

No. 49/81/2012-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 6<sup>th</sup> November, 2012.

To

As per list enclosed.

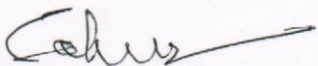
Subject: Filling up of the post of the Secretary in the Rubber Board, Kottayam, Kerala on deputation basis – regarding.


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Madam /Sir,

I am directed to refer to the subject cited above and to enclose a copy of office memorandum No. 6/19/2010-Plant-C, dated 10<sup>th</sup> October, 2012 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,

  
(SATISH SHARMA)  
Superintendent Services-II.

  
**INTERNAL DISTRIBUTION**  
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## LIST

Sr. No.	Name of the Officer S/Shri/Smt./K.	Batch	Present Posting
1.	Nitin Kumar Yadav, IAS	2000	Director, Supplies & Disposals and Managing Director, HARTRON, Joint Secretary, Electronics & Information Technology and Director, Information Technology, Haryana
2.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Sonapat
3.	Vikas Gupta, IAS	2001	Deputy Commissioner, Rohtak and Commissioner, M.C., Rohak
4.	Pankaj Yadav, IAS	2001	State Project Director, Haryana Prathmic Shiksha Priyojna Parishad, Project Director, Rastriya Madhyamic Shiksha Abhiyan (RMSA)
5.	Vijay S. Dahiya, IAS	2001	Deputy Commissioner, Palwal
6.	Amneet P. Kumar, IAS	2001	Joint Secretary Secretariat Establishment and Monitoring & Coordination Departments.
7.	Praveen Kumar, IAS	2001	Joint Secy, Land Use Board & Administrator, HUDA, Gurgaon
8.	Abhe Singh Yadav, IAS	2001	Director-cum-Joint Secretary, Elementary Education Department
9.	M.L. Kaushik, IAS	2001	Joint Secretary, Forests Department, Deputy Commissioner, Fatehabad
10.	R.C. Verma, IAS	2001	Director, Industrial Training, Haryana
11.	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
12.	Sameer Pal Srow, IAS	2002	Director-cum-Joint Secretary, Urban Local Bodies and Project Dir, Swaran Jayanti Shehri Rozgar Yojna and State Urban Dev. Society, Haryana
13.	Amit Kumar Agrawal, IAS	2003	Deputy Commissioner, Hisar and Commissioner, M.C., Hisar
14.	Ajit Balaji Joshi, IAS	2003	Deputy Commissioner, Jhajjar
15.	R.S. Kharb, IAS	2003	C.A., Housing Board, Haryana
16.	W.S. Goyat, IAS	2003	Deputy Commissioner, Mewat at Nuh and CEO, Mewat Development Agency, Nuh.
17.	Vikas Yadav, IAS	2003	Joint Secretary, Revenue & Disaster Management and Health Deptts and Director, Consolidation of Holdings, Director, Land Records, Haryana, Special Collector (HQ) and Special LAO, Haryana.
18.	Balraj Singh, IAS	2003	Deputy Commissioner, Faridabad
19.	Ashok Sangwan, IAS	2003	Joint Secretary, Administrative Reforms, D.C., Yamunanagar and Commissioner, MC, Yamunanagar
20.	I.C. Sangwan, IAS	2003	Secretary, Haryana Public Service Commission.
21.	Ashima Brar, IAS	2004	Deputy Commissioner, Panchkula, C.A. SMMDSB, Panchkula and Commissioner, M.C. Panchkula
22.	C G Rajini Kaanthan, IAS	2004	Deputy Commissioner, Rewari
23.	Phool Chand Meena, IAS	2004	D.C. Gurgaon and C.A. SMSDSB, Gurgaon
24.	Shekhar Vidyarthi, IAS	2004	D.C., Ambala, E.O. for Management of Govt. Land in Excised Area, Ambala Cantt., Commissioner, M.C. Ambala.
25.	Mandip Singh Brar, IAS	2005	Deputy Commissioner, Kurukshetra
26.	Saket Kumar, IAS	2005	Deputy Commissioner, Mahendergarh at Narnaul
27.	Vinay Singh, IAS	2005	Deputy Secretary, Home-II Department, Joint Commissioner, Gurdwara Elections, Haryana and Dy. Secy., Animal Husbandry.
28.	Chander Shekhar, IAS	2005	Deputy Secretary, Planning and Deputy Commissioner, Kaithal
29.	Renu S. Phulia, IAS	2005	Deputy Commissioner, Karnal and Commissioner, M.C., Karnal.
30.	S.S. Phulia, IAS	2005	ADC-cum-CEO-DRDA, Ambala
31.	N.K. Solanki, IAS	2005	Administrator, HUDA, Faridabad
32.	A. Mona Sreenivas, IAS	2006	Deputy Commissioner, Panipat and Commissioner, M.C., Panipat
33.	J. Ganesan, IAS	2006	D.C., Sirsa and Director-cum-Principal, Ch. Devi Lal Memorial Govt. Engg. College, Panniwala Mota (Sirsa)
34.	Ashok Kumar Meena, IAS	2006	Deputy Commissioner, Bhiwani
35.	Atul Kumar, IAS	2007	ADC-cum-CEO, DRDA, Mewat at Nuh
36.	Dusmanta Kumar Behera, IAS	2007	Secretary, Haryana Board of School Education, Bhiwani
37.	Khetmalis Makarand Pandurang, IAS	2007	ADC-cum-CEO, DRDA, Gurgaon
38.	Chander Shekhar, IAS	2008	ADC-cum-CEO, DRDA, Karnal
39.	Nikhil Gajraj, IAS	2008	ADC-cum-CEO, DRDA, Hisar
40.	Anshaj Singh, IAS	2008	ADC-cum-CEO, DRDA, Narnaul
41.	Rajiv Rattan, IAS	2008	ADC-cum-CEO, DRDA, Fatehabad



