:

- i) Employees working on daily wages/contract basis;
- ii) Deputationists from central Government/State Government/other Public Undertakings, working in the Corporation.
- iii) Trainees/Apprentices; and
- iv) Employees under suspension.

(3) Encashment will not be permissible unless the employee has at least 45 days Earned Leave to his credit on the date of application.

(4) The maximum number of days of encashable Earned Leave at a time will be half of the earned Leave at the credit of an employee on the date of application reduced by one year's Earned Leave entitlement. In other words if "X" represents the balance of Earned Leave at credit on the date of application and "Y" represents one year's Earned leave entitlement then, the maximum Earned Leave that can be encashed will be equal to (X-Y).

Note: - The unavailed portion of joining time credited to the leave account will not be encashed.

(5) The amount of encashment for the Earned Leave (sanctioned to be encashed) shall be worked out on the basis of the emoluments admissible on the date preceding the date of the application. Emoluments shall mean and include the following:

- i) Basic Pay
- ii) Special Pay

- iii) Personal pay
- iv) Dearness Allowance including Additional Dearness Allowance.

(6) Emoluments shall not include Charge Allowance/Deployment Allowance for this purpose.

(7) The amount of encashment shall be worked out treating the month as of 30 days.

“(8) (a) Earned leave at credit will not be encashed if an employee is dismissed, terminated, removed from service under the disciplinary provisions of the FCI(Staff) Regulations, 1971.

(8) (b) Cash payment of unutilized leave on retirement superannuation, resignation, etc. may be made strictly in accordance with the relevant provisions of the CCS (Leave) Rules, 1972 as amended from time to time.”

(9) If any doubt arises regarding the interpretation of these terms and conditions, the decision of the Managing Director shall be final.

Explanatory memorandum:

The scheme for encashment of earned leave, once in a calendar year during the service, was introduced in the Corporation w.e.f. 1st November, 1977 vide circular No.6-1/76-IC dated 13.12.77 with the approval of the Board of Directors in its 113th meeting held on 28th and 29th November, 1977. The prior concurrence of the Bureau of Public Enterprises under Ministry of Finance, New Delhi, was also obtained.

(2) According to the scheme, half of the earned leave at credit of an employee on the date of application reduced by one year's entitlement to be retained at the credit of the employee can be encashed once in a calendar year.

(3) The applicability of the above scheme, introduced as a measure of fringe benefit to the employees of the Corporation transferred to the Corporation from the Regional Directorates of the Food under the provision of Section 12A of the Food Corporations Act, 1964 and who opted to be governed by the leave, Provident Fund, and other retirement benefits of the Central Government as applicable to Central Government employees, was objected to by the Government audit. The scheme has been reviewed in the light of audit observations and Legal advice and it has been decided that the benefit of encashment of earned leave while in service” should not be allowed as a matter of fringe benefit but the scheme should be incorporated in the FCI(Staff) Regulations, 1971, retrospectively, since it involved” condition of service”.

(4) It is found not feasible to give effect to the scheme from the date of publication of the notification, amending the relevant Regulation(29-a) of the Food Corporation of India(Staff) Regulations, 1971, in the Gazette of India but the scheme needs to be implemented

with retrospective effect because there will be innumerable difficulties including industrial problems apart from administrative problems involved in the recovery of the payments already made as some employees have paid income-tax on the amounts received by them against encashment of earned leave, between 1977 and 1982, and some employees have retired, resigned or died.

(5) In order to regularize the payments already made on account of leave encashment during the period from 1.11.77 onwards, the scheme being incorporated in the Staff Regulations as Regulation 29-A shall take retrospective effect w.e.f. 1.11.77.

#APPENDIX-6.

Terms and conditions governing the Encashment of E.L. by the regular employees of the Corporation who are on CDA pattern pay scales while in service, superannuation and resignation under Regulation 29-B.

All regular employees of the FCI(including food transferees) who are on CDA pattern pay scales may be allowed to encash E.L. to the extent indicated below only once in a calendar year by the authorities competent to sanction E.L.

