

No. 10/3/2024 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 24.04.2025

To,

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

**Subject:** Filling up the post of Deputy Secretary (Level 12 in the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), New Delhi, under the Central Staffing Scheme on deputation basis.

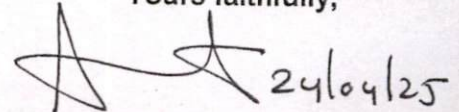
Sir/Madam,

This is regarding filling up of the post of Deputy Secretary (Level-12 of the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), New Delhi under the Department for Promotion of Industry and Internal Trade on Deputation basis under Central Staffing Scheme. The applications were invited for the above post vide circular of even number dated 20.03.2025(copies enclosed) .

2. It has been decided to extend the last date for submission of application(s) till 20.05.2025.
3. This may be brought to the notice of all concerned and the application(s) of the eligible candidate(s) may please be forwarded/e-mailed(dir.mm@nic.in) accordingly.

**Enclosure: As above**

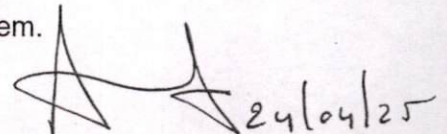
Yours faithfully,



(Anni Kanmani Joy)  
Deputy Secretary to the Government of India  
Email: dir.mm@nic.in

**Copy to:**

1. Department for Promotion of Industry and Internal Trade [Shri Arun Kumar Gupta, Under Secretary, Vanijya Bhawan, New Delhi], w.r.t Letter No P-24017/25/2018-IPR-I dated 12.03.2025.
2. PS to Deputy Secretary(MM) for uploading through bulk e-mail system.



(Anni Kanmani Joy)  
Deputy Secretary to the Government of India

No. 10/3/2024 EO(MM-II)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

29

North Block, New Delhi  
Dated 20.03.2025

To,

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

**Subject: Filling up the post of Deputy Secretary (Level 12 in the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), New Delhi, under the Central Staffing Scheme on deputation basis.**

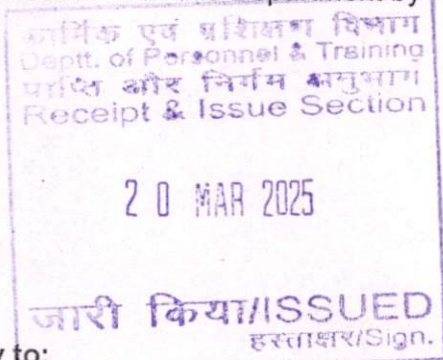
Sir/Madam,

This is regarding filling up of the post of Deputy Secretary (Level-12 of the Pay Matrix of 7<sup>th</sup> CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), New Delhi under the Department for Promotion of Industry and Internal Trade on Deputation basis under Central Staffing Scheme.

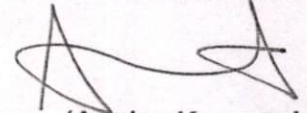
2. Officers of the rank of Deputy Secretary level from the All India Services or any Organized Group 'A' Services of the Government of India (participating under Central Staffing Scheme) eligible for appointment at Deputy Secretary level under the Central Staffing Scheme are eligible for this post. The period of deputation would be 4 years at Deputy Secretary level.

3. The above post may be circulated amongst officers eligible to be appointed as Deputy Secretary in the Government of India under Central Staffing Scheme on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/ Departments may be forwarded/mailed (dir.mm@nic.in) to the Department alongwith **Cadre clearance, Vigilance clearance, detailed bio-data in the enclosed proforma and APAR 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. Application of all officers who are already working at DS level posts under the Central staffing Scheme/Non-CSS posts of GOI are required to be forwarded by their administrative Ministry/Department with the approval of their respective Minister-in-Charge.

4. It is requested that the application(s) of the eligible officer(s) may please be forwarded/e-mailed so as to reach this Department by **21.04.2025**




Yours faithfully,

 20/03/25

(Annies Kanmani Joy)  
Deputy Secretary to the Government of India  
Email: dir.mm@nic.in

Copy to:

1. Department for Promotion of Industry and Internal Trade [Shri Arun Kumar Gupta, Under Secretary, Vanijya Bhawan, New Delhi], w.r.t Letter No P-24017/25/2018-IPR-I dated 12.03.2025.
2. PS to Deputy Secretary(MM) for uploading through bulk e-mail system.

 20/03/25

(Annies Kanmani Joy)  
Deputy Secretary to the Government of India

OK

Bio-Data

1.	Name	:			
2.	Date of Birth	:			
3.	Service and Cadre(whenever applicable)	:			
4.	Batch	:			
5.	Contact Telephone No. (O) (R) (M)	:			
6.	Domicile	:			
7.	Educational Qualifications	:			
8.	Date of joining of Govt. Service	:			
9.	Present designation and pay scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of grant of Level 12 or Grade Pay of 7600/-	:			
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 1-13 to be filled in by applicant.

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