

**No.10/5/2022-EO (MM-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

**North Block, New Delhi**  
**Dated, the 01.11.2022**

To,

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

**Subject: Filling up the post of Deputy Jute Commissioner in Office of Jute Commissioner, Kolkata under the Ministry of Textiles.**

Sir/Madam,

This is regarding filling up the post of Deputy Jute Commissioner in Office of Jute Commissioner, Kolkata under the Ministry of Textiles on deputation basis under Central Staffing Scheme. The post is a CSS post to be filled through the Civil Services Board(CSB) procedure.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organised Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director level respectively.
3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level 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 Dossiers for the 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 for appointment on Central Deputation as per extant instructions.
4. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department by 1<sup>st</sup> December, 2022.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Copy to:

1.	Ministry of Textiles [Shri Amresh Kumar, Under Secretary] Udyog Bhawan, New Delhi, w.r.t. their O.M. No. J-4/7/2020-JUTE SECTION dated 26.10.2022.
2.	PA to Director (MM) for uploading the circular 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.	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.	Complete Experience/Posting Profile	:			
S.No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance Angle		:	Yes/No	
15.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation		:		
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme.		:		

17. 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