

Government of India  
Ministry of Finance / Deptt. Of Revenue  
**Office of the Chief Controller**  
Govt. Opium & Alkaloid Factories  
NSIC-Technical Service Centre  
Block-J, Phase-III, Okhla Industrial Estate  
New Delhi -110 020  
■ Tel. No. 91-11-20883031, 20883032  
Website :www.goaf.gov.in

F.No. GOAF/II/(28)2/2023-E:809436

Dated: .01.2024

Applications are invited "through proper channel" in the prescribed proforma at **Annexure-A** from eligible officers for appointment to the post of General Manager (Commercial) in the Office of Government Opium and Alkaloid Factories, New Delhi, Department of Revenue, Ministry of Finance in Level-12, Rs. 78,800-2,09,200/- in the pay matrix. The post required to be filled up on deputation (Including short- term contract) in consultation with Union Public Service Commission.

**Brief description of duties:** The Duties of the General Manager (Commercial) are as below:

Negotiation with foreign buyers and finalization of export contracts of Raw Opium, barter contracts for import of alkaloids. To explore new overseas market of raw material. Finalization of allocation of alkaloids to various pharmaceuticals firms in India. Interactions with various Ministries for marketing related activities such as price revision, fixation of export-import clearances and authorizations, capacity expansion of factories etc. Conduct market surveys for promotion of export of Opium. To draw out short-term and mid-term marketing plans for the organization. To interact with the General Managers of GOAW, Neemuch and Ghazipur to ensure smooth supply of Opium and Alkaloids to overseas and domestic buyers. Identification of sources of technology for up gradation of existing plant and setting up new facilities as also new areas and expand the marketing base of the existing products range. Maintain liaison with international agencies and Government Departments and other various agencies viz. Bank, Clearing and Forwarding agent, shipping lines etc. Settlement of any disputes between the buyers and the Department with regard to supply of drugs, payments, etc. He is also required to attend various meetings with various visiting foreign buyers, their representatives, officials for International Narcotics Agencies on the subject of purchases of Opium from India. Attend various policy planning meetings held in the Ministry, Committee of Management etc. He is also responsible for the entire commercial marketing related activities being the Head of the Marketing Cell.

**Number of Post:** 01

**Classification:** General Central Service, Group 'A', Gazetted, Non Ministerial.

**Field of Selection:** Deputation (including short-term contract)



Officers of the Central Government or State Government or Public Undertaking or Semi Government, Statutory or Autonomous Organizations –

(a) (i) holding analogous posts on regular basis or

(ii) with five years' regular service in level-11 in pay matrix Rs. 67,700-2,08,700/-; and

(b) possessing the following educational qualifications and experience prescribed below;

(i) Bachelor's Degree in Chemical Engineering or technology with nine years experience in matters relating to marketing or finance or production of pharmaceuticals or drugs or chemicals in any Government organizations or undertaking; or

(ii) Master's Degree in Chemical Engineering or Technology with seven years experience in matters relating to marketing or finance or production of pharmaceuticals or drugs or chemicals in any Government organizations or undertaking; or

(iii) Master's Degree in Chemistry or Pharmaceuticals or Applied Chemistry with Eight years experience in matters relating to marketing or finance or production of pharmaceuticals or drugs or chemicals in any Government organization or undertaking; or

(iv) Bachelor's Degree in any subject plus Master' Degree in Business Administration or Post Graduate Diploma in Management (Marketing) with eight years experience in matters relating to marketing or finance or production of pharmaceuticals or drugs or chemicals in any Government organization or undertaking.

Desirable:

Masters in Public Administration

Note 1: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed four years.

Note 2: The Maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years, as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding pay level in the pay matrix extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into a pay level in pay matrix, and where this benefit will extend only for the post for which that pay scale is the normal replacement grade without any upgradation.

**Last date of receipt of applications** - The applications (in triplicate) should be routed through proper channel in the proforma given and envelope superscribed "Application for the post of General Manager (Commercial)" addressed to the office of the Chief Controller of Factories, Department of Revenue, Ministry of Finance, NSIC-Technical Service Centre, Block-J, Phase-III, Okhla Industrial Estate, New Delhi -110 020, under Registered cover, along with copies of the up-to-date APAR's (duly attested on each page) and necessary certificates furnished by the

officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers sponsored along with the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission in prescribed proforma must reach the O/o the Chief Controller of Factories, New Delhi positively **within 60 days** from the date of publication of this advertisement in the Employment News. Applications incomplete or received after the stipulated time shall not be considered.

