

No 10/4/2025-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated, the 15 July, 2025

To,

1. The Chief Secretaries,
All State Governments,
2. All Secretaries,
Ministries/Departments of Government of India

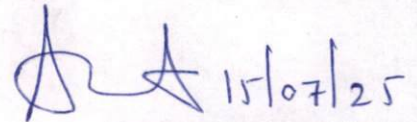
Subject: Filling up the post of Executive Director (DS/Director level), Tea Board, Coonoor, under Department of Commerce on deputation basis.

Sir/Madam,

This is regarding filling up the post of Executive Director(DS/Director level), Tea Board, Coonoor under Department of Commerce on deputation basis. The above post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure.

2. Officers of the rank of Deputy Secretary or Director level from the All India Services or any Organized Services of the Government of India, eligible for appointment at Deputy Secretary or Director level under the Central Staffing Scheme are eligible for the above post and the period of deputation of the post is 4/5 years at DS/Director level, ~~respectively~~.
3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary or Director levels or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/E-mailed (dir.mm@nic.in) to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and APAR Dossiers for the last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions. Applications of those eligible officers, who are already working on Central Deputation under the Central Staffing Scheme/Non-CSS posts of GOI, are required to be forwarded by their respective Ministries/Departments to this Department, along with the approval of their Minister-in-Charge.
4. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed to the above post.
5. It is requested that the application(s) of the eligible candidate(s) may please be forwarded/E-mailed so as to reach this Department on or before 14.08.2025.

Yours faithfully,



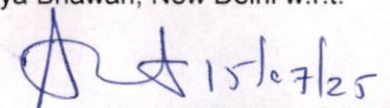
(Annies Kanmani Joy)

Deputy Secretary to the Government of India

Email: dir.mm@nic.in

Copy to:

1. D/o Commerce [Shri Sumit Kumar Sachan, Under Secretary] Vanijya Bhawan, New Delhi w.r.t. OM No. A-12022/22/2015-E-IV dated 09.07.2025.
2. PS to DS(MM) for uploading through bulk e-mail system.



(Annies Kanmani Joy)

Deputy Secretary to the Government of India

Bio-Data

1.	Name	:	
2	Date of Birth	:	
3	Service and Cadre(wherever applicable)	:	
4	Batch	:	
5	Contact Telephone No. (O) (R) (M)		
6	Domicile		
7	Educational Qualifications	:	
8	Date of joining of Govt. Service		
9	Present designation and pay scale		
10.	Period of continuous appointment on the present post		
11.	Date of grant of Level 12 or Grade Pay of 7600/-		
12.	Date of grant of Level 13 or Grade Pay of 8700/-(if applicable)	:	
13.	Date of superannuation		
14.	Complete Experience/Posting Profile	:	
S.No	Period	Post held/Organization	Cadre post/Deputation post
15.	Whether clear from Vigilance Angle		: Yes/No
16.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation		:
17.	Whether the officer is debarred from deputation under the Central Staffing Scheme.		:

18. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: _____

Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars

Note:

Columns 1-14 to be filled in by applicant.

Columns 15-18 to be filled in by Ministry/Department concerned