No 10/1/2025-EO(MM-II) Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training (Office of the Establishment Officer)

North Block, New Delhi Dated, the 37th April, 2025

To,

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

Subject: Filling up of the post of Secretary, Coffee Board, Bengaluru (a Non-CSS post) under Department of Commerce [at DS/Director level] on deputation basis.

Sir/Madam,

This is regarding filling up of the post of Secretary, Coffee Board, Bengaluru (a Non-CSS post) under Department of Commerce [at DS/Director level] on deputation basis.

- 2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized Group 'A' Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the above post. The period of deputation is 4/5 years at 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/E-mailed (dir.mm@nic.in) to this Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and APAR 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 complete and the officer is eligible for appointment on Central Deputation as per extant instructions. Applications of those eligible officers, who are already working on Central Deputation under the Central Staffing Scheme/Non-CSS posts of GOI, are required to be forwarded by their respective Ministeries/Departments to this Department, along with the approval of their Minister-in-Charge.
- 4. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed to the above post.
- 5. It is requested that the application(s) of the eligible officer(s) may please be forwarded/E-mailed so as to reach this Department on or before 0.2,05.2025.

Yours faithfully,

(Annies Kanmani Joy)

Deputy Secretary to the Government of India

Email: dir.mm@nic.in

Copy to:

- 1. D/o Commerce [Shri Mahender Chaudhary, Under Secretary] Vanijya Bhawan, New Delhi w.r.t. OM No.A.12022/6/2020-E.IV dated 13.03.2025.
- 2. PA to DS(MM) for uploading through bulk e-mail system

Bio-Data

1.	Name	× 125	:			
2	Date of Birth					
3	Service and Cadre (if applicable)					
4	Batch					
5	Contact Te	lephone No. (O) (R)	N- 194	(M	1)	
6.	Domicile *					
7	Educational Qualification(s)					
8	Date of joining service					
9	Present Designation and Pay Level					
10	Period of continuous appointment on the		:			
	present post					
11.	Date of grant of Level 13 or Grade Pay of Rs 8700/-		:			
12	Date of sur	Date of superannuation				
13	Complete B	Experience/Posting Profile	:			
S. No	Period	Post held/Organization	Cadre post/Depu tation post		Place of Posting	Brief Description
14.	Whether cl	ear from Vigilance Angle	: 10	Yes/No		
15.	earlier.	ne officer has been on deputation of so please provide details of on, nature of deputation and period deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme		•	Yes/No		

17. Certified that the above particulars are correct and complete.

Signature of the applie	cant
Date:	

Signature Name/Designation & Rubber Stamp of officer certifying the above Particulars

Note:

Columns 1-13 to be filled in by applicant.

Columns 14-17 to be filled in by Ministry/Department concerned