

No. 10/5/2018 EO(MM-II)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi  
Dated 21<sup>st</sup> January, 2019

To,

1. The Chief Secretaries,  
All State Governments,
2. All Secretaries,  
Ministries/Departments of Government of India

**Subject: Filling up of one post each of Deputy Secretary and Director in the Office of Controller General of Patents and Designs (CGPDTM), Mumbai under the Department of Industrial Policy and Promotion.**

Sir/Madam,

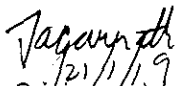
It is proposed to fill up one post each of Deputy Secretary and Director in the Office of Controller General of Patents and Designs(CGPDTM), Mumbai under the Department of Industrial Policy and Promotion on deputation basis under Central Staffing Scheme.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years at Deputy Secretary/Director level respectively.

3. The post may be circulated amongst officers eligible to be appointed as Deputy Secretary/Director in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/ Departments may be forwarded to the Department alongwith **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off' after a previous stint on deputation, if any, is completed and the officer is eligible to be appointed on Central Deputation as per instructions.

4. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department by 20.02.2019.

Yours faithfully,

  
(J. Srinivasan)  
Director(MM)  
Tel: 23092842

Copy to:

1. Department of Industrial Policy and Promotion [Sushil K. Satpute, Director] Udyog Bhawan, New Delhi, w.r.t Letter No P-24017/25/2017-IPR-I dated 04.12.2018.
2. PS to Dir(MM) for uploading through bulk e-mail system.

## Bio-Data

1.	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No. (O) ® (M)	:			
6	Educational Qualifications	:			
7	Complete Experience/Posting Profile	:			
S.No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Discription
8	Whether clear from Vigilance Angle		:	Yes/No	
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation		:		
10	Whether the officer is debarred from deputation under		:		

11. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: \_\_\_\_\_

Signature  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars

Note:

Columns 1-7 to be filled in by applicant.

Columns 8-11 to be filled in by Ministry/Department concerned