

Udyog Bhavan, New Delhi
Dated: 16th May, 2018.

OFFICE MEMORANDUM

Subject: Filling up the post of 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 & Industry, Government of India, requires services of eligible and willing officers for appointment to the post of 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 the 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 of the Central/State Governments and addresses of the OM noted below including University, Recognised Research Institutions, PSUs, Semi-Government/Statutory or Autonomous 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 applications 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 M.S Banerjee, Under Secretary, Plantation-C Section, Department of Commerce, Ministry of Commerce & Industry, Room No. 250-A, 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.

Encl: As above.

(M.S. Banerjee)

Under Secretary to the Government of India
Tel: 011-23061732

To

1. All Ministries/Departments of 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, Starkata Bhawan, New Delhi
6. All Chief Secretaries of State Government/Union Territory Administration
7. All Attached /Subordinate Offices of the Department of Commerce
8. Technical Director, NIC, Computer Cell, Department of Commerce, New Delhi for uploading the vacancy circular in the website for wider circulation.
9. Technical Director, NIC, Computer Cell, Department of Personnel and Training, North Block, New Delhi with the request to upload the enclosed vacancy circular on DoPT's website.

Copy to:

Executive Director, Rubber Board.

(M.S. Banerjee)

Under Secretary to the Government of India
Tel: 011-23061732

Services-II Branch

Diary No. 68073

Date 24/05/18

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. 12,000 - 375 - 16,500 (pre-revised)
Method of Recruitment	By deputation.
Eligibility Criteria	<p>Essential: Officers under the Central/State Governments/Union Territory:- (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.10,000 - 15,200 (pre-revised) or equivalent in the parent cadre or department.</p> <p>(b) possessing the following educational qualifications and experience:- a) Degree from a recognized University or institution or equivalent; b) Ten years' experience in establishment and general administration.</p> <p>Desirable: Post Graduate degree in any discipline or Degree in Law from a recognized University;</p> <p>(Period of deputation including period of deputation in another excadre 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).</p> <p>The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of the receipt of application.</p>
Job Description	<p>The Secretary is appointed by the Central Government under clause 2 of Section 6(A) of the Rubber Act 1947. He shall exercise such powers and perform duties under the direction of the Executive Director as may be prescribed.</p> <p>He shall be responsible for the following:</p> <ol style="list-style-type: none">Convene meeting of the Board and its Committees and such other meetings as required by the Board and the Executive Director from time to time.Assisting the Executive Director in implementing the decisions of the Board.He shall function as the head of the Administration Department of the Board and to look after all the administrative functions.

CURRICULUM VITAE PROFORM

(To be submitted in triplicates)

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 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)				
	Essential	Qualifications/ Experience Required		Qualifications/ Experience possessed by the officer	
		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.	If employed, details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	Organisation and Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
8.	Nature of present employment 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).	
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 of the post.

Signature of the Candidate

Date: _____

Tel: _____

Countersigned

No. _____

Date:-

(Employer with seal)