

No. 49/84/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 14th September, 2011.

To

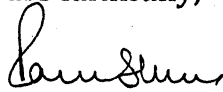
As per list enclosed.

Subject: Filling up of a post of the Director (Tea Promotion) Grade-1 in the Tea Board's office at Dubai in the pay scale of Rs. 12,000-16,500 (Pre- revised) on "transfer on deputation" basis-regarding

Madam/ Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No. T- 49015/1005/2011-Plant-A, dated 19th August, 2011 received from Government of India, Ministry of Commerce and Industry, (Department of Commerce), New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.

INTERNAL DISTRIBUTION

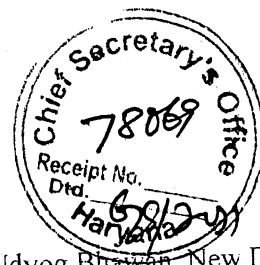
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LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Satyaprakash T.L., IAS	2002	Director-cum-Joint Secretary, Industries & Commerce and Mines & Geology Departments, MD, HSSI&EC, MD, HSH&HC and M.D. Haryana Tanneries, Jind .
2.	Mohammed Shayin, IAS	2002	M.D. Dakshin Haryana Bijli Vitaran Nigam, Hisar and Additional M.D. HVPN
3.	Sameer Pal Srow,IAS	2002	Deputy Commissioner, Ambala, Estate Officer for Management of Govt. Land in Excised Area, Ambala Cantt. and Commissioner, Municipal Corpn., Ambala
4.	Amit Kumar Agrawal, IAS	2003	Deputy Commissioner, Hisar and Commissioner, M.C.,Hisar
5.	Ajit Balaji Joshi,IAS	2003	Administrator, HUDA, Faridabad
6.	R.S.Kharb, IAS	2003	Administrator, HUDA,Hisar
7.	W.S.Goyat, IAS	2003	Deputy Secretary Public Health Engineering Deptt.
8.	Vikas Yadav, IAS	2003	M.D.,Haryana Seeds Development Corporation.
9.	Balraj Singh, IAS	2003	Deputy Commissioner,Mewat at Nuh and Chief Executive Officer, Mewat Development Agency,Nuh
10.	Ashok Sangwan, IAS	2003	Deputy Secretary, Administrative Reforms, D.C.,Yamunanagar and Commissioner, MC, Yamunanagar
11.	I.C.Sangwan, IAS	2003	Secretary, Haryana Public Service Commission.
12.	Ashima Garg,IAS	2004	Deputy Commissioner, Panchkula, C.A. SMMDSB, Panchkula and Commissioner, M.C.Panchkula
13.	C G Rajini Kaanthan,IAS	2004	Deputy Commissioner, Kurukshetra
14.	Phool Chand Meena, IAS	2004	D.C.Gurgaon and C.A. SMSDSB, Gurgaon
15.	A.Sreenivas, IAS	2004	Deputy Secretary, PW(B&R) and Architecture Departments
16.	Shekhar Vidyarthi,IAS	2004	Secretary, Haryana Board of School Education, Bhiwani
17.	Saket Kumar, IAS	2005	Deputy Commissioner, Mahendergarh at Narnaul
18.	S.S.Phulia, IAS	2005	ADC-cum-CEO-DRDA.Ambala
19.	A.Mona Sreenivas, IAS	2006	ADC-cum-CEO, DRDA, Kaithal
20.	J.Ganesan, IASs	2006	ADC-cum-CEO, DRDA, Rewari
21.	Ashok Kumar Meena, IAS	2006	ADC-cum-CEO,DRDA.Fatehabad

रियाणा सिविल सचिवालय
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No. T-49015/1005/2011-Plant-A
 Government of India
 Ministry of Commerce and Industry
 (Department of Commerce)



Udyog Bhawan, New Delhi.
 Dated the 19th August, 2011.

OFFICE MEMORANDUM

Subject:- Filling up of a post of the Director (Tea Promotion) Grade-I in the Tea Board's office at Dubai in the pay scale of Rs.12,000-15,500 (pre-revised) on "transfer on deputation" basis - regarding.

Tea Board, a statutory autonomous organisation under the Department of Commerce, Ministry of Commerce and Industry, Government of India, immediately requires services of eligible and willing officers for appointment to the vacant post of the Director (Tea Promotion) Grade-I in its office at Dubai in the pay scale of Rs.12,000-15,500 (pre-revised) on transfer on deputation basis.

2. The scale of pay, number of posts, mode of recruitment, eligibility criteria and experience, job description and the period of deputation, etc. are given in Annexure-I attached to this Office Memorandum. The pay of the officer selected for appointment on deputation basis will be regulated in accordance with extant orders of Government of India on the subject in force from time to time.

