

No.10/11/2013-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Office of the Establishment Officer

North Block, New Delhi-110001, 10th December, 2013

To

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

Subject: Filling up the post of **Chairman, Tea Board, Kolkata (Joint Secretary Level)**, under the Department of Commerce- regarding.

Madam/Sir,

It is proposed to fill up the post of **Chairman, Tea Board, Kolkata** (Joint Secretary Level), under the Department of Commerce in the Pay Band of Rs.37,400-67,000/- (PB-4) and Grade Pay of Rs.10,000/- on deputation basis for a period of five years.

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz. Name, DOB, Service, Batch, contact Telephone No., email address, educational qualifications, complete experience/posting details etc., CR dossiers/certified ACRs for the last five years, details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central Deputation, the nomination may be forwarded with the approval of Minister-in-charge concerned.

3. The post is a Non-Central Staffing Scheme post to be filled through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Govt. accommodation would be issued by this office to the officer appointed on the above referred post.

4. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department **within one month** from the date of issue of this circular.

Yours faithfully,

(M. Devraj)
Director

Tel. No.: 011-2309 2187

Copy to:

1. Department of Commerce (Shri S.R. Rao, Secretary), New Delhi.
2. Technical Director, NIC; Computer Cell, DOPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department, immediately.
3. Deputy Secretary (MM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.