

No. Dated:

Sub: OFFER OF APPOINTMENT FOR THE POST OF ASSISTANT GRADE III

(____) IN THE FOOD CORPORATION OF INDIA.

Shri _____ (Date of birth :____) is hereby offered a post of AG.III

(____) in the Food Corporation of India on the following terms and conditions:-

1. He/she will be eligible to draw a pay of Rs.9300/- per month in the pay scale of Rs.9300-22940. In addition, he/she will be eligible to draw allowances as admissible and subject to the conditions laid down in rules/regulations and orders of the Corporation governing the grant of such allowances in force from time to time.
2. He/she will be on probation for a period of one year from the date of his/her appointment which may be extended for a further period not exceeding one year. During the period of probation, he/she shall be liable to be discharged from service without assigning any reason by giving a notice of 30 days or pay and allowances in lieu thereof. On satisfactory completion of the period of probation, he/she will be considered for confirmation in that post.
3. His/her appointment is subject to the provisions of the Food Corporation Act 1964 and the Rules and Regulations framed there under & amended from time to time and also such orders and directions as have been or may be issued by the Corporation from time to time.
4. He/she will be liable to serve in any part of India but for the present he/she is posted in for further deployment.
5. After joining, the Corporation reserves the right not to accept the resignation of the employees, if circumstances so warrant.
6. He/she will not be entitled to any travelling allowances for joining the post.
7. The Corporation reserves the right to terminate the services of an employee after confirmation at any time by giving 90 days notice or pay and allowance in lieu thereof.
8. The appointment will be provisional and subject to the following:
 - i) his/her being found medically fit by the prescribed Medical Authority i.e. Civil Surgeon/Medical Superintendent. In case he/she is found medically unfit by the civil surgeon/ medical superintendent he/ she shall be discharged from service. The cost of Medical Examination will be reimbursed by the Corporation.
 - ii) verification of caste (SC/ST/OBC) certificate through proper channel and if the verification reveals that the certificate submitted by the candidate is false, his/her services will be liable for termination without assigning any reason or without prejudice to any such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
9. The process of simple verification is to be adopted for appointments to Group – C posts in accordance with E.P. Circular No.1(1)/2011 dated 18.2.2011 and DOPT OM No.18011/9(S/78) Estt.(B) dated 17th July 1982. The candidate is required to furnish:
 - i) an attestation form duly filled in without the identity certificate (Annexure I); and
 - ii) a certificate of character in the form prescribed duly attested by District Magistrate or a Sub-Divisional Magistrate or their superior officers (Annexure II).
- 10(a) If the above terms and conditions are acceptable to him/her, he/she should communicate his/her acceptance of offer to the undersigned by _____ .

10(b) He/she should report for duty to Deputy General Manager (Personnel), FCI. _____ on 4th/5th/6th April (*specific date to be determined by region for individual candidates*) 2011.

10(c) If his/her acceptance is not received by _____ and he/she does not join by _____ the this offer is liable to be cancelled, subject to the decision of the appointing authority.

11. He/she will be required to attend a 6 day (9 day for Quality control and Accounts Cadre) orientation program at regional level immediately after joining.

12. At the time of reporting for duty he/ she must bring with him/ her the following documents in original in support of his/ her candidature for verification :-

i) Documents in support of his/her educational qualification, age and experience.

ii) Latest certificate from a designated authority in support of his/ her claim of being SC/ ST/ OBC in the prescribed Performa.

iii) Relieving order from present employer, if employed.

iv) Service particulars/ certificate from the office in case he/ she is seeking age relaxation as a departmental candidate.

v) Complete discharge certificate in support of his/ her claim of belonging to Ex- Serviceman category, if applicable.

13. He/ She must also furnish the following documents duly filled and signed at the time of reporting for duty :-

i) For Verification

a) Attestation form (Annexure I)

b) Certificate of character duly attested by District Magistrate or a Sub-Divisional Magistrate or their superior officers (Annexure II)

ii) Certificate of marital status (Annexure-III).

iii) Medical Certificate from the Civil Surgeon/Medical Superintendent of his/her area (Annexure-IV).

iv) Declaration of Fidelity & Secrecy (Annexure – V)

v) Statement of immovable property (Annexure VI)

vi) Cardex Form (Annexure VII) with self attested photograph.

vii) Three passport size latest photograph (attested on backside). He/she is advised to bring all original certificates for verification at the time of joining.

14. He/she will not be allowed to join duty till he/she produces all the above said documents to the entire satisfaction of the Management.

GENERAL MANAGER

To

Shri/Ms.

