

F.No. A-12/1/2024-HQ-Estt
Government of India
Ministry of Labour & Employment
Directorate General Factory Advice Service and Labour Institute

N.S.Mankikar Marg, Sion (East),
Mumbai, the September 2025

NOTE

Subject: Advertisement for filling up of the two posts of Administrative Officer (AO) in DGFASLI on deputation basis - Request for uploading of application form on DGFASLI website - regarding.

Please find enclosed a copy of advertisement published in Employment News for filling up of two (02) vacant posts of Administrative Officer in DGFASLI on deputation basis.

2. The Director-in-charge, MIS Division, DGFASLI is requested to kindly upload the advertisement along with the application form on DGFASLI website for wide publication.

Encl: As above.

Signed by Sudhir Agarwal

Date: 11-09-2025 11:24:09

(Sudhir Agarwal)

Under Secretary to the Govt. of India
DGFASLI, Mumbai

To,

The Director In-Charge, MIS Division, DGFASLI, Mumbai

Copy to:

1. PPS to the Director General, DGFASLI, Mumbai
2. Deputy Director General & HoO(HQ), Mumbai
3. Deputy Secretary (HQ), DGFASLI, Mumbai

Government of India Ministry of Labour and Employment

Directorate General Factory Advice Service and Labour Institute, Mumbai

Applications are invited for filling up of the Two (02) posts of Administrative Officer in Pay Level-7 of 7th CPC (Rs. 44800-142400). General Central Service, Group 'B', Casteled (Non-Ministerial) post on Deputation (including Short Term Contract basis) in the Directorate General Factory Advice Service and Labour Institute, Mumbai, an attached office of Ministry of Labour and Employment.

Eligibility: Officers of the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organizations or Public Sector Undertaking or recognized university or institute or research institution, (a) (i) holding analogous post on a regular basis in the parent cadre or department.

or

(ii) With eight years' service rendered after appointment to the post on a regular basis in the post in Pay Level-8 in the Pay Matrix (Rs. 38400-142400) or equivalent in the parent cadre or department, and

(b) Possessing the following educational qualification and experience:

(i) Bachelor's degree from a recognized University or Institute;
(ii) Three years' experience in Accounts, Administration, Establishment work in a Government office or public sector undertaking or autonomous body or statutory organization.

Period of deputation: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed three (03) years.

Place of posting: Faridkot/Kolkata. However, selected candidates are liable to be posted at anywhere in India i.e. at any sub-office under the DGFA SLI Organization.

Age limit: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date for receipt of applications. The last date of receipt of applications shall be forty five (45) days (by 05:30 PM) from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

General:

(i) The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M.Ns.60/0009-Ext.(Pay-II) dated 17.06.2010, as amended from time to time.

(ii) The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.

(iii) Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. The DGFA SLI shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date.

No representation against such rejection will be entertained.

How to apply:

(i) The applications of eligible and willing candidates along with the following certificate/documents may be forwarded in the Curriculum Vitae/Personal certificate/documents to the Under Secretary (East), Directorate General Factory Advice Service and Labour Institute, 2nd Floor, Central Labour Institute Main Building, N.S. Manikar Marg, Son (East), Mumbai-400022 within forty five (45) days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

(ii) Up to date APPAR Confidential Reports dossier of the candidate concerned or photocopies of the APPARs for the last five (05) years duly attested by an officer not below the rank of Under Secretary to the Government of India along with Integrity certificate.

(iii) Vigilance Clearance certificate indicating that no disciplinary proceeding or criminal proceeding are either pending or contemplated against the officer concerned.

(iv) List of major/minor penalties, if any imposed on the candidate during the last 10 years/no penalty certificate.

(v) The applications should be sent by Registered Post or through Speed Post in a cover subscribed "Application for the post of Administrative Officer in DGFA SLI on Deputation (including short term contract) basis". The application form can be downloaded from DGFA SLI website i.e. www.dgfasi.nic.in.

CURRICULUM VITAE PROFORMA (To be submitted in Triplicate)

1. Name & Address:
(In Block Letters)
2. E-mail Address:
(mandatory)
3. Mobile Number:
(mandatory)
4. Date of Birth:
(in Christian era)
5. Date of retirement under Central/State Govt. Rules
6. Educational Qualifications
7. Whether educational & other qualifications required for the post are satisfied? (If any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

Qualifications/Experience required prescribed for the post	Qualifications/Experience possessed by the officer				
Essential:					
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 signatures, if the space below is insufficient.					
Office Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

* Tenure of ad-hoc appointment in any post should be indicated separately.

