

No. T- 49015/1/2012-Plant-A
Government of India
Ministry of Commerce and Industry
(Department of Commerce)

Udyog Bhawan, New Delhi.
Dated the 27th July, 2012.

OFFICE MEMORANDUM

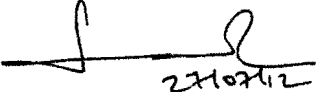
Subject:- Filling up of a post of the Deputy Chairman, Tea Board, Kolkata in the pay scale of Rs.14,300-18,300 (pre-revised) on "transfer on deputation" basis - regarding.

Tea Board, a statutory autonomous organisation under the Department of Commerce, Ministry of Commerce and Industry, Government of India, requires the services of eligible and willing officers for appointment to the post of the Deputy Chairman, Tea Board, Kolkata in the pay scale of Rs.14,300-18,300 (pre-revised) on transfer on deputation basis. The post will fall vacant on 1st September, 2012. The post has been exempted from the 'Rule of immediate absorption' by D/o Pension and Pensioners' Welfare for a period of 05 years w.e.f. 01.09.2012.

2. The scale of pay, number of posts, mode of recruitment, eligibility criteria and experience, job description and the period of deputation, etc. are given in **Annexure-I** attached to this Office Memorandum. 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.

3. It is, therefore, requested that the above vacancy may be circulated to **all 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.), and a certificate as in **Annexure-III** along with (i) only photo copies of the Annual Confidential Reports (ACRs) of the applicants for the last five years duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with rubber stamp); (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 G.B.Upadhyay, Under Secretary, Plantation-A Section, Department of Commerce, Ministry of Commerce and Industry, Room No.441, Udyog Bhawan, New Delhi-110011** within **forty five 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.

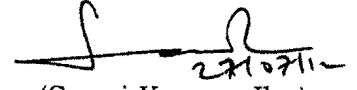
4. Hindi version will follow.


(Sanoj Kumar Jha)
Director
Tel. 2306 2879

Enclosure: as above.

To

1. All Ministries/Departments of the Government of India.
2. The Comptroller and Auditor General of India, I.P. Estate, New Delhi.
3. The Election Commission of India, Nirvachan Sadan, New Delhi.
4. The Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
5. The Central Vigilance Commission, Satarkata Bhawan, New Delhi.
6. The Chief Secretaries of all State Governments/Union Territory Administrations.
7. All Attached/Subordinate Offices of the Department of Commerce.
8. All Sections/Desks/Units in the Department of Commerce.
9. E-I/E-IV Section, Department of Commerce for circulation among all officers of the rank of Director/Deputy Secretary/Under Secretary in the Ministry of Commerce and Industry including DGFT.
10. The Technical Director, NIC, Department of Personnel and Training, North Block, New Delhi along with a soft copy for uploading in the website of DOP&T under the caption "**Vacancies in Autonomous Organizations**".
11. The Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
12. Notice Board.


(Sanoj Kumar Jha)
Director

Annexure-I

(Reference paragraph 2 of OM No. T-49015/1/2012-Plant A dated 27.07.2012.)

| | |
|------------------------------|---|
| Name of the post | Deputy Chairman, Tea Board, Kolkata |
| Number of post | One(1) |
| Scale of Pay | Rs.14,300-18,300 (pre-revised) |
| Method of recruitment | Transfer on Deputation |
| Eligibility Criteria | Officers of the IAS or any of the Central Services Class I with at least 12 years of service |
| Job Description | To exercise such of the functions as may be assigned to him by the Chairman of the Board except that of presiding over the meetings. He shall also assist the Chairman of the Board in the day to day working of the office of the Board. |
| Period of Deputation | The period of deputation will be for four years which may be extended by one year. |

CURRICULUM VITAE PROFORMA

(To be submitted in triplicate)

| | | | | | |
|----|--|-----------|------|--|---|
| 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 eligibility and experience 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) | | | Qualifications/ Experience Required (1) (2) (3) | Qualifications/ Experience possessed by the officer |
| 6. | Please state clearly whether in the light of entries made by you above, you meet the requirement of the post | | | | |
| 7. | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient | | | | |
| | Office/ Institution/ Orgn | Post held | From | To | Scale of Pay and Basic Pay |
| | | | | | Nature of duties (in detail) |
| 8. | Nature of <u>present employment</u> 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 | | | | |

| | | |
|-----|--|--|
| | office/organization to which you belong | |
| 10. | <p>Additional details about <u>present employment</u>. Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others (Please specify).</p> | |
| 11. | Date of return from last ex-cadre post, if any. | |
| 12. | Details of experience (in tea promotion) in brief. | |
| 13. | <p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(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) (Note: Enclose a separate sheet, if the space is insufficient).</p> | |
| 14. | Whether belongs to SC/ST | |

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 for the post.

Signature of the Candidate

Address-----

Date_____

CERTIFICATE

(To be filled in by the authority forwarding the applications)

1. Certified that:-

(i) the particulars furnished by the candidate have been checked from available records and found to be correct.

(ii) it has been verified that the candidate is eligible as per conditions mentioned in Department of Commerce letter No.T-49015/1/2012-Plant-A dated 27/07/ 2011.

(iii) no vigilance case is either pending or being contemplated against the candidate. There is nothing in the CR Dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.

2. Up-to-date CR Dossiers of the preceding five years of the candidate duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with rubber stamp) are enclosed.

Signature:
Name & Designation
Office Address with seal
Tel. No.