

No. 10/1/2019 EO(MM-II)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

Chief Secretary's Office

Dy. No.: 255

Date: 01/01/2020

North Block, New Delhi  
Dated 17<sup>th</sup> December, 2019

To,

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

**Subject:** Filling up the post of Deputy Secretary in the Office of Controller General of Patents, Designs and Trademarks (CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade.

Sir/Madam,

It is proposed to fill up the post of Deputy Secretary in the Office of Controller General of Patents, Designs and Trademarks (CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade on deputation basis under Central Staffing Scheme. The applications were invited for the post vide circular of even number dated 05.07.2019 (copy enclosed).

2. It has been decided to extend the last date for submission of application till 15.01.2020.
3. This may be brought to the notice of all concerned and the application(s) of the eligible candidate(s) may please be forwarded accordingly.

Yours faithfully,

*Jagannath*  
16/12/19  
(J. Srinivasan)  
Director (MM)  
Tel: 23092842

Copy to:

1. Department for Promotion of Industry and Internal Trade [Shri Sushil K. Satpute, Director] Udyog Bhawan, New Delhi, w.r.t Letter No P-24017/25/2017-IPR-I dated 04.12.2018.
2. PPS to Dir(MM) for uploading through bulk e-mail system.

Services-II Branch

Diary No. 255

Date 06/01/19

(14)

No. 10/1/2019 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 5th July, 2019

To,

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

**Subject:** Filling up the post of Deputy Secretary in the Office of Controller General of Patents, Designs and Trademarks (CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade.

Sir/Madam,

It is proposed to fill up the post of Deputy Secretary in the Office of Controller General of Patents, Designs and Trademarks (CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade on deputation basis under Central Staffing Scheme.

2. Officers of the rank of Deputy Secretary 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 years at Deputy Secretary level respectively.

3. The post may be circulated amongst officers eligible to be appointed as Deputy Secretary in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/ Departments may be forwarded to the Department alongwith **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off' after a previous stint on deputation, if any, is completed and the officer is eligible to be appointed on Central Deputation as per instructions.

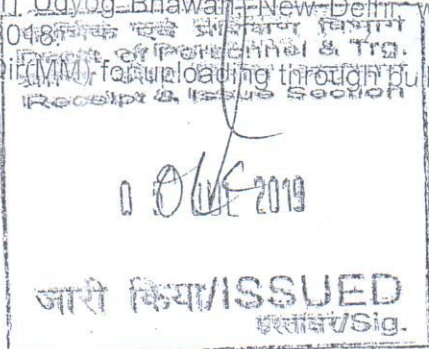
4. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department by 07.08.2019.

Yours faithfully,

*Jagannath*  
(J. Srinivasan)  
Director(MM)  
Tel: 23092842

Copy to:

1. Department for Promotion of Industry and Internal Trade [Shri Sushil K. Satpute, Director] Udyog Bhawan, New Delhi w.r.t Letter No P-24017/25/2017-IPR-I dated 04.12.2018
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(15)

Bio-Data

1	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No.(O)	(R)	(M)		
6	Educational Qualifications	:			
7	Complete Experience / Posting Profile	:			
Sl.No.	Period	Post held/ organization	Cadre post/ deputation post	Place of posting	Brief Description
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 the Central Staffing Scheme	:	YES/NO		

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.*