



Franchise and Flavour Development Centre

An autonomous body of Govt. of India under Ministry of MSME,
Industrial Estate, G.T. Road, Makrand Nagar, Kannauj – 209726 (U.P.)



The centre is looking for dynamic and result oriented persons for appointment on contract basis initially for a period of five years extendable further on review of performance for the following posts:

1. Assistant Director (Chemical Process & Fractionation)

Description	Details
No. of posts	01 (Unreserved)
Scale of pay in Rs.	56100 – 177500 (PB-3) Pay Matrix Level- 10 i.e. G.P. 5400
Age limit	40 years. (Relaxable up to 5 years for employees of Govt./Semi-Govt./Quasi Govt. organizations/Autonomous Bodies/SC/ST /Departmental candidates, 3 years for OBC.)
Educational qualifications	a) Essential: Post-Graduate in Chemistry or Degree in Chemical Technology/ Chemical Engg. or equivalent from a recognized university/ institution. b) Desirable: Doctoral degree in Chemistry or Post Graduate Degree in Chemical Engg./ Technology or Post Graduate Diploma in R &D/ organisation conducting training programmes and dealing with essential oils.
Experience	Essential: 5years experience in a responsible capacity in production of essential oils, medicinal plant extracts, aroma chemicals, fragrance and flavours. Desirable: 3 years working experience in organization of repute/industry dealing with essential oils, aroma-chemicals, flavour & fragrance, medicinal plants extracts, spices & oleoresins.

2. Scientific Officer (Chemical)

No. of posts	03 (1 No. Unreserved; 01 No. reserved for OBC; 1 No. reserved for SC)
Scale of pay in Rs.	35400 – 112400 (PB-2) Pay Matrix Level- 06 i.e. GP-4200
Age limit	35 years. (relax-able up to 5 years for employees of Govt./Semi-Govt./Quasi-Govt. organizations/Autonomous Bodies/ SC/ST/ Departmental candidates, 3 years for OBC candidates & for Ex-Serviceman as per Govt. rules.)
Educational qualifications	a) Essential: Post-Graduate degree in Chemistry or Degree in Chemical Technology/ Chemical Engg. from a recognized Univ./Institution. b) Desirable: Post Graduate Diploma in Chemical Technology/ Chemical Engg./Aroma Technology or relevant subject.
Experience	a) Essential: 3 year practical experience in R & D/Analytical laboratory/ processing/ perfumery/flavour blending in an organization of repute. b) Desirable: 1. Experience of working in industrial unit manufacturing essential oils/fragrance/ flavours/aroma chemicals. 2. Working knowledge of Computer operation.

3. Scientific Officer (Computer)

No. of posts	01 (Unreserved)
Scale of pay in Rs.	35400 – 112400 (PB-2) Pay Matrix Level- 06 i.e. GP-4200
Age limit	35 years (relax-able upto 5years for employees of Govt./Semi-Govt./Quasi-Govt. organizations/Autonomous Bodies/ SC/ST/Departmental candidates, 3 years for OBC candidates & for Ex-Serviceman as per Govt. rules.)
Educational qualifications	a) Essential: M.C.A. or Graduate with Degree in Library Science/

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Information Technology/ from recognized Univ./Institute.

b) Desirable: 1. Post graduate in relevant field.

2. Recognised qualification in computers.

Experience

a) Essential: 3 years practical experience in Documentation/Training and library.

b) Desirable: Experience in library or documentation or training.

4. Accountant

No. of posts

01 (Unreserved)

Scale of pay in Rs.

29200 – 92300 (PB-1) Pay Matrix Level- 05 i.e. G.P. 2800

Age limit for Direct recruits

32 years. (relax-able up to 5 years for employees of Govt./Semi-Govt./Quasi-Govt. organizations/ Autonomous Bodies/ SC/ST/Departmental candidates, 3 years for OBC candidates & for Ex-Serviceman as per Govt. rules.)

Educational qualifications

a. Essential: Commerce-graduate from a recognized University/institute.

b. Desirable: Master's Degree in Commerce or passed S.A.S. with working knowledge in computer.

Experience

a) Essential: 3years experience in Accounts & Official matters.

b) Desirable: Knowledge of Govt. Rules & Regulations.

5. Office Assistant

No. of posts

01 (Unreserved)

Scale of pay in Rs.

25500 – 81100 (PB-1) Pay Matrix Level- 04 i.e. G.P. 2400

Age limit for Direct recruits

32 years. (relax-able up to 5 years for employees of Govt./Semi-Govt./Quasi-Govt organizations/Autonomous Bodies/ SC/ST/Departmental candidates, 3 years for OBC candidates & for Ex-Serviceman as per Govt. rules)

Educational qualifications

(a) Essential: Graduate from recognized University and diploma in computers.

(b) Desirable: Post-Graduate in any discipline.

Experience

(a) Essential: 2years experience in an organization of repute.

(b) Desirable: Knowledge of office procedures and GOI rules.

6. H.R. Assistant

No. of posts

01 (Unreserved)

Scale of pay in Rs.

19900 – 63200 (PB-1) Pay Matrix Level – 02 i.e. G.P. 1900

Age limit for Direct recruits

30 years. (relax-able up to 5 years for employees of Govt./Semi-Govt./Quasi-Govt organizations/Autonomous Bodies/ SC/ST/Departmental candidates, 3 years for OBC candidates & for Ex-Serviceman as per Govt. rules)

Educational qualifications

(a) Essential: Graduate with Diploma in Computer from a recognized university.

(b) Desirable: Hindi and English typing skills

Experience

(a) Essential: 2years experience in office procedures in an organization of repute.

(b) Desirable: Knowledge of Software's operation

7. Technician

No. of post

01 (Unreserved)

Scale of pay in Rs.

19900 – 63200 (PB-1) Pay Matrix Level – 02 i.e. G.P. 1900

Age limit for Direct recruits

30 years. (relax-able up to 5 years for employees of Govt./Semi-Govt./Quasi-Govt organizations/Autonomous Bodies/ SC/ST/Departmental

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Educational qualifications & Experience

candidates, 3 years for OBC candidates & for Ex-Serviceman as per Govt. rules)

Diploma in Mechanical/Electrical from Technical Board with two year of experience

(b)Desirable:

(i) Knowledge of English and Hindi conversation.

(ii) Suitable health condition with accident free driving record.

(iii) ITI in Motor Mechanic Trade.

General Conditions

- A. DA/HRA and other allowances are applicable as per Central Govt. rules.
- B. Selected candidates will be admitted into EPF and GSLI Scheme.
- C. In deserving cases, a higher start could be considered.
- D. Centre reserves the right to reduce or increase the number of post/posts and also in fixing minimum standards for short listing the candidates to be called for interview.
- E. The centre reserves the right to cancel some of the posts or all the posts advertised at any time without any notice.
- F. The post carries with it all India Transfer liability within or outside FFDC/Organization.

Separate applications need be submitted by those who wish to apply for one or more posts. Persons working in Govt./Quasi Govt./Autonomous Bodies/Public Sector Undertaking should apply through proper channel with an advance copy to reach on or before the last date prescribed in this advertisement.

How to apply

Typed application duly signed indicating the following information in the chronological order along-with a recent passport size photograph and self-attested copies of certificates/mark sheets/testimonials may be sent in the following prescribed format:-

- (1) Name of Post applied for (2) Serial No. of the Post (3) Name of the Applicant (4) Date of Birth (5) Father's/Husband's Name (6) Whether SC/ST/OBC/Others (7) Permanent Address (8) Complete Address for correspondence with Phone numbers/E-mail (9) Educational & Professional Qualifications stating year of Passing, Percentage of marks/Division, Name of Institution/University (10) Experience stating name of each organization served with the post held, period of service, salary & perks drawn & nature of job (11) Brief write-up on self assessment regarding applicant's suitability for the post (12) Signature of the candidate with date & place.

Application must reach to the Principal Director, Fragrance & Flavour Development Centre, P.O.: Makrand Nagar, Industrial Estate, G.T. Road, Kannauj (U.P.) 209726 within 30 days from the date of publication of this advertisement in newspapers along-with a Demand Draft of Rs. 500/- drawn in favour of "Principal Director, FFDC, Kannauj". No fee for SC/ST/Ex-Servicemen candidates. The envelope containing application should be super scribed "Application for the post of _____" on top of envelope.

Note: Appointments are on contract basis initially, for a period of five years with further extension based on review of the performance of the individual.

Giving false information and canvassing in any manner will render applicant ineligible for the post.


23/10/2020

APPLICATION FORM

Passport size
photograph
paste here

1. Name of post applied for :
2. Sr. No. of the post :
3. Name of the Applicant :
4. Date of Birth :
5. Father's Name :
6. Whether SC/ST/OBC/
Others :
7. Permanent Address :
8. Complete address for
correspondence with
Phone numbers/E-mail :

9. Educational & Professional Qualifications

Examination	Name of Institution/ University	Year of Passing	Percentage of Marks/Division

18/6/2020

10. Experience:

Name of Organization	Post	Period	Salary & perks drawn	Nature of Job


11. Self Assessment

Place:

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Date:

(Signature of candidate)


23/10/2020