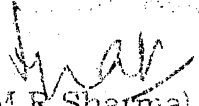
3. It is, therefore, requested that the above vacancies may be circulated to all Organisations under their administrative control and the applications of suitable officers, who can be released in the event of their selection, may be forwarded through proper channel in the prescribed proforma in triplicate (as per the specimen given in Annexure-II attached to this O.M.), and a certificate as in Annexure-III along with (i) only photo copies of the Annual Confidential Reports (ACRs) of the applicants for the last five years (2005-06 to 2009-2010) duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with rubber stamp); (ii) a certificate from the employer that no disciplinary/vigilance case is either pending or being contemplated against the Officer; (iii) a statement indicating the details of major/minor penalties, if any, imposed on the officer during the last 10 years; (iv) Integrity Certificate duly signed by the competent authority; and (v) Cadre clearance, by name to Shri G.B. Upadhyay, Under Secretary, Plantation-A Section, Department of Commerce, Ministry of Commerce and Industry, Room No. 441, Udyog Bhawan, New Delhi-110007 by 30th September, 2011. It may also be made clear that the officer, who volunteers for the post, will not be allowed to withdraw his/her candidature subsequently. Applications received after the last date or without confidential reports and other requisite documents or otherwise found incomplete will not be considered.

(M.R. Sharma)
 Director
 Tel. 2306 3268

Encl.: As above.

To

1. All Ministries/Departments of the Government of India.
2. Comptroller and Auditor General of India, I.P. Estate, New Delhi.
3. Election Commission of India, Nirvachan Sadan, New Delhi.
4. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
5. Central Vigilance Commission, Satarkata Bhawan, New Delhi.
6. All State Governments/Union Territory Administrations.
7. All Attached/Subordinate Offices of the Department of Commerce.
8. All Sections/Desks/Units in the Department of Commerce.
9. E-I/E-IV Section, Department of Commerce for circulation among all officers of the rank of Deputy Secretary/Under Secretary in the Ministry of Commerce and Industry including DGFT.
10. Technical Director, NIC, Department of Personnel and Training, North Block, New Delhi along with a soft copy for uploading in the website of DOP&T under the caption "**Vacancies in Autonomous Organisations**".
11. Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
12. Notice Board.


(M.R.Sharma)
Director

Annexure-I

(Reference paragraph 2 of O.M. No. No. T- 49015/1005/2011-Plant-A
dated 19.08.2011)

Name of the post	Director(Tea Promotion) Grade-I in the Tea Board's office at Dubai
Number of post	One(1)
Scale of Pay	Rs.12000-16500 (pre-revised) (Officers belonging to All India Services, who have been granted or become eligible during their deputation tenure, for non-functional Selection Grade, shall get the pay scale of Director or equivalent rank of Government of India)
Method of recruitment	Transfer on Deputation
Eligibility Criteria	Officers under the Central/State Governments holding analogous posts or with at least five years service in the posts in the scale of Rs.10,000-15,200 (pre-revised) or equivalent and having sufficient knowledge of tea promotion.
Job Description	Director (Tea Promotion) Grade I, Tea Board, Dubai is expected to undertake the promotional activities for Indian tea in the West Asia and the North African region. Nature of duties of Director (Tea Promotion) include interaction on a continuing basis with the importing organizations, Indian exporters, publicity campaigns for Indian teas by way of media campaigns, in-store demonstration and other modes of publicity. Director (Tea Promotion) is also expected to organize India's participation in the major trade fairs/exhibitions in the region as per the plan approved by the Government and the Tea Board. This office also handles trade enquiries from Turkey and South Africa. Requirements for the posts of Director (Tea Promotion) are therefore essentially to undertake promotional activities for promoting Indian teas particularly in the value added form with a view to secure higher share of market for Indian teas in the region/territory under the jurisdiction of the Director (Tea Promotion).
Period of Deputation	The period of deputation will be for three years.

Annexure-II

CURRICULUM VITAE PROFORMA

(To be submitted in triplicate)

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/ State Government Rules					
4.	Educational Qualifications					
5.	Whether eligibility and experience required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/ Experience Required (1) (2) (3)	Qualifications/ Experience possessed by the officer			
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient					
	Office/ Institution/ Orgn.	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
8.	Nature of <u>present employment</u> i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9.	In case the <u>present employment</u> is held on deputation/ contract basis, please state:- (a) The date of initial appointment (b) Period of					

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	appointment on deputation/contract (c) Name of the parent office/organization to which you belong	
10.	Additional details about <u>present employment</u> . Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others (Please specify).	
11.	Date of return from last ex-cadre post, if any.	
12.	Details of experience (in tea promotion) in brief.	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).	
14.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address-----

Date_____

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Annexure-III

CERTIFICATE

(To be filled in by the authority forwarding the applications)

1. Certified that:-

(i) the particulars furnished by the candidate have been checked from available records and found to be correct.

(ii) it has been verified that the candidate is eligible as per conditions mentioned in Department of Commerce letter No. T-49015/1005/2011-Plant-A dated 19.08.2011.

(iii) no vigilance case either pending or being contemplated against the candidate. There is nothing in the CR Dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.

2. Up-to-date CR Dossiers of the preceding five years of the candidate duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with rubber stamp) are enclosed.

Signature:
Name & Designation
Office Address with seal
Tel. No.