

F.No.21/07/2019-CS-I(P)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)

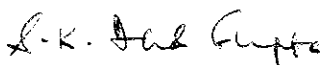
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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated February 17, 2020

**OFFICE MEMORANDUM**

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**Subject:- Filling up one post of Secretary in Footwear Design and Development Institute (FDDI) M/o Commerce & Industry, Department of Commerce, Noida on Deputation basis.**  
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1. The undersigned is directed to circulate the OM No. K-50011/12/2018-EP (L.SG) dated 12<sup>th</sup> February, 2020 (along-with enclosures) received from Ministry of Commerce & Industry who has invited applications for one post of Secretary, on deputation basis (Including short term contact) in Footwear Design and Development Institute (FDDI), Department of Commerce, Noida.
2. It may be noted that cadre clearance from C.S.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation
3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

  
(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India  
Tele:- 24629412

To.

All Ministries/Departments (through DOPT's website)

No. K-50011/12/2018-EP(LSG)

भारत सरकार/Government of India

वाणिज्य एवं उद्योग मंत्रालय /Ministry of Commerce & Industry

वाणिज्य विभाग/Department of Commerce

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Udyog Bhawan, New Delhi-110011,  
Dated the 12<sup>th</sup> February, 2020

कार्यालय ज्ञापन

OFFICE MEMORANDUM

Subject: Filling up of post of Secretary, Footwear Design and Development Institute (FDDI) through deputation (including short term contact) at Noida- Releasing of Vacancy Notice/ advertisement on DoPT's Website-reg.

The undersigned is directed to refer to the subject mentioned above and to inform that Department of Commerce proposes to invite applications from eligible officers of the Central Government or State Government or Union Territories or Public Sector undertaking or Autonomous Body or Statutory Body or University or recognised Research Institute for 01 (one) post of Secretary, Footwear Design and Development Institute (FDDI) at Noida for a tenure of five years on deputation. The Vacancy Notice, Job Profile and Application format for the post are enclosed.

2. Department of Personnel & Training (DoPT) is requested to kindly publish this Office Memorandum along with enclosures on their website for wider circulation.

Encls: As above.

*Sanjay Kerketta*

(Sanjay Kerketta)

Under Secretary to the Govt. of India

Ministry of Personnel, Public Grievances Pension

Department of Personnel & Training,

✓ (Shri Sanjay Kumar Das Gupta, Under Secretary)

C.S. I Division, 2<sup>nd</sup> Floor, 'A' Wing,

Lok Nayak Bhawan, Khan Market,

New Delhi-110003.

Copy to:

- ✓ All Ministries/ Departments of Govt. of India or State Government or Union Territories or Public Sector undertaking or Autonomous Body or Statutory Body or University or recognised Research Institute through DoPT's website.
- 2. Dr. Vinay Kumar Sharma, Deputy Director General (NIC), Department of Commerce, Ministry of Commerce & Industry – for posting this Office Memorandum along with Recruitment Rules on official website under vacancies tab.
- 3. Shri Arun Kumar Sinha, Managing Director, Footwear Design & Development Institute, A-10/A, Sector-24, Noida-201301- for posting this Office Memorandum along with Recruitment Rules on official website of FDDI.

*So(c)/ShKK  
#copy  
12/2/2020  
us(c)*

**Footwear Design and Development Institute**  
**(An institution of National Importance, under the aegis of Department of**  
**Commerce, Ministry of Commerce & Industry, Government of India)**  
**A-10/A, Sector-24,**  
**Noida, Uttar Pradesh-201 301**

**Vacancy Notice**

Department of Commerce, Ministry of Commerce & Industry, Government of India proposes and invites applications from eligible officers of the Central Government or State Government or Union Territories or Public Sector undertaking or Autonomous Body or Statutory Body or University or recognised Research Institute for 01 (one) post of Secretary, Footwear Design and Development Institute (FDDI) at Noida for a tenure of five years. The level of Pay for this post is 13 (₹1,23,100-2,15,900/-) of pay matrix under 7<sup>th</sup> CPC or equivalent. The mode of recruitment is Deputation (including short term contract). Four (4) sets of applications, completed in all respect, of willing and eligible officers who can be spared by the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or recognised Research Institute may be forwarded **through proper channel**, to this Department **along with completed Annual Confidential Report/ Annual Performance Appraisal Report (last 5 years) on the following address:**

Under Secretary,  
Department of Commerce,  
Ministry of Commerce & Industry,  
Room No. 556-B, Udyog Bhawan,  
New Delhi-110 011.

