

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

Dated, Chandigarh, the 3<sup>rd</sup> June, 2013.

To

All concerned IAS / HCS Officers.

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 say that a copy of office memorandum No.6/19/2010-Plant(C), dated 30<sup>th</sup> April, 2013 received from Government of India, Ministry of Commerce and Industry, (Department of Commerce), New Delhi is uploaded on the web site (csharyana.gov.in) 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 with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

  
INTERNAL DISTRIBUTION  
e-champion

No.6/19/2010-Plant(C)  
Government of India  
Ministry of Commerce and Industry  
(Department of Commerce)

New Delhi, the 30 April 2013.

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 organization 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 organizations 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 form 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.

V. Yadav 29/4/13  
(Vandana Yadav)  
Director  
Tel. 23062863

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 Rad, New Delhi.
5. Central Vigilance Commission, Satarkata Bhavan, New Delhi.
6. All State Government/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.



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	Deputation
Eligibility Criteria	<p>Officers under the Central/State Governments/Union Territories :-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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.</p> <p>(b) Possessing the following educational qualification and experience :</p> <p>Essential :</p> <p>(i) Degree from a recognized university or institution or equivalent;</p> <p>(ii) Ten years' experience in establishment and general administration.</p> <p>Desirable :</p> <p>Post Graduate degree in any discipline or degree in Law from a recognized university.</p>
Job Description	<p>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 (1) 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.</p>
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 Letter)				
2.	Date of Birth (in Christian era)				
3.	Date of retirement under Central/State Government Rules				
4.					
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 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 you belong				
10.	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) Autonomous Organization (d) Government undertaking				

	(e) Universities (f) Other (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)