

No.4/3/2015-CS.I (D) Pt.1  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

2<sup>nd</sup> Floor, Lok Nayak Bhawan, New Delhi-110003.  
Dated the 16<sup>th</sup> March, 2015.

**OFFICE MEMORANDUM**

**Subject: Filling up of 4 vacant posts at the level of Deputy Secretary/Director in the zonal office of Directorate General of Foreign Trade (DGFT), Department of Commerce, Ministry of Commerce and Industry.**

The undersigned is directed to state that on the request of Directorate General of Foreign Trade, Department of Commerce, Ministry of Commerce and Industry, it has been decided to fill 4 vacant posts at the level of Deputy Secretary/Director in the zonal offices of the Directorate at Delhi, Mumbai, Chennai and Kolkata by Central Secretariat Service (CSS) Officers on transfer basis. The tenure of the officers would be 3 years.

2. Ministries/Departments of Government of India are requested to give wide publicity to the above vacancy from amongst eligible CSS officers and forward applications in this regard to this Department latest by March 31, 2015. The applications so made by an officer should, amongst other things, carry the following information:

- i) Name
- ii) Date of Birth
- iii) Educational Qualifications
- iv) Posting history
- v) Experience
- vi) Accomplishments/Awards/recognition/works that merit special mention
- vii) Reasons for applying

3. Vigilance clearance in respect of the officers may also be provided from the side of the Department as well as from AVD.I, DOP&T.



(Biswajit Banerjee)

Under Secretary to the Government of India  
Tel.No.24629413

**All Ministries/Departments**