2. Encashment of Earned leave is not permissible to following classes of employees:-

- (a) Employees working on daily wages/contract basis;
- (b) Deputationists from Central government/State Government/other Public Undertakings;
- (c) Trainees/apprentices; and
- (d) Employees under suspension;

3. **Applicability.**

- (i) Only Earned Leave on full pay would be allowed to be encashed and not any other kind of leave like sick leave, half pay leave, casual leave etc.
- (ii) The Earned Leave account of all employees would be maintained in two sections:
 - (a) encashable leave account and
 - (b) non-encashable leave account.

Of the total earned leave at the credit as on 30.6.1990, 50 per cent of the accrued Earned Leave will be credited to encashable leave account and 50 per cent to the non-encashable leave account. Similarly, the Earned Leave earned in the future, from time to time,

will also be divided into two parts and credited to the two accounts in the ratio of 50:50. Any part or whole of the encashable leave can be availed of as leave and it is not necessary that it should be encashed.

- (iii) For encashing Earned Leave from the encashable leave account, an employee will have to actually avail himself of an equal amount of Earned Leave. However, this requirement of actually availing of Earned Leave would be subject to a ceiling 30 days. The requirement of actually availing a matching period of leave could be relaxed if the full amount of Earned Leave required to be taken as per the scheme is not granted by the Management on account of exigencies of work.
- (iv) Cash equivalent to be paid for the encashed leave would be restricted to pay and dearness allowance and should not include any other allowance.
- (v) The payment made towards encashment would not be reckoned for any other purpose like gratuity, provident fund, bonus etc.
- (vi) The ceiling on accumulation of encashable Earned Leave would be 50% of the ceiling on total accumulation of Earned leave as per BPE's O.M. No.2 (27)/85-BPE (WC) dated 24.4.1987.
- (vii) Earned Leave at credit will not be encashed if an employee is dismissed, terminated, removed from service under the disciplinary provisions of the FCI (Staff) Regulations, 1971.
- (viii) Cash payment of un-utilized leave on retirement/superannuation may be made strictly in accordance with the relevant provisions of the CCS (Leave) Rules, 1972 as amended from time to time.
- (ix) An employee who resigns or quits service may be allowed 50 per cent encashment of non-encashable earned leave to his/her credit on the date of cessation of service. This would be limited to the maximum of 60 days as per BPE's O.M. No.2 (27)/85BPE (WC) dt.24.4.1987.
- (x) It is further clarified that the 50 per cent encashment of non-encashable leave as indicated at Sl. No.(ix) above (restricted to 60 days) will be in addition to encashment of the encashable leave i.e., to say that he/she will get 75 per cent encashment of total Earned Leave at his/her credit while resignating from service.

EXPLANATORY MEMORANDUM:

The revised scheme for encashment of earned leave once in a calendar year during the service for the employees who are governed by the Central DA pattern pay scales was introduced in the Corporation with effect from 1.7.1990 vide WRC Circular No.12 of 1990 dated 25.6.1990 (Para No.10 refers). The said circular was issued based on the DPE instructions contained in O.M. No.2(43)/90/DPE(WC) dated 12.6.1990 which inter-alia communicates the decision of the Central Government for implementation of the HPPC recommendations for revision of pay scales and perquisite to the Public Sector Enterprises following the III/IV CPC DA pattern. The said memorandum of the DPE was issued with the approval of the Central Government and as per the direction of the Supreme Court of India vide its order dated 3.5.1990.

2. As per the existing instructions, the calculation of Earned Leave to the employees of the Corporation is on half yearly basis i.e. 1st January and 1st July every year. As the Corporation has adopted the recommendation contained in HPPC report as per WRC circular No.12 of 1990 dated 25.6.1990 and in view of the fact that the next calculation of Earned Leave is from 1.7.90, it was decided with the approval of the Chairman that the revised procedures of encashment of Earned Leave while in service to the employees of the Corporation governed by the III & IV CPC DA pattern will be effective from 1.7.1990.

3. In order to regularize the payment already made to CDA optee employees on account of leave encashment as per the revised procedures during the period 1.7.90 onwards, the schemes being incorporated in the Staff Regulations as Regulation 29-B which shall take retrospective effect from 1.7.1990. However, the cases on account of encashment of earned leave settled prior to 1st July, 1990 i.e. upto 30th June, 1990 shall not be reopened.

#Added vide notification No.EP-38-1/90 dated 28th December, 1993 (1st Amendment) Effective from 1.7.90.