Note 1: The selection will be made in consultation with UPSC.

Note 2: The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Note 3: The candidates from public sector undertakings should clearly indicate whether the pay scale held by them is on the Central D.A. pattern or the Industrial D.A. pattern.



Chief Controller of Factories

To:

- (i) All the Ministries/Departments of Government of India with a request to give wide publicity to the vacancy in their attached and subordinate offices/autonomous/ statutory bodies and PSUs/semi government offices under their control.
- (ii) All state /Union Territories with a request to give wide publicity to the vacancy in their various departments/ offices.



**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
<b>Qualification/ Experience required as mentioned in the advertisement / Vacancy Circular</b>	<b>Qualifications/ Experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the <b>Recruitment Rules</b> by the <b>Administrative Ministry/Department/ Office</b> at the time of issue of Circular and issue of <b>Advertisement</b> in the <b>Employment News</b>.</p> <p>In the case of Degree and Post Graduate Qualifications, Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.	
<p><b>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b></p>	

7. **Details of Employment**, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institute	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under **ACP/MACP** are **personal** to the officer and therefore, should **not be mentioned**. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned.

Details of **ACP/MACP** with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may **be indicated as below:-**

Office/Institute	Pay, Pay Band, and Grade Pay drawn under <b>ACP/MACP</b> Scheme	From	To

<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
<b>9.</b> In case the present employment is held on deputation/contract basis, please state-			
<b>a)</b> The date of initial appointment	<b>b)</b> Period of appointment on deputation/contract	<b>c)</b> Name of the present office/ organization to which the applicant belongs	<b>d)</b> Name of the post and Pay of the post held in substantive capacity in the parent organization

**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**.

**Note:** Information under **Column 9(c) & (d)** above, must be given in all cases where a person is holding a post on **deputation outside the cadre/organization**, but still maintaining a **lien in his parent cadre/ organization**.



<b>10. If any post held on Deputation in the past by the applicant, Date of Return from the last deputation and other details</b>		
<b>11. Additional details about present employment:</b> Please state whether working under ( <i>indicate the name of your employer against the relevant column</i> ) <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
<b>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</b>		
<b>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</b>		
<b>14. Total emoluments per month now drawn:</b>		
<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
<b>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, latest salary slip issued by the Organization showing the following details may be enclosed.</b>		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/interim relief/ other Allowances etc., (with break-up details)</b>	<b>Total Emoluments</b>
<b>16. Additional information, if any, relevant to the post you applied for, in support of your suitability for the post.</b> (This among other things may provide information with regard to <b>(i) Additional academic qualifications, (ii) professional training and (iii) work experience, over and above prescribed in the Vacancy Circular/Advertisement</b> )  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

**Achievements:**

The candidates are requested to indicate information with regard to:

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/ Official Appreciation
- (iii) Affiliation with the professional bodies/ Institutions/ societies
- (iv) Parents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition; and
- (vi) Any other information.

**(Note: Enclose a separate sheet, if the space is insufficient)**

17. Please state whether you are applying for **deputation** (including **STC**)/ **Absorption** (i.e. Absorption on Transfer)/ **Re-employment** basis#. (Officer under **Central/State Government Organizations** are eligible only for "**Absorption**". Candidates of non-Government Organizations are eligible only for **Short-Term Contract**.)

# (The **option** of '**STC**'/'**Absorption**'/'**Re-employment**' are available, only if the **Vacancy Circular specially mentioned recruitment** by "**STC**" or "**Absorption**" or "**Re-employment**")

18. Whether belongs to **SC/ST**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also 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.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

## 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 educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**

- i) There is **no vigilance or disciplinary case pending/ contemplated** Against Shri/Smt.\_\_\_\_\_.
- ii) His/ Her **integrity is certified.**
- iii) His / Her CR Dossier in original is enclosed/**photocopies of the ACRs for the last five years** duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are **enclosed.** (as the case may be)
- iv) **No major/ minor penalty has been imposed** on him/her during the last 10 years **Or A list of major/minor penalties imposed on him/ her during the last 10 years** is enclosed. (*as the case may be*)

**Countersigned**

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**(Employer/Cadre Controlling Authority with Seal)**