

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 17th May, 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,

This is regarding filling 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 this 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/development administration involving policy formulation in the State or Central Government and sufficient experience /exposure in industrial relations and export-import related matters. Applicants with exposure to schemes for development of decentralized sectors preferably in textile related sectors like Jute, handlooms, powerlooms, cotton, sericulture etc. or exposure/experience in running of PSUs and to issues relating to machinery export/import and enforcement related matters would be preferred. Training in Economics/ Industrial Development/Marketing with special focus on Public Policy and training in WTO or related spheres would be desirable.

4. 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.

(Contd....

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 **15/06/ 2012**.

Yours faithfully,

Amarpreet Duggal
17/5/12

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

Copy to:

1. Ministry of Textiles [Shri Sujit Gulati, Joint Secretary] Udyog Bhavan, New Delhi w.r.t. their D.O. No. -2 /21/2011-JE dated 21.12.2011.
2. NIC Cell, DOP&T for placing on Department Website.
3. PS to DS (MM) for uploading through bulk e-mail system.

Amarpreet Duggal
17/5/12

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

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.