

No. A-12025/02/2022.ISH.I
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 26th February, 2024

OFFICE MEMORANDUM

Subject: Filling up the post of Director (Safety), in the Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Mumbai, an attached office of Ministry of Labour & Employment on deputation (including Short Term Contract) basis – reg.

The undersigned is directed to say that the Ministry of Labour & Employment proposes to fill up one post of Director (Safety), in Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Mumbai, an attached office of this ministry through deputation (including short term contract) basis amongst the officers of the Central Government / State Governments / Union Territories / Public Sector Undertakings / Recognized Research Institutions/ Recognized Universities / Statutory / Autonomous Organizations.

2. The eligibility conditions, qualifications and experience(s) required and other details related to the post are given in **Annexure-I**. The duties and responsibilities attached to the post are given in **Annexure-II**.

3. The terms and conditions and Pay and Allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.

4.1 It is requested that the applications of suitable and eligible officers, who could be immediately relieved in case of selection, may be forwarded to Shri K.R.Meena, Under Secretary (ISH), Ministry of Labour & Employment, Room No. 17, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001.

4.2 Applications of the eligible candidates may be forwarded by their respective organizations, in the prescribed proforma (**Annexure-III**), to the Ministry of Labour and Employment, within 60 days from the date of publishing of the advertisement in the Employment News/ Rozgar Samachar.

5.1 Nominations of only such officers/ candidates whose applications are routed through proper channel by the concerned Ministries/ Departments/ Organizations or Institutions and are accompanied by the following documents, would be considered:

- a. Bio-data as per the pro forma given in Annexure-III.
- b. Vigilance Clearance Certificate as per Annexure-IV.
- c. Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years Annexure-V.
- d. Integrity Certificate as per Annexure-VI.
- e. Attested photocopies of ACRs/ APARs for the last five years (duly attested by

a Group A officer) and

5.2 Advance copies would not be entertained.

6. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected, without any notice to the candidate. Officers who apply for the post would not be allowed to withdraw their candidature, subsequently.

7. While forwarding the applications, it should be verified and certified by the respective Ministry/ Department/ Organization that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties immediately.

8. It is requested that this may be given wider circulation in various offices/ undertakings under the administrative control of your Ministry/ Department/ Organization.

(K.R.Meena)
Under Secretary to the Govt. of India
Tele: 011-23766937
(kr.meena86@nic.in)

To,

1. The Secretaries of all the Ministries/ Departments of Government of India.
2. The Chief Secretaries of all State Governments/ Union Territories.
3. The Secretary, Department of Public Sector Enterprises, Government of India.
4. Heads of all Universities and Recognized Research Institutions
5. Chairman/ Governor of all Statutory and Autonomous Organizations.

Copy to:

1. All attached and subordinate Offices under the Ministry of Labour and Employment.
2. All Autonomous Organizations under the Ministry of Labour and Employment.
3. All Sections in the Ministry of Labour and Employment.
4. The Director General of Directorate General Factory Advice Service & Labour Institutes(DGFASLI), Mumbai.
5. The Chairman, Union Public Service Commission.
6. NIC, Labour and Employment

Annexure-I

- 1. Name of the Post:** Director (Safety), in the Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Ministry of Labour and Employment.
- 2. Number of Post:** 01 (One).
- 3. Classification:** General Central Service, Group-'A', Gazetted, Non-Ministerial.
- 4. Pay Scale:** Pay level -12 (Rs. 78800-209200) in the Pay Matrix as per 7th CPC.
- 5. Pay & Allowances:** Pay & allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.
- 6. Qualifications, Experience and Eligibility required for the post:**

Officers of the Central Government or State Governments or Union Territories or Recognized Universities or Public Sector Undertakings or Recognized Research Institutions or Statutory or Autonomous Organizations:

- (a)(i) holding analogous posts on regular basis in the parent cadre or Department;
or
- (ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 11 (Rs. 67700-208700) in the pay matrix or equivalent in the parent cadre or department ; and
- (b) possessing the following educational qualifications and experience:

Essential:

- i. Bachelor's Degree in Mechanical or Electrical or Chemical or Marine or production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile Chemistry or Textile Technology or computer Science or Electronics & Communication of a recognised University or Institute.
- ii. Ten years' experience in handling various aspects of Industrial Safety in a factory, dock, ship, construction site or physical and chemical testing of textiles in an industrial concern or research laboratory or a technical institution/ organization or in a government department dealing with the

administration of Factories Act 1948 (63 of 1948) or the Dock Workers (Safety, Health and Welfare) Act, 1986 (54 of 1986) or the building and other construction workers (regulation of employment conditions of services) Act 1996 (27 of 1996).

