

**OFFICE MEMORANDUM**

**Subject: - Filling up of the post of Director General, Services Export Promotion Council (SEPC), New Delhi in the Pay Band of Rs.37,400 – 67000/- with the Grade Pay of Rs. 10000/- on deputation basis.**

The undersigned is directed to say that in order to give proper direction, guidance and encouragement to the Services Sector, Government of India had notified Services Export Promotion Council (SEPC) on 5.3.2007. SEPC has been registered under the Societies Registration Act, 1860. Government has so far identified 14 sectors of services for export promotion activities, viz, Health Care Services; Educational Services; Entertainment Services; Consultancy Services; Architectural Services; Distribution Services; Accounting/Auditing and Book Keeping Services; Environment Services; Maritime Transport Services; Advertising Services; Marketing Research & Public Opinion Polling Services/ Management Services; Printing & Publishing Services; Legal Services; and Hotel and Tourism related Services.

2. The post of Director General SEPC has fallen vacant since 20.12.2012 and it has been decided to fill up the post in the Pay Band of Rs.37,400 – 67000/- with the Grade Pay of Rs. 10000/- on deputation basis. Accordingly, applicants with the following qualifications / experience may apply through proper channel:

**(I) Qualification/Experience:**

**Essential:** Officers applying for the above post should have worked under the Central Government in any Board/PSUs with

(a) (i) two years regular service as Director in the Government of India or equivalent in the Pay Band of Rs.37,400 – 67000/- with the Grade Pay of Rs. 8700/-;

Or

(ii) seven years of regular service as Deputy Secretary to the Government of India or equivalent in the Pay Band of Rs.15, 600 – 39, 100/- with the Grade Pay of Rs. 7600/-;

and


(b) Experience of handling Commerce at the level of Director / Deputy Secretary in the Government of India.

**Desirable:**

(i) Knowledge of services sector.

(ii) Knowledge/experience of handling trade related issues.

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2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of the receipt of applications.
  3. The names of suitable officers, fulfilling the above eligibility conditions, who are willing to be considered for the above post and who can be spared immediately in the event of selection, may be forwarded to this Ministry in the prescribed Proforma as per **Annexure-I (Curriculum Vitae Proforma)** along with the following documents so as to reach this Ministry **within 30 days from the date of publication of the Vacancy Circular in Employment News, positively:-**
    - i. Photo copies of ACRs/APARs of the applicant for the last 5 years including that of year 2013-14, duly attested by an officer not below the rank of Under Secretary or equivalent;
    - ii. A certificate from the employer that no disciplinary/Vigilance cases are pending or contemplated against the applicant;
    - iii. A statement indicating the details of major/minor penalties, if any, imposed on the applicant during the last 10 years; and
    - iv. Integrity certificate and Cadre Clearance.
  4. Other terms of appointment to the post of Director General, Services Export Promotion Council, New Delhi are "at Annexure-II (**Terms of Appointment**)".
  5. The closing date for receipt of applications is **within 30 days from the date of publication of the Vacancy Circular in Employment News**. Applications received after the prescribed date or not accompanied with the requisite Certificates/documents as mentioned in paragraph '3' above will not be entertained. The applicants who volunteer for the post will not be permitted to withdraw their names later on any account.

  
(Sangeeta Saxena)

Additional Economic Adviser  
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To

1. All Ministries / Departments of the Government of India and Chief Secretaries of States/Chief Secretaries/Administrators of Union Territories with a request to give this vacancy announcement wide circulation.
2. All officers of the rank of Director/Deputy Secretary in the Department of Commerce and DGFT.
3. All Sections/Desks in the Department of Commerce for further circulation.
4. Chairman, Services Export Promotion Council, New Delhi with a request to upload it on the Council's website.
5. Dr. V. K. Sharma, Sr. Technical Director, NIC for placing it on the Department's website.

CURRICULUM VITAE PROFORMA

S. No		
1.	Name and Address	
2.	Date of Birth (in Christian era)	
3.	Date of retirement (as per Rules of the Organisation where working)	
4.	Education Qualifications	Qualification/Experience/ Qualification Required Experience Possessed by the Officer
(i)	Essential a.	
(ii)	Desirable b.	
5.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post	

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

S.No.	Office/Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties

7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi- permanent or Permanent.
8. In case the present employment 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
9. Additional details about present employment  
Please state whether working under-  
(indicate the name of your employer against the relevant column)
  - a) Central Govt.
  - b) Autonomous Organization
  - c) Government Undertaking
  - d) Others
10. Present Scale of Pay and total emoluments per month drawn (in Rupees):
11. 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) (Note:  
Enclose a separate sheet, if the space is insufficient)

12. Whether belong to SC/ST/OBC:

13. 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)

**Declaration:-**

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed at the time of selection for the post.

Signature of the Candidate

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Countersigned

\_\_\_\_\_

(Employer with seal & date)

Terms of Appointment

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The terms of appointment to the post of Director General, Services Export Promotion Council, New Delhi are as under:

- 1) Deputation of a Govt. officer as Director General, SEPC is to be treated as Foreign Service as per the Central Government rules.
- 2) The facility of a car with driver will be provided
- 3) Other allowances, such as DA, HRA, CCA, etc. will be as per the Central Government rules and will be revised from time to time.
- 4) LTC, TA, medical reimbursement will be as per rules of the Council.
- 5) Contribution to the Government on account of Pension and Earned Leave will be made directly by the Council.
- 6) Telephone facility at residence and mobile phone with roaming facility will be provided to the Director General as per actual.
- 7) Period of deputation shall be 3 years, which could be extended upto another two years with mutual consent of the Council and the parent organization of the officer.
- 8) The APAR of the official will be written by the Chairman as reporting officer and reviewed by Additional Secretary/ Commerce Secretary, Department of Commerce as reviewing officer.

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