

No.4/2/2008-EP(OP&S)  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
EP(OP&S) Desk

Udgyog Bhawan, New Delhi  
Dated the 11th September, 2008

**OFFICE MEMORANDUM**

**Subject:- Filling up of the post of Director General, Services Export Promotion Council, New Delhi in the pay scale of Rs.18,400 – 500 – 22,400 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, has notified a new 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. It has been decided to fill up the post of Director General, Services Export Promotion Council, New Delhi in the pay scale of Rs.18,400 – 500 – 22,400 (subject to revision on the basis of VI Pay Commission) on deputation basis. Accordingly, applicants with the following qualification / experience may apply through proper channel:-

(I) Qualification/Experience:

Essential: Officers under Central Government:-

- (a) (i) with two years regular service in the scale of Director in the Government of India (Rs.14,300 - 18,300) or equivalent; or
- (ii) with seven years regular service in the scale of a Deputy Secretary in the Government of India (Rs. 12,000 – 16,500) or equivalent

and

(b) possessing a Bachelor's degree from a recognized University or equivalent;

Desirable : Experience of handling services sectors at the level of Director / Deputy Secretary in the Govt. of India.

(II) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation / Department of the Central Govt. 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 along with the following documents so as to reach this Ministry within 45 days from the date of issue of the Vacancy Circular, positively:-

- i. Photo copies of ACRs of the applicant for the last 5 years including that of year 2007-08, 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;
- 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.

5. 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.

**(Kiran Puri)**  
**Director**  
**Tel. 23062863**

To

1. All Ministries/Departments of the Government of India for wide circulation.
2. All officers of the rank of Director / Deputy Secretary in the Department of Commerce.
3. All Sections/Desks in the Department of Commerce for further circulation.
4. Chairman, Services Export Promotion Council, New Delhi
5. Dr. V. K. Sharma, Sr. Technical Director, NIC for placing it on the Department's website.

**CURRICULUM VITAE PROFORMA**

1. Name and Address:
2. Date of Birth(in Christian era):
3. Date of retirement (as per Rules of the Organisation where working):
4. Educational Qualifications:
5. Whether Educational and other qualifications 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

Qualification/  
Experience  
required

Qualification/  
Experience  
possessed by the  
Officer.

Essential

- a.
- b.

Desirable

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.

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

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.
9. 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.
10. Additional details about present employment

Please state whether working under –  
(indicate the name of your employer  
against the relevant column)

- a) Central Govt.
  - b) State Govt.
  - c) Autonomous Organization
  - d) Government Undertaking
  - e) Universities
  - f) Others
11. Present Scale of Pay and Total emoluments per month drawn( in Rupees):
12. 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)
13. Whether belongs to SC/ST/OBC:
14. 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)

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)

## ANNEXURE –II

### Terms of Appointment

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.

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