

No. T- 49015/5/2010-Plant-A  
Government of India  
Ministry of Commerce and Industry  
(Department of Commerce)

Udyog Bhawan, New Delhi.  
Dated the 19<sup>th</sup> January, 2011.

**> OFFICE MEMORANDUM**

**Subject:- Filling up of a post of the Director (Tea Promotion) Grade-I in the Tea Board's office at Moscow in the pay scale of Rs.12,000-16,500 (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 services of eligible and willing officers for appointment to the post of the Director (Tea Promotion) Grade-I in its office at Moscow in the pay scale of Rs.12,000-16,500 (pre-revised) on transfer on deputation basis, which is vacant since April, 2010.

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 vacancies 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 K.K.Phull, Under Secretary, Plantation-A Section, Department of Commerce, Ministry of Commerce and Industry, Room No. 510-A, Udyog Bhawan, New Delhi-110107** within **six weeks** 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. The candidates who had earlier applied for the post of DTP, Moscow with reference to the advertisement published in the Employment News 14-20 November, 2009 and 26 June-02 July, 2010 may have to apply afresh, if they so desire. Applications received after the last date or without confidential reports and other requisite documents or otherwise found incomplete will not be considered.

(M.R.Sharma)  
Director  
Tel. 2306 3268

To

1. All Ministries/Departments of the Government of India.
2. Comptroller and Auditor General of India, I.P. Estate, New Delhi.
3. Election Commission of India, Nirvachan Sadan, New Delhi.
4. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
5. Central Vigilance Commission, Satarkata Bhawan, New Delhi.
6. 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 Deputy Secretary/Under Secretary in the Ministry of Commerce and Industry including DGFT.
10. 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 "**What's New**".
11. Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
12. Notice Board.

(M.R.Sharma)  
Director

**Annexure-I**

(Reference paragraph 2 of O.M. No. No. T- 49015/5/2010-Plant-A dated 19.01.2011)

|                              |   |
|------------------------------|---|
| <b>Name of the post</b>      | Director(Tea Promotion) Grade-I in the Tea Board's office at Moscow   |
| <b>Number of post</b>        | One(1)  |
| <b>Scale of Pay</b>          | Rs.12000-16500 (pre-revised) ( Officers belonging to All India Services, who have been granted or become eligible during their deputation tenure, for non-functional Selection Grade, shall get the pay scale of Director or equivalent rank of Government of India)  |
| <b>Method of recruitment</b> | Transfer on Deputation  |
| <b>Eligibility Criteria</b>  | Officers under the Central/State Governments holding analogous posts or with at least five years service in the posts in the scale of Rs.10,000-15,200 (pre-revised) or equivalent and having sufficient knowledge of tea promotion.  |
| <b>Job Description</b>       | Director (Tea Promotion) Grade I, Tea Board, Moscow is expected to undertake the promotional activities for Indian teas in the tea markets of Russian Federation and other CIS countries. Nature of duties of Director (Tea Promotion) include interaction on a continuing basis with the importing organizations, Indian exporters, publicity campaigns for Indian teas by way of media campaign, in-store demonstration and other modes of publicity. Director (Tea Promotion) is also expected to organize India's participation in the major trade fairs/exhibitions in the region as per the plan approved by the Government and the Tea Board. Requirements for the posts of Director (Tea Promotion) are therefore essentially to undertake promotional activities for promoting Indian teas particularly in the value added form with a view to secure higher share of market for Indian teas in the region/territory under the jurisdiction of the Director (Tea Promotion). |
| <b>Period of Deputation</b>  | The period of deputation will be for three years.   |

**Annexure-II**

**CURRICULUM VITAE PROFORMA**

(To be submitted in triplicate)

|         |  |  |  |          |        |
|---------|--|--|--|----------|--------|
| 1.      | Name and Address<br>(in Block Letters)   |  |  |          |        |
| 2.      | Date of Birth<br>(in Christian era)  |  |  |          |        |
| 3.      | Date of retirement<br>under Central/ State<br>Government Rules   |  |  |          |        |
| 4.      | Educational<br>Qualifications  |  |  |          |        |
| 5.      | Whether eligibility<br>and experience<br>required for the<br>post are satisfied.<br>(if any qualification<br>has been treated as<br>equivalent to the<br>one prescribed in<br>the Rules, state the<br>authority for the<br>same) | Qualifications/<br>Experience<br>Required<br><br>(1)<br>(2)<br>(3) | Qualifications/<br>Experience<br>possessed by the<br>officer |          |        |
| 6.      | Please state clearly<br>whether in the light<br>of entries made by<br>you above, you<br>meet the<br>requirement of the<br>post   |  |  |          |        |
| 7.      | Details of Employment, in chronological order. Enclose<br>a separate sheet duly authenticated by your signature,<br>if the space below is insufficient   |  |  |          |        |
| Office/ | Post held  | From   | To   | Scale of | Nature |

| Institution/Orgn. |   |  | Pay and Basic Pay | of duties (in detail) |
|-------------------|---|--|-------------------|-----------------------|
| 8.                | Nature of <u>present employment</u> i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent  |  |                   |                       |
| 9.                | <p>In case the <u>present employment</u> is held on deputation/ contract basis, please state:-</p> <p>(a) The date of initial appointment<br/> (b) Period of appointment on deputation/contract<br/> (c) Name of the parent office/organization to which you belong</p>   |  |                   |                       |
| 10.               | <p>Additional details about <u>present employment</u>.</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government.<br/> (b) State Government<br/> (c) Autonomous Organization<br/> (d) Government Undertaking<br/> (e) Universities<br/> (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. | 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/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient). |  |
| 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-49015/5/2010-Plant-A dated 19.01.2011.
- (iii) no vigilance case 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.