

No. P-34026(11)/2/2024-SALT /(E-191249)
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade
Salt Section

Udyog Bhawan, New Delhi
Dated: 08th September, 2025

VACANCY CIRCULAR

Sub:- Filling up various posts on transfer on deputation (including short term contract) in the Salt Commissioner's Organization (SCO), an attached office under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry- reg.

This Department invites applications from suitable candidates for filling up various posts in (SCO), an attached office under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry as under:

S. No.	Name of post	7 th CPC Pay level	No. of posts	Place of posting
1	Deputy Salt Commissioner	Grade Pay Rs.7600/- / Level 12	2	Regional office at Chennai, Mumbai
2	Assistant Salt Commissioner	Grade Pay Rs. 6600/- / Level-11	2	Regional office at Chennai, Mumbai
3	Assistant Civil Engineer	Grade Pay Rs.4600/- / Level-7	1	Regional office Mumbai

2. The eligibility conditions including educational qualification, experience, the period of deputation is at **Annexure-1**. The applications for the above posts are invited in the pro-forma at **Annexure-2** from officers who are willing and who full-fill the eligibility conditions mentioned at **Annexure-1**. Officers, who volunteer for the post, will not be permitted to withdraw their names later. The pay of the officer(s) selected will be regulated in accordance with the Department of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.

3. As the requirement is urgent, it is requested that the application(s) (in duplicate) in the **Annexure-2** along with the complete and up-to-date CR/APAR dossiers for last 5 years i.e. 2019-20 to 2023-24, Integrity Certificate, Major/Minor penalty statement during the last 10 years of the officer(s) who could be spared in the event of selection, may be sent to this Department within 60 days from the date of publication of this circular in Employment News. Applications received after the due date or without the Confidential Report/Annual Performance Appraisal Reports, Integrity Certificate or Major/Minor penalty statement or otherwise found incomplete will not be considered. While forwarding the application(s) it may be verified and certified that the particulars furnished by the officer(s) in their application(s) is/are correct and that no disciplinary case is pending or contemplate against the officer(s).

4. This is tentative vacancy which may be increased or decreased at any time. The applications may be addressed to the following and may also be sent by E-mail:-

"Under Secretary, Salt Section, Department for Promotion of Industry and Internal Trade, Room No. 364, Udyog Bhawan, Rafi Ahmed Marg, New Delhi – 110011, Email: salt-section@gov.in"

(R. K. Soni)

Under Secretary to the Govt. of India

Tele : 011- 23063211

Email: soni.rk68@gov.in

Encl: as above.

To

1. All Ministries/Departments of Govt. of India – with the request to give wide publicity within the Department and Officers/Organizations/Institutions under their control.
2. All Chief Secretaries of all State Governments/Administrators of Union Territories
3. Salt Commissioner's Organization, Jaipur- with the request to upload the advertisement on SCO's website.
4. All Attached/Subordinate/Cadre participating offices of DPIIT.
5. The Department of Public Enterprises, CGO Complex, New Delhi- with the request to circulate the vacancy among PSUs.
6. The DoP&T, North Block, New Delhi- with the request to upload the vacancy circular on the DoP&T's website.
7. The NIC, DPIIT, Vanijya Bhawan, New Delhi- with the request to upload the vacancy circular on the official website of DPIIT.
8. Notice Board / e office of DPIIT.

Detailed advertisement for the post of Deputy Salt Commissioner, Assistant Salt Commissioner and Assistant Civil Engineer to be filled on transfer on deputation basis (including short term contract).

1. DEPUTY SALT COMMISSIONER

Application for two vacant posts of Deputy Salt Commissioner to be posted at (1) Regional Office, Mumbai and (2) Regional Office, Chennai in Level-12 (Pre-revised Pay Scales of Rs.15600-39100 Grade Pay Rs.7600) are invited on transfer on deputation basis (including short term contract) from Officers of Central/State Governments/Public Sector Undertakings/ Statutory/Autonomous Organizations for a period of 4 years, through their Heads of the Department

Education & Other Qualifications required :-

The applicant should be :

- a. (i) holding analogous posts on regular basis. **OR**
- (ii) with 2 year's regular service in posts in the scale of Rs.3000-5000 (IV Pay Commission corresponding to 7th CPC Level-11(Pay Band-3)[Rs.15600-39100 with Grade Pay of Rs.6600/-] or equivalent. **OR**
- (iii) with 5 years regular service in posts I the scale of Rs.3000-4500(IV Pay Commission corresponding to 7th CPC Level-11(Pay Band-3)[Rs.15600-39100 with Grade Pay of Rs.6600/-] or equivalent; and
- b. Possessing the following educational qualifications and experience :

Essential :

- i. Master's degree in Chemistry from a recognized University or equivalent; or Degree in Chemical Engineering/Technology or equivalent from a recognized University/Institution or equivalent; and
- ii. 8 years' experience in a Chemical Industry (including Salt Industry).

Desirable :

Ph.D Degree in Chemistry or Master's degree in Chemical Engineering/ Technology relevant to EQ (ii) from a recognized University/Institution or equivalent.

(Period of transfer on deputation including 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 ordinarily exceed 4 years).

