

**F. No 10/2/2014-EO(MM-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

North Block, New Delhi  
Dated 23.06.2014

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 should have experience in Public administration involving policy implementation at field level. Officers with exposure to schemes for development of decentralized sectors like handlooms, sericulture & handicrafts, or exposure to running of PSUs or exposure to handling of commodities will be preferred. Training/experience in Economics or related subjects with special focus on Policy or Training in WTO or related spheres is desirable but not an essential requirement.

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 for appointment on Central Deputation as per extant instructions.

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 22.07.2014.

Yours faithfully

  
(Chhatra Mani)

Under Secretary to the Government of India

Copy to :

- 1 Ministry of Textile, [Shri Sujit Gulati, Joint Secretary], Udyog Bhavan, New Delhi w.r.t. D.O. 2/21/2011-JE dated 17.4.2014.
- 2 NIC Cell, DOPT for placing on Department's Website.
- 3 PS to DS(MM) for uploading through bulk e mail system.

**Bio-Data**

1	Name	:	
2	Date of Birth	:	
3	Service	:	
4	Batch	:	
5	Contact telephone No. (O)	(R)	(M)
6	Educational Qualifications	:	
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?	:	YES / NO
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.	:	YES / NO

11. 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 1-7 to be filled in by applicant.*

*Columns 9-11. to be filled in by Cadre Controlling Authority.*