

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 2nd August, 2012.

To,

1. The Chief Secretaries,
All State Governments.
2. All Secretaries,
Ministries/Departments of the 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 on deputation basis. The post is a non-Central Staffing Scheme post filled through the Civil Services Board procedure.

2. Officers of the rank of Deputy Secretary / Director of the Government of India, who are eligible for appointment under the Central Staffing Scheme at the Deputy Secretary/Director level in Government of India, are eligible for this post. The period of deputation is 4/5 years.
3. The post may be circulated amongst all the Deputy Secretary / Director level officers in the State Governments on priority basis. Names of willing and eligible officers who can be spared by the State Governments may be forwarded to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed format and CR Dossier**. 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 rules.
5. 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 2nd September, 2012.

Yours faithfully,
Amarpreet Duggal
11/8/12

(Dr. Amarpreet Duggal)
Deputy Secretary to the Government of India
Tel: 23092842

Copy to:

1. Ministry of Textiles, Udyog Bhawan, New Delhi (Attn. Sh. Sujit Gulati, JS) w.r.t. D.O.letter No. A-2/21/2011-JE (Pt.) dated 20.07.2012.)
2. NIC Cell, DOP&T for placing on Department Website.
3. PS To DS (MM) for uploading through bulk e-mail system.

Amarpreet Duggal
11/8/12

(Dr. Amarpreet Duggal)
Deputy Secretary to the Government of India
Tel: 23092842

Bio-Data

| | | | | | |
|--------|--|----------------------------|-----------------------------------|---------------------|--------------------------|
| 1 | Name | : | | | |
| 2 | Date of Birth | : | | | |
| 3 | Service | : | | | |
| 4 | Batch | : | | | |
| 5 | Cadre(If All India Service) | : | | | |
| 6 | Contact Telephone No. (O) | | (R) | | (M) |
| 7 | Educational Qualifications | : | | | |
| 8 | Complete Experience/Posting Profile | | | | |
| Sl.No. | Period | Post held/ Organization | Cadre post/ Deputation post | Place of Posting | Brief Job description |
| | | | | | |
| | | | | | |
| 9 | Whether clear from Vigilance angle? | : | YES / NO | | |
| 10 | Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation. | : | | | |
| 11 | Whether the officer is debarred from deputation under the Central Staffing Scheme. | : | YES / NO | | |

12. 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 1-8 to be filled in by applicant.

Columns 9-12 to be filled in by Cadre Controlling Authority.