

**No. 10/1/2023 EO(MM-II)**  
**Government of India**  
**Ministry of Personnel, P.G. and Pensions**  
**Department of Personnel and Training**  
**(Office of the Establishment Officer)**

**North Block, New Delhi**  
**Dated 06.04.2023**

To,

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

**Subject: Filling up of the post of Director(Level-13 of the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks(CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade on deputation basis under the Central Staffing Scheme.**

Sir/Madam,

This is regarding filling up the post of Director(Level-13 of the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade on deputation basis under Central Staffing Scheme and needs to be filled up through the Civil Services Board(CSB) procedure. The applications were invited for the post vide circular of even number dated 02.03.2023 (copy enclosed).

2. It has been decided to extend the last date for submission of application till 04.05.2023.
3. This may be brought to the notice of all concerned and the application(s) of the eligible candidate(s) may please be forwarded accordingly.

**Enclosure: As above**

Yours faithfully,

  
(Pooja Jain)<sup>06.0</sup>

**Deputy Secretary to the Government of India**  
**Email: [dir.mm@nic.in](mailto:dir.mm@nic.in)**

**Copy to:**

1. Department for Promotion of Industry and Internal Trade [Shri Pradeep Toppo, US] Vanijya Bhawan, New Delhi, w.r.t Letter No P-24017/25/2018-IPR-I dated 30.11.2022.
2. PA to DS(MM) for uploading through bulk e-mail system.

No. 10/1/2023 EO(MM-II)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi  
Dated 02.03.2023

To,

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

**Subject:** Filling up of the post of Director(Level-13 of the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks(CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade on deputation basis under the Central Staffing Scheme.

Sir/Madam,

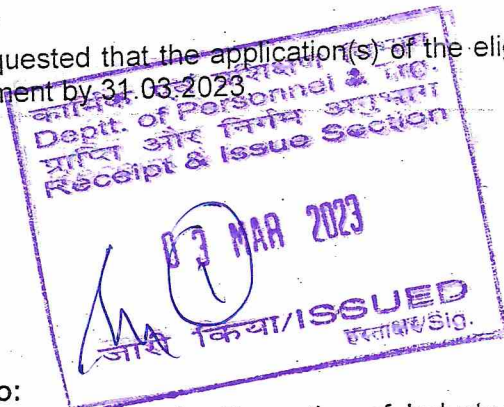
This is regarding filling up of the post of Director(Level-13 of the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade on deputation basis under Central Staffing Scheme and needs to be filled up through the Civil Services Board(CSB) procedure.

2. Officers of the rank of Director level from the All India Services or any Organized Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation would be 5 years at Director level and the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or Department of the Central Government shall ordinarily not exceed five years.

3. The maximum age limit for appointment to this post by deputation shall not be exceeded 56 years as on the closing date of the receipt of applications. Having an experience in handling Vigilance and Court matters will be taken as a desirable experience

4. The post may be circulated amongst officers eligible to be appointed as Director 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 alongwith **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last five years.** 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 officer(s) may please be forwarded so as to reach this Department by 31.03.2023



Yours faithfully,

*Pooja Jain*  
(Pooja Jain) 02.0

Deputy Secretary to the Government of India  
Email: [dir.mm@nic.in](mailto:dir.mm@nic.in)

Copy to:

1. Department for Promotion of Industry and Internal Trade [Shri Pradeep Toppo, US] Vanijya Bhawan, New Delhi, w.r.t Letter No P-24017/25/2018-IPR-I dated 30.11.2022.
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*OK*

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Bio-Data

1.	Name	:	
2.	Date of Birth	:	
3.	Service	:	
4.	Batch	:	
5.	Contact Telephone No. (O) (R) (M)	:	
6.	Domicile	:	
7.	Educational Qualifications	:	
8.	Date of joining service	:	
9.	Present designation and pay scale	:	
10.	Period of continuous appointment on the present post	:	
11.	Date of grant of Level 13 or Grade Pay of 8700/- (if applicable)	:	
12.	Date of superannuation	:	
13.	Experience in handling Vigilance and Court related matters	:	
14.	Complete Experience/Posting Profile		
S.No	Period	Post held/Organization	Cadre post/Deputation post
			Place of Posting
			Brief Description
15.	Whether clear from Vigilance Angle		Yes/No
16.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation		
17.	Whether the officer is debarred from deputation under the Central Staffing Scheme.		

18. 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 1-14 to be filled in by applicant.

Columns 15-18 to be filled in by Ministry/Department concerned