Desirable:

- (i) Master's Degree in Engineering or Technology relevant to essential qualification mentioned above from a recognized University/ Institut
- (ii) Master's Degree or Post Graduate in Industrial Safety from a recognized University or Institute
- (iii) Post Graduate Diploma in Industrial Safety from a recognized University or Institute
- (iv) Experience in planning, organizing and coordinating of research, education and training activities pertaining to industrial Safety, dock safety and construction safety.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

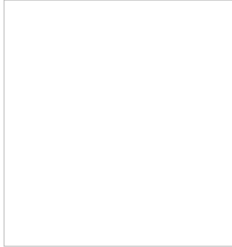
Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall not to exceed four years. 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.)

7. The Regional Labour Institute is at Kolkata, Chennai, Faridabad and Kanpur. Central Labour Institute is at Mumbai. But the selected candidate is liable to be posted or transferred in any of these institutes.

Annexure-II

The duties of the post are as under :-

- i. Dealing with matters concerned with Factories Act and Model Rules.
- ii. Administering the Dock Workers' (Safety, Health & Welfare) Act.
- iii. Planning, organizing and coordinating research, education and training activities pertaining to safety in factories and docks.
- iv. Preparation of training materials, safety literature, etc.
- v. Preparation of returns, reports and papers for use in factories and docks.

Annexure-IIIBio-Data/ Curriculum Vitae Proforma

Note 1: The application along-with the documents mentioned in the vacancy circular should be forwarded through proper channel/ the concerned department

Note 2: Incomplete, unsigned and the applications received not in the prescribed proforma and after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

1. Name (in Block Letters)	
2. Postal Address (For future correspondences)	
3. Telephone No. & Email ID	(O) (M) (Email)
4. Date of Birth (in Christian era)	
5. Date of entry into service	
6. Date of retirement under Central/ State Government Rules	
7. Educational Qualifications	
8. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
9. Qualification/ Experience required as mentioned in the advertisement/ vacancy circular	Qualification / experience possessed by the officer
Essential	
A) Qualification	
B) Experience	
Desirable	
A) Qualification	

B) Experience	

10. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	Yes/ No (Tick as appropriate)
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11. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organization	Post held on regular basis	From	To	Pay Level in the pay matrix as per 7 th CPC or Pay band and Grade Pay/Pay Scale of the post held	Whether held on regular/ ad-hoc basis	Nature of Duties (in detail) highlighting experience required for the post applied for

12. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	
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13. In case the present employment is held on Deputation/ contract basis, please state-	
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a) The date of initial appointment	b) Period of appointment on Deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.

13.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
13.2 Note: Information under column 13(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ Organization but still maintain a lien in his parent cadre/ organisation			
14. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
15. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Government of Union Territories d. Autonomous Organization e. Government Undertaking f. Statutory Bodies g. Universities/ Institution			
16. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
17. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
18. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay/ Level in the Pay Matrix	Total Emoluments with break up of allowances.	
19. In case the applicant belongs to an organization which is not following			

the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments with break up of allowances.
<p>16.A) Additional Information, if any relevant to the post of Director (Safety) in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B) Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
17. Whether belongs to SC/ST/OBC/UR		
18. Remarks, if any.		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished by me in the above proforma, duly supported

by the documents in respect of Essential Qualification/ Work Experience, will be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date: _____

Place: _____

(Signature of the candidate)

Certification by the Employer/ Cadre Controlling Authority

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

(Authorised Signatory) Name & Office Seal:

Date:

Annexure-IV

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against Shri/ Smt. /Ms....., who has applied for the post of Director (Safety) on deputation (including short term contract) basis in the Directorate General Factory Advice Service & Labour Institutes(DGFASLI), Ministry of Labour & Employment.

(Authorised Signatory) Name & Office Seal:

Date:

Annexure-V

NO PENALTY CERTIFICATE

Certified that no major/ minor penalty has been imposed during the last 10 years on Shri/ Smt./ Ms....., who has applied for the post of Director (Safety) on deputation (including short term contract) basis in the Directorate General Factory Advice Service & Labour Institutes(DGFASLI), Ministry of Labour & Employment.

(Authorised Signatory) Name & Office Seal:
Date:

(Otherwise, please furnish the details thereof)

Annexure-VI

INTEGRITY CERTIFICATE

After scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri/Smt./Ms....., who has applied for the post of Director (Safety) on deputation (including short term contract) basis in the Directorate General Factory Advice Service & Labour Institutes(DGFASLI), Ministry of Labour & Employment, is beyond doubt.

(Authorised Signatory) Name & Office Seal:
Date: