

Service Profile of Indian Supply Service (ISS)

Overview

Indian Supply Service is an organized Group A Service under the Department of Commerce (Supply Division), Ministry of Commerce & Industry. The entry grade of Indian Supply Service is Assistant Director (Grade-I). The Assistant Director (Supplies) are recruited through Engineering Service Examination conducted every year by Union Public Service Commission (UPSC). The officers recruited as Assistant Director (Supplies) placed on probation for two years during which they are imparted in house mandatory induction training in DGS&D. The officers are posted in DGS&D and its four regional offices of Supply Wing located at Mumbai, Kolkata, Chennai, Hyderabad and other Ministry/ Departments of Govt. of India against en-cadrement posts.

Recruitment

The officers are recruited through Engineering Services Examination conducted by UPSC in the entry grade (Gp. A) of the service i.e. Assistant Director (Gr. I). After that these officers are promoted to other levels viz Dy. Director, Director, Dy. Director General and Additional Director General by the method of promotion as prescribed in the Recruitment Rules of ISS.

Training

Every officer on appointment to the post in the Junior Time Scale of the Service by the method of Direct Recruitment shall be on training/ probation for a period of one year in DGS&D and its regional offices.

Allocation of officers in DGS&D/ Regional offices/ en-cadrement/ other Ministries

All the officers of DGS&D are allocated to DGS&D/ Regional offices/ encadrement/ other Ministries as per the rotational transfer policy changing from time to time.

Functions of ISS Officers

The main item of work of the officers of Indian Supply Service is the procurement and contract management on behalf of Government of India/ State Government/ Public Sector Undertakings and other Government entities. The officers of the Indian Supply Service are expected to possess requisite technical backgrounds to deal with the procurement of general, technical, and specialized goods and services including e-procurement.

Scale of Pay and qualifying service for promotion in different grades of ISS.

S. No.	Name of the Grade/ Post	Pay Band + Grade Pay	Field of selection and minimum qualifying service for Promotion
1	Higher Administrative Grade (Additional Director General)	PB-4 Rs. 67,000(annual increment @ 3%) – 79,000 (Revised)	Officers in the Senior Administrative Grade with three years regular service in the grade OR Officers with twenty five years regular Service in Group A posts in the service out of which at least one year regular service should be in the Senior Administrative Grade.
2	Senior Administrative Grade (Deputy Director General)	PB-4 Rs. 37,400–67,000 + Grade Pay Rs. 10,000.	Officers in the Junior Administrative Grade with three years regular service in the grade OR Officers with seventeen years' regular Service in Group A posts in the service out of which at least one years' regular service should be in the Junior Administrative Grade.
3	Junior Administrative Grade (Director)	PB-4 Rs. 37,400–67,000 + Grade Pay Rs. 8,700.	Officers in the Senior Time Scale with nine years regular service in the grade, including regular service, if any, rendered in the Non-Functional Second Grade in the Senior Time Scale OR Officers with thirteen years regular Service in Group A of the service and regular service of four years in the Senior Time Scale including the service, if any, rendered in the Non-Functional Second Grade in the Senior Time Scale.
4	Senior Time Scale Non-Functional Second Grade (Deputy Director)	PB-3 Rs. 15,600–39,100 + Grade Pay Rs. 7,600.	Officers of the Senior Time Scale of the Service with minimum regular service of five years in the Pay Band of PB-3 Rs. 15,600– 39,100 + Grade Pay Rs. 6,600.
5	Senior Time Scale Ordinary Grade (Deputy Director)	PB-3 Rs. 15,600–39,100 + Grade Pay Rs. 6,600.	Officers in the Junior Time Scale of the Service with four years of regular service in the grade, possessing educational qualifications specified for direct recruits into Junior Time Scale of the Service.
6	Junior Time Scale (Assistant Director, Grade-I)	PB-3 Rs. 15,600–39,100 + Grade Pay Rs. 5,400.	Assistant Director of Supplies (Grade II) with three years regular service in the grade.
