

No.10/2/2019-EO(MM-II)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi  
Dated 29<sup>th</sup> October, 2019

Chief Secretary's Office

Dy. No.: 144077

Date: 14/11/19

To,

1. The Chief Secretaries,  
All State Governments.
2. All Secretaries,  
Ministries/Departments of Government of India.

**Subject: Filling up the post of Secretary, National Jute Board, Kolkata under the Ministry of Textiles.**

Sir/Madam,

It is proposed to fill up the post of Secretary, National Jute Board, Kolkata under the Ministry of Textiles.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years at Deputy Secretary/Director level.
3. The applicants should have experience in Public Administration involving policy implementation at field level. Officers with exposure to schemes for development of decentralized sectors like handlooms, sericulture and handicrafts or exposure to running of PSUs or exposure to handling of commodities will be preferred. Training/experience in Economics or related subjects with special focus on Policy or Training in WTO or related spheres is desirable but not an essential requirement.
4. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post.
5. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department by 15.12.2019.

Yours faithfully,

Jaganath  
29/10/19  
(J. Srinivasan)  
Director(MM)  
Tel : 23092842

Copy to:

1. Ministry of Textiles [Shri J.K. Dora, Under Secretary], Udyog Bhawan, New Delhi w.r.t. their OM No. 12/23/2017-Jute dated 11.09.2019.
2. PPS to Dir(MM) for uploading through bulk e-mail system.

## Bio-Data

1.	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No. (O) ® (M)	:			
6	Educational Qualifications	:			
7	Complete Experience/Posting Profile	:			
S.No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Discription
8	Whether clear from Vigilance Angle		:	Yes/No	
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation		:		
10	Whether the officer is debarred from deputation under		:		

11. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: \_\_\_\_\_

Signature  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars

Note:

Columns 1-7 to be filled in by applicant.

Columns 8-11 to be filled in by Ministry/Department concerned