

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

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Udyog Bhawan, New Delhi  
Dated: 06.11.2017

**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.

  
06/11/2017

(Anjali Anand)

Under Secretary to the Govt. 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.

**ANNEXURE-II**

**BIO-DATA**

1. Name and address (in Block Letters) :
2. Date of Birth :
3. Date of retirement under Central/State :  
Government Rules
4. Educational Qualifications :
5. Present Basic Pay :
6. 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.
9. Details of Employment in chronological :  
order, (enclose a separate sheet duly  
authenticated by your signature, if the  
space below is not sufficient).

S.No	Officer/Institution/ Organisation	Post held	From	To	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
12. In case the present employment is :  
held on deputation/contract basis,  
please state:  
(a) The date of initial appointment  
(b) Period of appointment of deputation/contract  
(c) Name of the present office/organization to which you belong.
13. Additional details about present :  
employment
- Please state whether working under:  
(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).
15. Whether Belongs to SC/ST

Signature of the Candidate

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