10. Training undergone, if any:
11. Nature of present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent
12. Please state clearly whether in the light of the entries made by you above, you meet the requirement of the post:
13. In case the present employment is held on deputation/contract basis, please state:
(a) The date of initial appointment.
(b) Period of appointment on deputation/contract basis.
(c) Name of the parent office/organisation to which you belong.
(d) Additional details about present employment.
14. Please state whether working under:
(indicate the name of your employer against the relevant column)
(a) Central Government
(b) State Government
(c) Government Undertaking
(d) Autonomous Organisation
(e) University
(f) Others
15. Are you in the revised scale of pay?
If yes, give the date from which the revision took place and also indicate the pre-revised scale.
16. Total emoluments per month now drawn:
17. Additional information, (if any, which you would like to mention in support of your suitability for the post.
(This among other things, may include information with regard to:
(i) additional academic qualifications
(ii) professional training; and
(iii) work experience)
(Note: Enclose a separate sheet, if the space is insufficient.)
18. Whether belong to SC/ST:
19. Remarks:

_____ have carefully gone through the vacancy circular/advertisement and I am well aware that this Curriculum Vitae duly

Continued on page 6

Continued from page 5
supported by documents submitted by me will also be assessed by the UPSC at the time of selection for the post.

Date _____
Signature of the candidate _____
Office Address _____
Phone No. with STD code _____
Residential Address _____

CERTIFICATE
1. The above particulars have been verified and found correct.
2. The Vigilance Clearance, Penalty Statement, Integrity Certificate, Original APPARs and photocopies of APPARs/ACR dossiers for the last five years duly attested by an officer not below the rank of Under Secretary to the Govt. of India, are enclosed forwarded.
3. NOC for forwarding the application may be enclosed. It may also be confirmed that in the event of selection, the officer will be relieved of his/her duties.

Signature of the Employer _____
Address of the Employer _____

CBC: 2107/1/0001/2528
EN 228

CURRICULUM VITAE PROFORMA
(To be submitted in Triplicate)

1. Name & Address:
(In Block Letters)
2. E-mail Address:
(mandatory)
3. Mobile Number:
(mandatory)
4. Date of Birth
(in Christian era):
5. Date of retirement under Central/State Govt. Rules:
6. Educational Qualifications:
7. Whether educational & other qualifications required for the post are satisfied? (if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

Qualifications/Experience required/
Prescribed for the post

Qualifications/Experience
possessed by the officer

Essential:

8. Please state clearly whether in the light of entries made by you above, you met the requirement of the post.
9. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient:

Office/Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

**Tenure of ad-hoc appointment in any post should be indicated separately.*

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13. In case the present employment is held on deputation/contract basis, please state:
- (a) The date of initial appointment:
 - (b) Period of appointment on deputation/contract basis:
 - (c) Name of the parent office/Organisation to which you belong:
14. Additional details about present employment.
Please state whether working under:
(indicate the name of your employer against the relevant column)
- (a) Central Government
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 - (c) Government Undertaking
 - (d) Autonomous Organisation
 - (e) University
 - (f) Others
15. Are you in the revised scale of pay?
If yes, give the date from which the revision took place and also indicate the pre-revised scale.
16. Total emoluments per month now drawn:
17. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things, may include Information with regard to
(i) additional academic qualifications
(ii) professional training; and
(iii) work experience)
- (Note: Enclose a separate sheet, if the space is insufficient.)*
18. Whether belong to SC/ST:
19. Remarks:

I, _____, have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the UPSC at the time of selection for the post.

Signature of the candidate: _____

Office Address: _____

Date

Phone No. with STD code: _____

Residential Address: _____

CERTIFICATE

1. The above particulars have been verified and found correct.
2. The Vigilance Clearance, Penalty Statement, Integrity Certificate, Original APAR/ACR Dossiers or photo-copies of APAR/ACR dossiers for the last five years duly attested by an officer not below the rank of Under Secretary to the Govt. of India, are enclosed/forwarded.
3. **NOC for forwarding the application may be enclosed. It may also be confirmed that in the event of selection, the officer will be relieved of his/her duties.**

Signature with Designation: _____

Address of the Employer: _____

Seal

List of enclosures: