

**F.No.10/1/2020-EO(SM-I)**  
Government of India  
Secretariat of the  
Appointment Committee of the Cabinet  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi, the February, 2020

To

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

**Subject: Filling up the post of Secretary (JS level), National Jute Board, Kolkata under the Ministry of Textiles.**

Sir/Madam,

It is proposed to fill up the post of **Secretary (JS level), National Jute Board, Kolkata** under the Ministry of Textiles, with pay at Level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix, on deputation basis for an overall period of five years (initial tenure for two years, extendable for an overall tenure of five years on year-to-year basis).

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years and details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

3. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department by **18.03.2020**.

Yours faithfully,



(Smita Sarangi)

Deputy Secretary to the Government of India  
Tel. No. 011-2309 2187

Copy to:-

1. Ministry of Textiles (**Shri Ravi Capoor**, Secretary), New Delhi w.r.t. their ID Note No.12/13/2019-Jute Dated Nil.
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.
3. PA to Deputy Secretary (SM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers