

No. 10/2/2012-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi-110001
dated the 06.02.2012.

To,

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

Subject: Filling up the post of Secretary, National Jute Board, Kolkata under the Ministry of Textiles.

Sir/Madam,

It is proposed to fill up the post of Secretary, National Jute Board, Kolkata under the Ministry of Textiles.


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

3. The applicants must possess at least 10 years experience in economic/developmental administration involving policy formulation at State or Central Government. Should possess sufficient experience/exposure in industrial relations and export/import related matters.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent level 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 along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossier**. 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 candidate(s) may please be forwarded so as to reach this Department not later than 06.03.2012

Yours faithfully,


(G. Srinivasan)

Under Secretary to the Government of India

Copy to:

1. Ministry of Textile [Sh. Sujit Gulati, Jt. Secretary], Udyog Bhavan, New Delhi w.r.t. D.O. letter No. 2/21/2011-JE dated 21.12.2011.

✓ 2. NIC Cell, DOP&T for placing on Department's Website.

Bio-Data

1	Name	:			
2	Service	:			
3	Batch	:			
4	Cadre(If All India Service)	:			
5	Contact Telephone No. (O)	(R)	(M)		
6	Educational+6 Qualification	:			
7	Complete Experience/Posting Profile	:			
Sl.No.	Period	Post held/ Organization	Cadre post/ Deputation post	Place of Posting	Brief Job description
8	Whether clear from Vigilance angle?	:			
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 the Central Staffing Scheme.	:			

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

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