

**No.10/3/2020 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 the 15<sup>th</sup> January, 2021

To,

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


**Subject: Filling up the post of Executive Director, Tea Board, Guwahati under Department of Commerce - regarding.**

Sir/Madam,

This is regarding filling up the post of Executive Director, Tea Board, Guwahati under Department of Commerce on deputation basis. This post is a Non-CSS post. The applications were invited for the post vide circular of even number dated 27.10.2020(copy enclosed).

2. It has been decided to extend the last date for submission of application till 29.01.2021.
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.

Yours faithfully,

  
(Khushboo Goel Chowdhary)  
Deputy Secretary to the Government of India  
Tel: 23092842

Copy to:

1. Department of Commerce, [Sh. Mahender Chaudhary, Under Secretary], Udyog Bhavan, New Delhi w.r.t. OM No. A-12022/38/2015-E.IV dated 22.10.2020.
2. PA to DS(MM) for uploading through bulk e-mail system.

No. 10/3/2020 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 Delf  
Dated the October, 202

To,

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

**Subject: Filling up the post of Executive Director, Tea Board, Guwahati under the Ministry of Commerce and Industry.**

Sir/Madam,

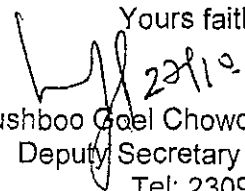
It is proposed to fill up the post of Executive Director in Tea Board, Guwahati under the Ministry of Commerce and Industry on deputation basis.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organize 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 at Deputy Secretary/Director level respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spare 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. This 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 on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four year and require to retain Government accommodation, would be issued a certificate to the effect that the office concerned has served at least four years in CSS post and he/she needs to retain Government accommodation for his/her tenure on non-CSS post.

5. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department before 01.12.2020.

Yours faithfully  
  
(Khushboo Goel Chowdhary  
Deputy Secretary (MM)  
Tel: 2309284;

Copy to:

1. Department of Commerce [Sh. Mahender Chaudhary, Under Secretary] Udyog Bhawan, New Delhi, w.r.t O.M. No A-12022/38/2015-E.IV dated 22.10.2020.
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	Educational Qualifications					:	
7	Complete Experience/Posting Profile						
Sl.No.	Period	Post held/ Organization	Cadre post/ Deputation post	Place of Posting	Brief Job description		
8	Whether clear from Vigilance angle?					:	YES / NO
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.					:	
10	Whether the officer is debarred from deputation under the Central Staffing Scheme.					:	YES / NO

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

Signature of the applicant  
date: \_\_\_\_\_

Signature  
Name/Designation & Rubber Stan  
of officer certifying the above Particular

*Note:*  
Columns 1-7 to be filled in by applicant.  
Columns 9-11. to be filled in by Cadre Controlling Authority.