F.No.T-49015/1/2017-Plant(A) Government of India Ministry of Commerce & Industry Department of Commerce

Udvog Bhawan, New Delhi Dated: 30 .08.2017

OFFICE MEMORANDUM

Subject: Filling up of the post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/-(as per Sixth CPC) on "Transfer on Deputation" basis.

The undersigned is directed to say that it is proposed to fill up one post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/- as per Sixth CPC). The job requirements and experience required for the post are indicated in Annexure-I.

- 2. It is requested that applications of eligible and willing officers who could be relieved in the event of selection, in the enclosed proforma (Annexure-II) along with the following documents may please be forwarded within 60 days from the date of this O.M.
 - (i) Complete and up-to-date confidential reports for the last five years, attested photostate copy thereof by an officer not below the rank of Under Secretary to the Govt. of India.

(ii) Integrity Certificate.

- (iii) Details of minor or major penalties imposed during the last 9 years. (If no penalties have been imposed, it should be stated)
- (iv) Vigilance clearance.

Applications received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.

3. The appointment will be on transfer on deputation basis. The period of deputation shall be 2 years which may be extended by one or more years.

(Anjali Anand)

Under Secretary to the Goyt, of India

Tel: 011-23062510

To:-

- 1. All Ministries/Departments of Govt. of India, New Delhi
- 2. All Chief Secretaries of State Governments/Union Territories
- 3. Estt. Officer & Addl. Secretary, Deptt. of Personal and Training, North Block, New Delhi
- 4. The Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
- 5. Guard File

(Anjali Anand)

Under Secretary to the Govt. of India

Tel: 011-23061732

ANNEXURE-I

Name of the Post

Secretary, Tea Board, Kolkata

Scale of Pay

PB-3 Rs.15,600-39,100+GP Rs.7600/-

(as per Sixth CPC)

Method of Recruitment

Transfer on deputation:- Officers of the IAS or

any of the Central Services, Class-I or the State Services, Class-I with at least 9 years of

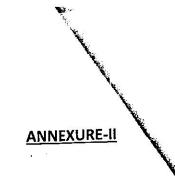
service.

Job Requirement

To exercise such of the functions as have

been assigned in the Act and the rules and bye-laws made thereunder. He shall be responsible for the Secretariat work of the Tea Board and shall be in charge of the administration of the office of the Board under direction from Deputy Chairman or the

Chairman.



BIO-DATA

1.	Name and address (in Block Letters)	:
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2. Date of Birth

Date of retirement under Central/State :
 Government Rules

4. Educational Qualifications

5. Present Basic Pay

- Service to which belong (Central Service / State Service) and Name of the Service (such as IAS/IRS)
- 7. Post held on regular basis with scale of : pay and date of appointment thereto on regular basis.
- 8. Permanent post held with scale of pay : and date of confirmation.
- Details of Employment in chronological: order, (enclose a separate sheet duly authenticated by your signature, if the space below is not sufficient).

\$.No	Officer/Institution/ Organisation	Post held	From	То	Scale of pay and basic pay	Nature of duties
	-					

10. Total service rendered in class-I post

11	 Nature of present employment i.e. whether ad-hoc or temporary or permanent 	1
12	held on deputation/contract basis, please state: (a) The date of initial appointmen (b) Period of appointment of dep	
13	 Additional details about present employment Please state whether working unders (a) Central Govt. (b) State Govt. (c) Autonomous Organisation (d) Government Undertakings (e) Universities 	:
14	Additional information, if any, which you would like to mention in support of your suitability for post (Enclose a separate sheet, if the space is not sufficient).	: i.
15	. Whether Belongs to SC/ST	
		Signature of the Candidat

Date:_