... 2/-

(2) ASSISTANT SALT COMMISSIONER

Applications for Two vacant posts of Assistant Salt Commissioners to be posted at (1) Regional Office, Mumbai and (2) Regional Office, Chennai in the Pay Scale Rs.15600-39100(Pre revised) Grade Pay Rs. 6600/- in Level-11 (7th CPC) are invited on Transfer on deputation basis (including short term contract) from Officers of Central/State Government/Semi Government/Statutory Autonomous Organizations for a period of 3 years, through their Head of the Department.

(A) Education & Other Qualifications required :

The applicant should have :

- i. Master's Degree in Chemistry from a recognized University or equivalent; or Degree in Chemical Engg./Technology or equivalent from a recognized University/Institution or equivalent ; and
- ii. 5 years' experience in Chemical Industry (including Salt Industry).
- iii. Administrative experience.

Desirable :

Ph.D. Degree in Chemistry or Master's Degree in Chemical Engineering/Technology relevant to EQ (ii) from a recognized University/ Institution or equivalent.

Note 1 Qualifications are relaxable at the discretion of the Commission.

Note 2 The qualification(s) regarding experience is/are relaxable at the discretion of the Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if, at any stage of selection, the Commission is of the Opinion that sufficient number of candidates from those communities possessing the requisite experience to fill up the vacancies reserved for them.

(B) Grade from which Transfer on Deputation (including short-term contract) to be made.

Officers of Central/State Government/Semi Government/Statutory Autonomous Organizations'-

(a) (i) holding analogous posts on a regular basis; **OR**

(ii) with 5 year's regular service in posts in the scale of Rs.2200-4000(IV Pay Commission) corresponding to 7th CPC Level-10(Pay Band-3)[Rs.15600-39100 with Grade Pay of Rs.5400/-] or equivalent. **OR**

(iii) with 8 year's regular service in posts in the scale of Rs.2000-3500(IV Pay Commissioner) corresponding to 7th CPC Level-7(Pay Band-2)[Rs.9300-34800 with Grade Pay of Rs.4600/-] or equivalent; and

(b) Possessing the qualification and experience prescribed for direct recruits as (A) above.

(Period of transfer on deputation including 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 ordinarily exceed 3 years).

(3) ASSISTANT CIVIL ENGINEER

Applications for One post of Assistant Civil Engineer to be posted at Mumbai in the Pay Scale Rs.9300-34800(Pre revised) Grade Pay Rs. 4600/- in Level-7 (7th CPC) are invited on Transfer on deputation basis (including short term contract) from the officers under Central Government organizations for a period of 3 years, through their Head of the Department.

Education and other qualifications :

The applicant should have :

- i. holding analogous posts(Level-7) on regular basis and possessing degree/diploma in Civil Engineering from a recognized University or equivalent; (or)
- ii. holding posts in the scale of Rs.1640-2900(IV Pay Commission) corresponding to 7th CPC Level-6(Pay Band-2) Rs 9300-34800/- with Grade pay of Rs.4200/- or equivalent on regular basis and possessing degree in Civil Engineering from a recognized University or equivalent; or
- iii. with three years' regular service in posts in the scale of Rs.1640-2900 (IV Pay Commission) corresponding to 7th CPC Level-6 (Pay Band-2) Rs 9300-34800/- with Grade pay of Rs.4200/- or equivalent and possessing diploma in Civil Engineering from a recognized University or equivalent; or
- iv. with 5/8 years' regular service in posts in the scale of Rs.1400-2300/2600(IV Pay Commission) corresponding to 7th CPC Level-6 (Pay Band-2) Rs 9300-34800/- with Grade pay of Rs.4200/- and possessing degree/diploma in Civil Engineering from a recognized University or equivalent.

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

Note-2 Period of deputation including 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 ordinarily not exceed 3 years.

Note-3 The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

BIO-DATA/ CURRICULUM VITAE PERFORMA

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 Govt. 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).			
Qualifications/ Experience required as mentioned in the advertisement/vacancy circular.		Qualifications/experience possessed by the officer	
Essential :		Essential:	
A. Qualification		A. Qualification	
B. Experience		B. Experience	
Desirable:-		Desirable:-	
Experience		Experience	
5.1 Note:- In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.			
6. Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio- Data) with reference to the post applied.			

Contd...

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	* level in the Pay Matrix of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for.

*** Important:** financial upgradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institute	Level in the Pay Matrix drawn under ACP/MACP Scheme.	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. 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	c) Name of the parent office/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p>9.1Note: In case Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2Note: 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/organisation but still maintaining a lien in his parent cadre/organisation.</p>			

Contd...

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. 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) Autonomous Organisation			
d) Government Undertaking			
e) Universities			
f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade of feeder to the feeder grade.			
13. Are you in the Revised Scale of pay (7 th CPC)? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
Level in the Pay Matirx (7 th CPC)	Index Number in the level	Basic Pay	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with the Scale of Pay and rate of Increment	Dearness pay/Interim relief / other Allowances etc., (with break-up details)		Total Emoluments
16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement) (Note: enclose a separate sheet, if the space is insufficient.)			

Contd...

16. BAchievements: The candidates are required 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 and; (iv) Patents registered in own name or achieved for the organisation, (v) any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for Deputation(ISTC)/Absorption Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of the non-Government Organisations are eligible only for Short Term Contract.	
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 _____

Mobile/Contact No. _____

Date:

Certificate 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 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 year **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)