S/o Shri

Copy to:

1. The Executive Director (.....), FCI, Zonal Office (.....).....with reference to his letter No. _____ dt. _____

2. The Asstt. Genl. Manager (RPI), FCI, Headquarters. New Delhi.

3. The Manager (E.II/E.III/Bills/CR), Local.

GENERAL MANAGER

ANNEXURE-I

ATTESTATION FORM

“ WARNING” :

Affix signed passport size (5cm.x7 cm. approx.) copy of recent photograph – where asked for.

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.
2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppressions of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated”.

1. Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage any part of your name or surname.	SURNAME	NAME
2. Present Address in full (i.e. Village, Thana and District or House Number, Lane/ Street Road and Town).		
3. (a) Home Address in full (i.e. Village, Thana, and District or House Number, Lane Street / Road and Town and name of District Headquarters.		
(b) If originally a resident of Pakistan/ Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.		

4. Particulars of places (with periods, of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential addresses in full (i.e., Village, Thana and Distt. or House No. Lane / Street Road and Town.	Name of the District Headquarters of the place mentioned in the preceding column.

Name	Nationality (by birth and/ or by domicile)	Place of birth	of	Occupation (if employed give designation & official address).	Present postal address (if dead, give last address)	Permanent Home address.
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(i) Father (Name in full aliases, if any.

(ii) Mother

(iii) Wife/husband

(iv) Brother(s)

(v) Sister(s)

5. (a) Information to be furnished with regard to sons(s) and or daughter(s) in case they are studying/ living in a foreign country:

Name	Nationality (by birth and or by domicile)	Place of birth	Country in which studying living with full address	Date from which studying living in the country mentioned in previous column.

6. Nationality :

7. (a) Date of birth	(a)
(b) Present Age	(b)
(c) Age at Matriculation	(c)

8. (a) Place of birth, District and State in which situated.	(a)
(b) District and State to which you belong.	(b)
(c) District and State to which your father originally belong.	(c)

9. (a) Your religion.	
(b) Are you a member of a Scheduled Caste/Scheduled Tribe? Answer 'Yes' or 'No'.	

10. Educational Qualification showing places of education with years in Schools and Colleges since 15th Year of age.

Name of School/College with full address	Date of entering	Date of leaving	Examination passed.

11. (A) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution ? If so, give full particulars with dates of employment, up-to-date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.
From	To			

11. (B) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an autonomous Body/University/Local Body.

If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services actually terminated?

12. (i) (a) Have you ever been arrested ?	Yes/ No
(b) Have you ever been prosecuted?	Yes/ No
(c) Have your ever been kept under detention	Yes/ No
(d) Have you ever been bound down?	Yes/ No
(e) Have you ever been fined by a Court of Law?	Yes/ No
(f) Have you ever been convicted by a Court of Law for any offence?	Yes/ No
(g) Have you ever been debarred from any examination or	Yes/ No

rusticated by any University or any other educational authority/institution?	
(h) Have you ever been debarred/ disqualified by any Public Service Commission/Staff Selection Commission for any of its examination selection?	Yes/ No
(i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form?	Yes/ No
(j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form?	Yes/ No
(k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise ?	Yes/No
(ii) If the answer to any of the above mentioned question is 'Yes', give full particulars of the case/ arrest/ detention/ fine/ conviction/ sentence/ punishment etc. and/or the nature of the case pending in the Court/ University/Educational Authority etc., at the time of filling up this form.	

NOTE: (i) Please also see the **'warning'** at the top of this Attestation Form.

(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Names of two responsible persons of your locality or two references to whom you are known.	1. 2.
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I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate.....

Date.....

Place.....

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following):

- (i) Gazetted Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinary resident:
- (iii) Sub-Divisional Magistrate/Officers;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- (v) Principal/Head-Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development Officer;
- (vii) Post Masters;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt/Kumari..... Son/daughter of Shri..... for the last.....yearsmonths and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date..... Signature.....

Place..... Designation or status and address

TO BE FILLED BY THE OFFICE

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.

CERTIFICATE OF CHARACTER

Certified that I have known Shri/Smt./Kum. _____ son/ daughter of Shri/Smt. _____ for the last _____ years _____ months and I consider him / her suitable for appointment as _____ in the Food Corporation of India.

So far as I know, there is nothing adverse in his / her character and antecedents or previous work which makes him/her unsuitable for appointment.

I am not related to him / her.

Place _____ Signature _____

Date _____ Designation _____

Occupation _____

Address _____

To be attested by :-

For Category – III posts : District Magistrate or a Sub-Divisional Magistrate or their superior officers.

