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 27th November, 2020

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.

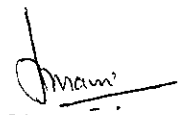
Sir/Madam,

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 31.12.2020.

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,



(Chhatra Mani)
Under Secretary to the Government of India
Tele: 23093846

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 Delh
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 Commerc and Industry.

Sir/Madam,

It is proposed to fill up the post of Executive Director in Tea Board, Guwahati under the Ministry c 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 pos 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 c 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**. Fc 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 (CSE procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Governmer accommodation would be issued by this office to the officer appointed on the above referred post. However, thos 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 fc 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 reacl this Department before 01.12.2020.

Yours faithfully

22/10.

(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 Stamp
of officer certifying the above Particulars

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