

No 10/1/2024-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 27th February, 2024

To,

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

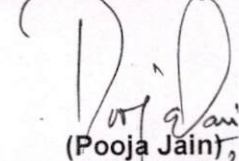
Subject: Filling up the post of Secretary, National Jute Board, Kolkata [at Director level (level-13)] under the Ministry of Textiles.

Sir/Madam,

This is regarding filling up the post of Secretary, National Jute Board, Kolkata [at Director level (level-13)] under the Ministry of Textiles on deputation basis.

2. Officers from the All India Services or any Organized Services of the Government of India, eligible to be appointed at Director level (level -13) under the Central Staffing Scheme, are eligible to apply for this post. The period of deputation for this post would be 5 years at Director level.
3. The post may be circulated amongst officers eligible to be appointed at Director or equivalent level (level-13) 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 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 completed and the officer is eligible for appointment on Central Deputation as per extant instructions.
4. The above 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 candidate(s) may please be forwarded so as to reach this Department by **28.03.2024**.

Yours faithfully,


(Pooja Jain)

Deputy Secretary to the Government of India
Email: dir.mm@nic.in

Copy to:

1. M/o Textiles [Shri Amresh Kumar, Under Secretary] Udyog Bhawan, New Delhi w.r.t. OM No.A-12/13/2019-Jute dated 19.02.2024.
2. PA 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.	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 1-13 to be filled in by applicant.

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