For Category – IV posts : Gazetted Officer or a Magistrate.

DECLARATION

I, Shri/Smt./Kum. _____ declare as under :-

- (a) That I am unmarried/ a widower/ a widow.
- (b) That I am married and have only one wife living.
- (c) That I am married and my husband has no other living wife to the best of my knowledge.
- (d) That I am married and have more than one wife living. (Application for grant of exemption is enclosed.)
- (e) That I am married to a person who have already one wife or more living. (Application for grant of exemption is enclosed.)

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

(Signature)

Dated : _____

Note : Delete clauses not applicable.

FOOD CORPORATION OF INDIA

MEDICAL REPORT FORM FOR EXAMINATION OF CANDIDATES FOR CATEGORIES I & II POSTS

Candidate's statement and Declaration**PART-A**

The candidate must make the statement required below prior to his Medical Examination and must sign the Declaration appended thereto. His attention is specially directed to the warning contained in the Note below:

1. State your name in full(in block letters)_____
2. State your age and birth place_____
3. (a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, failing attacks, rheumatism, appendicitis **OR**
(b) any other disease or accident requiring confinement to bed and medical or surgical treatment?
4. When were you last vaccinated?
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy, or insanity?
6. Have you suffered from any form of nervousness due to over-work or any other cause?
7. Furnish the following particulars concerning your family:

Father's age If living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages and cause of death.
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Mother's age If living and State of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages and cause of death
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All the above answers are to the best of my belief, true and correct.

Candidate's signature_____

Signed in my presence_____

Signature of the examining medical authority.

NOTE: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment, and if appointed, of

forfeiting all claims to any retirement and terminal benefits.

REPORT OF THE EXAMINING MEDICAL AUTHORITY
BY(Name of candidate)_____

PART-B

Physical Examination:

1. General development GOOD.....FAIR.....POOR.....

Nutrition: Thin..... Average.....Obsc.....

Height(without shoes).....Weight.....

Best weight.....When?.....Any recent change in

Weight?.....Temperature.....

Girth of Chest:

(1) (After full inspiration)

(2) (After full expiration)

2. Skin: Any disease.....

3. Eyes: 1) Any disease.....

2) Night blindness.....

3) Field of vision.....

4) Defect in colour vision.....

5) Visual Acuity.....

Acuity of Vision	Naked eye	With Glasses	Strength of glasses		
			Sph.	Cyl.	Axis.

Distant Vision

R.E.

L.E.

Near Vision

R.E.

L.E.

4. Ears: Inspection.....Hearing: Right Ear_____

Left Ear_____

5. Glands.....Thyroid.....

6. Condition of tooth.....

7. Respiratory System: Does physical examination reveal anything abnormal in the respiratory organs?

If yes, explain fully_____

8. Circulatory System:

(a) Heart: Any organic losers?Rate: Standing

After keeping 25 times.....

2 minutes after hopping.....

(b) Blood Pressure: Systolic.....Diastolic.....

9. Abdomen: Girth.....Tenderness.....Hernia.....
(a)Pelpalo: Liver.....Sploon.....Kidneys.....
Tumours.....
(b) Haemorrhoids.....Fistula.....

10. Nervous system: Indications of nervous or mental disabilities
.....
.....

11. Loco-Motor System : Any; abnormality.....

12. Genitor Urinary system : Any evidence of Lydrocolo, varicocole etc.

Urine Analysis:

- a) Physical appearance.....(b) Sp. Gr. (c) Albumin.....
.....
d) Sugar.....(e) Casts (f) Cells.....

13. Report of screening/ X-Ray Examination.

14. Is there anything in the health of the candidate.....
likely to render him unfit for the efficient discharge of his duties in the service for which he
is a candidate?
.....

15. In case the candidate is examined for more than one service/post state for which services
has he been examined and found in all respects qualified for the efficient and continuous
discharge of his duties and for which of them he is considered unfit.

NOTE: The examining Medical Authority should record their findings under one of the following
three categories:

- i) Fit.
ii) Unfit
iii) Temporarily Unfit on account of.....

Place_____

Signature of the Examining Medical Authority

*(Note:- This refers to temporary ailments which can be completely cured within a period of
Six months).

DECLARATION OF FIDELITY AND SECRECY
(Under Section 38 of the Food Corporation Act, 1964)

I, _____ declare that I will faithfully, truly and to the best of my judgement, skill and ability execute and perform the duties which are required of me as director, member of the committee, officer employee or auditor (as the case may be) of the Food Corporation of India or as member of the Board of Management of Food Corporation of India at New Delhi, under the Food Corporation of India and which properly relate to the office or position in or in relation to that Corporation held by me.

