

F. No. 1/12/2010-EP(MP)
Government of India
Ministry of Commerce & Industry
(Department of Commerce)

Udyog Bhawan, New Delhi
Dated the 10th November, 2010.

OFFICE MEMORANDUM

Subject:- Filling up of a post of Resident Director, Trade Promotion Office, Marine Products Export Development Authority (MPEDA), New York, USA under the Ministry of Commerce and Industry in the Pay Band-4 of Rs. 37,400 – 67,000/- plus Grade Pay Rs. 8700/- on deputation / transfer basis.

In continuation of this Ministry's OM of even no. dated 24th August, 2010 on the above subject, the undersigned is directed to say that in view of only a small no. of applications received in response to the above-mentioned OM, it has been decided to re-circulate the post.

2. As per the Recruitment Rules, the post will be at the level of Director and would carry pay scale of Pay Band-4 of Rs. 37,400-67,000/- plus Grade Pay of Rs. 8,700/- and would be filled up from among the following officers :-

Officers of the Marine Products Export Development Authority in the Pay Band-3 of Rs. 15,600-39,100 plus Grade Pay of Rs. 6,600/- or above with at least seven years experience in export promotion of marine products as Deputy Director and/or Joint Director and Officers of IAS and Central Services Group 'A' (including Selection Grade of the CSS), having 'experience in export promotion' as an essential requirement and 'experience in dealing with export promotion of marine products' as a desirable requirement, holding the post of Deputy Secretary / Director in the Govt of India or those eligible to be appointed to the post of Deputy Secretary / Director in the Govt. of India.

3. Appointment will be made by the Marine Products Export Development Authority with the approval of the Govt. of India. (If an Officer of MPEDA in the Scale of Rs. 15,600-39,100 (PB-III) & Grade Pay of Rs. 6,600 is selected and appointed, such appointment shall be transfer appointment).

4. Applications of suitable officers in the proforma given at Annexure (in triplicate) along with complete ACRs for the last five years with integrity certificate, vigilance clearance and a certificate that no major/minor penalty has been imposed on the applicant during the last 10 years, may be forwarded to Shri A.K. Sharma, Under Secretary, Room No. 511, Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi-110107 by 25th November, 2010. Applications not in the

prescribed format or received after the last date or not accompanied with requisite documents will not be entertained. The officers who have already applied for the aforesaid post in response to this Department's earlier OM of even no. dated 24.8.2010 need not apply again.

(A. K. Sharma)
Under Secretary to the Govt. of India

Encl: As above.

To:

1. All Ministries/Departments of Government of India.
2. Ms. Leena Nair, Chairperson, MPEDA, Kochi – with the request to forward he names of interested eligible officers of MPEDA along with requisite documents.
3. All Officers of the rank of Under Secretary / Deputy Secretary in Department of Commerce.
4. NIC, DoPT for uploading the circular on their website.
5. NIC, DoC for uploading the circular on Department's website.

APPLICATION PROFORMA

1. Name and Address (in BLOCK letters) :
2. Date of Birth :
3. Educational Qualifications :
4. Experience Particulars :
 - (i) Experience in export promotion :
(Essential Requirement)
 - (ii) Experience in export promotion of :
Marine products
(Desirable Requirement)
5. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient :

Office/ Institution / Organisation	Post held	From	To	Pay Band and Grade Pay	Nature of duties

6. Present pay scale and total emoluments drawn per month :
7. Additional information, if any, which you would like to mention in support of your suitability for the post. If the space is insufficient, enclose a separate sheet.
8. Whether belongs to SC/ST :

Signature of the Candidate

Place :
Date :