

**COAST GUARD HEADQUARTERS**  
**National Stadium Complex**  
**New Delhi-110001**

1. Indian Coast Guard invites applications from willing and eligible candidates for filling up following post on Deputation (Including Short Term Contract) basis:-

(a) **Name of Post** : **Foreman of Stores** (General Central Service Group 'B', Non-Gazetted, Non-Ministerial) in Level-6 of the Pay Matrix.

(b) **No. and place of posting** :(21)\*, 03 New Delhi, 01 Goa, 01 Minicoy, 01 Bepore, 01 Frazerganj, 01 Hut Bay, 01 Mayabandar, 02 Gandhinagar, 01 Vadinar, 01 Jakhau, 01 Mundra, 01 Karaikal, 01 Pondicherry, 01 Krishnapatnam, 02 Chennai, 01 Paradip, 01 Kochi (\*Subject to Change).

(c) **Eligibility**: Officers under the Central Government or State Governments or Union territories or Statutory or autonomous organisations or Universities or Public Sector Undertaking or Semi Governments or recognised Research Institute:-

(aa) (i) Holding analogous posts on regular basis in the parent cadre or department;

**OR**

(ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in the pay matrix or equivalent in the parent cadre or department;

**OR**

(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix or equivalent in the parent cadre or department;

**AND**

(ab) Possessing the following qualification and experience: -

(i) Master Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute.

(ii) One year experience in handling stores and keeping accounts in store in a concern of Central Government or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or any recognised Institutions or Bank or in a private sector Organisation listed on the Stock Exchange of India.

**OR**

(i) Bachelor degree in Economics or Commerce or Statistics or Business Studies or Public Administration as a subject from a recognized University or Institute,

**OR**

(ii) Diploma in Material Management or Warehousing Management or Purchasing or Logistics Public procurement from recognised University or Institute.

(iii) two year experience in handling stores and keeping accounts in store or a concern of Central Government or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or any recognized Institutions or Bank or in a private sector organisation listed on the Stock Exchange of India.

2. Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

3. The qualification regarding experience are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

4. Period of deputation (including Short-Term Contract) including period of deputation (Including Short-Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

5. Applications in the prescribed proforma alongwith the complete and upto-date APAR dossier (or attested photocopies of the APAR for the last 5 years) in respect of the officers who could be spared in the event of their selection may be sent to **Directorate of Personnel {for SCSO(CP)}, Coast Guard Headquarters, National Stadium Complex, New Delhi-110001** within 60 days from the date of publication of this advertisement in the Employment News. Applications received after the last date or without the APARs as stated above or otherwise found incomplete will not be considered. While forwarding the applications certificate appended to bio-data may be verified.

6. The departments will also be required to confirm that in the event of selection, the officers concerned will be relieved of their duties.

SCSO(CP)

## BIO-DATA

1. Name and Address (in Block letters) :  
(alongwith contact No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under :  
Central Govt. rules
4. Educational Qualifications :
5. Post & Place for which applied :Post: Place:
6. Date of publication of Advt. in the  
Employment News
7. Whether Educational & Other :  
Qualifications required for the post  
are satisfied (if any qualification has  
been treated as equivalent to the one  
prescribed in the rules, state the  
authority for the same). **Note:** For the  
instant post, Qualification required by  
deputationists is 'Nil'. However, three  
years experience in handling stores and  
keeping accounts in a store of a Govt.  
Department or Public Sector  
Undertakings is essential.
  - (a) Qualifications :
  - (b) Experience :
8. Please state clearly whether in the light of :  
entries made by you above, you meet the  
requirement of the post.
9. Details of employment in chronological order :  
(enclose a separate sheet duly authenticated by  
your signature, if the space below is insufficient).

Office/Instt./ Orgn.	Post Held	From	To	Pay in Pay Band & Grade Pay (pre-revised) / Basic Pay & Level in the Pay Matrix (Revised)	Nature of duties

10. Nature of present employment i.e. Ad-hoc or :  
temporary or quasi-permanent or permanent

11. In case the present employment is held on deputation/contract basis, please state. :
- (a) The date of initial appointment :
  - (b) Period of appointment on deputation :
  - (c) Name of the parent office/Organisation to which you belong :
12. Additional details about present employment. Please state whether working under :-
- (a) Central Government :
  - (b) State Government :
  - (c) Autonomous Organisation :
  - (d) Govt. undertaking :
  - (e) Universities :
13. Are you drawing pay as per revised Pay Matrix? :  
If yes, give the date from which revision took place and also indicate the pre-revised pay in the Pay Band & Grade Pay.
14. Total emoluments per month now drawn. :
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
16. Whether belonging to SC/ST/OBC : :
17. Remarks :

Dated :

Signature of the candidate

**TO BE FILLED BY EMPLOYER**

1. It is certified that the information furnished by Shri/Ms \_\_\_\_\_ has been checked as per the service record of the individual and found correct.
2. No disciplinary / vigilance case is pending/contemplated against Shri / Ms\_\_\_\_\_ .
3. No minor or major penalties imposed on Shri / Ms\_\_\_\_\_ during the last 10 years. The integrity of the officer/individual is beyond doubt.
4. In the event of the selection of Shri/ Ms\_\_\_\_\_ he/she will be relieved of his/her duties in the office.
5. Photocopies of APAR (duly attested by a Group 'A' officer) of Shri/Ms.\_\_\_\_\_ for the last five years are enclosed.

Dated :

Name :  
Designation :  
Telephone No.:  
Office Seal :