I further declare that I will not communicate or allow to be communicated to any person not legally entitled thereto an information relating to the affairs of any person having any dealing with the said Corporation nor will I allow any person not legally entitled as aforesaid to inspect or have access any books or documents belonging to, or in the possession of, the said Corporation and relating to the business of the said Corporation or the business of any person having any dealing with the said Corporation.

(Signature)

(Signed before me)

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APOINTMENT/ FOR THE YEAR

1. Name of the officer (In full and service to which he/she belongs) :
2. Present post held :
3. Present pay :
4. Date of Birth :

Name of distt., sub-Divn, Taluk and village in which property is situated	Name and details of Property* Housing and other* Present Building Land value	If not in own name state in whose name held and his/ her relationship to the Corpn. Employee%	How acquired wheather by purchase, lease, mortgage, Inheritance, gift or otherwise date of acquisition and name with details of person whom acquired@	Annual Income from the property	Remarks

Note :The declaration form is required to be filled in and submitted by every employee of the Corporation under Regulation 48 of the FCI(Staff) Regulations on first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or any member of his family or in the name of any other person.

Signature:

Date:

*In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.

%In applicable clause to be struck out.

@Included short term lease also.

FOOD CORPORATION OF INDIACardex form

(To be filled in by all employees at the time of joining service)

1. Name of the Employee :
2. Father's Name :
3. Designation of the post
to which appointed :
4. Marital status :
(Married/single)
5. Wheather member of Scheduled
 - (a) Caste :
 - (b) Tribe :

(Specify the particular caste/ tribe)
6. Identification Mark :
7. (a) Permanent Address :

(b) Present address :
8. Home-Town (for the purpose of LTC) :
9. (a) Date of Birth :
(b) Particulars of birth
 - i) Place :
 - ii) District :
 - iii) state :
10. Languages the employee can
 - (a) Read :
 - (b) Speak :
 - (c) Write :
11. Mother Tongue :
12. Educational Qualifications :
13. Technical Qualifications :

14. Particulars of previous experience (service)

- (a) From :
- (b) To :
- (c) Posts(s) held :
(a brief description of nature of work/ responsibilities in each assignment)
- (d) Officiating/ Substantive Capacity. :
- (e) Name of Employer :
- (f) Scale of pay of the Post(s) :

15. Whether a Food Transferee/ :
Direct Recruit/ Absorbed Deputationist

16. If transferee

- (i) Date of joining the :
Food Deptt. & Designation held there
- (ii) Gazette Notification No. :
& Date under which services
Finally transferred to FCI

17. Particulars of wholly dependant member of family (for the purpose of claiming LTC and reimbursement of medical expenses etc.)

Sl. No	Name of family member	Relationship	Age

Declaration

I hereby declare that the above particulars furnished by me are true to the best of my knowledge. I also undertake that any change in the above particulars shall be intimated by me at the appropriate time. I also understand that any incorrect information submitted by me in this respect shall make me liable for service disciplinary action which may include a major penalty.

Date _____
Station _____

Signature _____
Name _____
Designation _____
Office of _____
Joining _____

Certificate

(To be recorded in case of existing employees only)

This is to certify that I have verified the above particulars submitted by the employee with the available documents and personnel file of the employee and found these in order and accepted the same.

Office Stamp

Signature_____

Name and Designation_____

Note:

A) For Category III posts, the following are applicable.

- i) Appointment letters will be issued to selected candidates by respective appointing authorities i.e. General Manager (Region) of FCI.
- ii) On receiving the Appointment letters candidates are required to convey acceptance of offer by 31st March 2011.
- iii) Candidates are required to report at their respective joining places on 4th/5th/6th April 2011. Specific date of joining will be mentioned in the Appointment letter.
- iv) Candidates are required to undergo a 6 days orientation program at their respective places of joining (9 days for candidates joining to the posts of Quality Control and Accounts).
- v) The newly recruited Category III officials will join at the respective place of posting on conclusion of training.

B) For Category II posts, the following are applicable.

- i) Appointment letters will be issued to selected candidates by respective appointing authorities i.e. Executive Director (Zone) of FCI.
- ii) On receiving the Appointment letters candidates are required to convey acceptance of offer by 31st March 2011.
- iii) Candidates are required to report for the training at IFS Gurgaon. Specific date of Training will be informed later.
- iv) The newly recruited Category II officials will join at the respective place of posting on completion of training.