

**No. 10/1/2020-EO(MM-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**(Office of the Establishment Officer)**

North Block, New Delhi,  
Dated the 10<sup>th</sup> June, 2020

To,

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

**Subject: Filling up the posts of Deputy Chairman (DS/Director level), Tea Board, Kolkata under the Department of Commerce-regarding.**

Sir/Madam,

It is proposed to fill up the post of Deputy Chairman (DS/Director level), Tea Board, Kolkata under the Department of Commerce on deputation basis. The post is a Non-CSS post to be filled through Civil Services Board procedure.


2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized 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 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 this 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. The post is a Non-Central Staffing Scheme post to be filled 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 years and require to retain Government accommodation, would be issued a certificate to the effect that the officer 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 candidate(s) may please be forwarded so as to reach this Department not later than 17.07.2020.

Yours faithfully,

  
(J. Srinivasan)  
Director (MM)  
Tel: 23092842

Copy to:

1. Department of Commerce, [Shri Mahender Chaudhary, Under Secretary], Udyog Bhavan, New Delhi w.r.t. OM No. A-12022/19/2016-E.IV dated 03.06.2020.
2. PS to DS(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	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 Stamp  
of officer certifying the above Particulars

*Note:*

*Columns 1-7 to be filled in by applicant.*

*Columns 8-11. to be filled in by Ministry/Department concerned.*