Last date for receipt of applications: 45 days from the date of publication of advertisement in the Employment News.

Website of Department of Commerce ([www.commerce.gov.in](http://www.commerce.gov.in)) or FDDI ([www.fddiindia.com](http://www.fddiindia.com)) or Department of Personnel & Training (<https://dopt.gov.in>) may be referred to, for detailed Vacancy Notice along with Recruitment Rules, Qualification/ Experience, terms and conditions, application format and job profile etc.

**Job profile of Secretary, Footwear Design and Development Institute (FDDI)**

**AS PER FDDI ACT 2017:**

- 17. (1) The Secretary of the Institute shall be appointed by the Central Government for a tenure of five years and on such terms and conditions of service as may be prescribed.
- (2) The Secretary shall act as the Secretary of the Governing Council, the Senate and such committees as may be specified by the Statutes.
- (3) The Secretary shall be responsible to the Managing Director for the proper discharge of his functions.
- (4) The Secretary shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or the Managing Director.

**The First Statutes of the Footwear Design and Development Institute provide as under:**

- (1) The Secretary of the Institute appointed under section 17 (of FDDI Act, 2017) shall act as the Secretary of the Governing Council, the Senate, and such committees as may be assigned by the Governing Council or Managing Director.
- (2) He shall also Act as member Secretary of the Standing Committee on Audit and Accounts

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# Application for the post of Secretary, FDDI

Self – attested  
passport size  
colour  
photograph

1. Name [in Block letters]	
2. (i) Date of Birth [dd/mm/yyyy]	
(ii) Age as on closing date of application.	.....Years.....Months.....Days
3. (i) Date of entry into service [dd/mm/yyyy]	
(ii) Date of retirement under Central/State Government Rules Date of retirement under Central/State Government/Union Territories/ Public Sector Undertaking/ Autonomous Body/Statutory Body/ University/ Recognized Research Institute. [dd/mm/yyyy]	
(iii) Service and Batch to which officer belongs	
4. Educational Qualifications	
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the RR, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer
Essential	Essential
A) Qualification : Bachelor degree from a recognized University	A) Qualification:
B) Holding analogous post(Yes/No)	B)
C) Experience: (i) Ten years' service in Group 'A' or equivalent service in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or Recognized Research Institute, on the closing date of application. (ii) Out of the ten years of service in Group 'A' as mentioned above, at least five years of service should be in Level 12 in the pay matrix (7 <sup>th</sup> CPC) or equivalent service in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or Recognized Research Institute, on the closing date of application. (iii) 5 years' experience in the field of Administration.	C) Experience: (i)  (ii)  (iii)
Desirable	Desirable

(a) Experience in Leather Technology or Industry of at least one year	(a)
(b) Master in Business Administration	(b)

Note 1- In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

Note 2- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization of Department of the Central Government shall ordinarily not exceed five years.

Note 3- The maximum age limit for appointment by deputation shall not be exceeding fifty years as on the closing date of receipt of applications.

Note 4- The period of deputation shall be for five years subject to overall ceiling prescribed by the Government of India. The deputation will be on foreign service terms and conditions of the Central Government.

Note 5- In the event of performance being found unsatisfactory, the competent authority reserves the right to repatriate the officer to his/her parent cadre any time during the tenure. The decision of the competent authority in such cases shall be final and binding.

Note 6- Other terms and conditions of the deputation shall be governed by the relevant instructions issued by the Central Government from time to time.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

7. Details of Employment, in chronological order (Latest being on the top). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

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8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.

9. In case the present employment is held on deputation / contract basis, please state.

a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
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9.1. Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2. Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:  
Please state whether working under (indicate the name of your employer against the relevant column)

- (a) Central Government
- (b) State Government
- (c) Union Territory
- (d) Public Sector Undertaking
- (e) Autonomous Body
- (f) Statutory Body
- (g) University
- (h) Recognised Research Institute

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basic Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of pay and rate of increment	Dearness Pay/interim relief/allowances etc. (with break-up details)	Total Emoluments
16. Whether belongs to SC/ST.		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification /Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Mobile No. \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
(with STD code)  
E-mail ID \_\_\_\_\_



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**Certification by the Employer / Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri. / Smt. \_\_\_\_\_  
\_\_\_\_\_.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her ACR/APAR Dossier in original is enclosed/ photocopies of the ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or a list of major/minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with seal)