Udyog Bhawan, New Delhi.  
Dated the 10<sup>th</sup> October, 2012.

OFFICE MEMORANDUM

Subject:- Filling up of the post of the Secretary in the Rubber Board, Kottayam, Kerala on deputation basis - regarding.

Rubber Board, a statutory autonomous organisation under the Department of Commerce, Ministry of Commerce and Industry, Government of India, requires services of eligible and willing officers for appointment to the post of the Secretary in its office at Kottayam, Kerala.

2. The scale of pay, number of posts, classification, mode of recruitment, age, eligibility conditions, qualifications and experience and the period of deputation, etc. are given in **Annexure-I** attached to this Office Memorandum.

3. 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.

4. It is, therefore, requested that the above vacancy may be circulated to all the 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.), along with (i) photo copies of the Annual Confidential Reports (ACRs) of the applicants for the last five years duly attested by an Officer not below the rank of Under Secretary or equivalent; (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 Pradeep Kumar, Under Secretary (Plantations), Department of Commerce, Ministry of Commerce and Industry, Room No. 441, Udyog Bhawan, New Delhi-110011 within sixty days from the date of publication of the advertisement in the Employment News. 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.

(Anurag Prasad)  
Director  
Tel. 2306 1374

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, Dhoolpur 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. Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
10. Notice Board.

(Anurag Prasad)  
Director

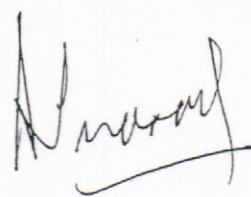




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Annexure-I

Name of the post	Secretary, Rubber Board, Kottayam, Kerala.
Number of post	One(1)
Classification	General Central Services, Group 'A' Gazetted. Non-Ministerial.
Scale of Pay	Rs.12000-375-16500.(Pre-revised) equivalent to Rs. 15600-39100 GP 7600.
Age limit	The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.
Method of recruitment	<b>Deputation</b>
Eligibility Criteria	Officers under the Central/State Governments/Union Territories:-  (a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.10000-15200 (pre-revised) or equivalent in the parent cadre or department.  (b) possessing the following educational qualifications and experience:-  <b>Essential :</b>  (i) Degree from a recognized university or institution or equivalent;  (ii) ten years' experience in establishment and general administration.  <b>Desirable:</b> Post Graduate degree in any discipline or degree in Law from a recognized university.
Job Description	The Secretary, Rubber Board is a statutory post and the duties and responsibilities vested with the Secretary, Rubber Board are the statutory duties as envisaged in Rubber Act, 1947 and Rubber Rules, 1955 as well as those delegated to the Secretary by the Chairman. The duties inter alia include (i) convening meetings of the Board and its Committees and such other meetings as are required by the Board and the Chairman from time to time. Assisting the Chairman, Rubber Board in implementing all the decisions of the Board (2) functioning as the Head of the Administration Department of the Board. Looking after all the administrative functions such as recruitments, promotions, transfer and postings of the staff, convening of Departmental Promotion Committees, staff welfare amenities and other administrative functions as are to be performed from time to time and also exercising all the powers delegated to him by the Chairman.
Period of Deputation	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 or Department of the Central Government shall ordinarily not exceed four years.

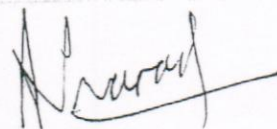




**CURRICULUM VITAE PROFORMA**

(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.	<b>Educational Qualifications</b>				
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 Rules, state the authority for the same)	Qualifications/ Experience Required		Qualifications/ Experience possessed by the officer	
	Essential	(1) (2) (3)			
	Desired	(1) (2)			
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 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.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
12.	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		
13.	Total emoluments per month now drawn		
14.	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).		
15.	Whether belongs to SC/ST		
16.	Remarks ( The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and ( iv) any other information ( Note: Enclose a separate sheet if the space is insufficient)		

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\_\_\_\_\_

Countersigned

No.\_\_\_\_\_  
Date:-

(Employer with Seal)

