OFFICE MEMORANDUM

Subject: Filling up of the post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/-) as per Sixth CPC on “Transfer on Deputation” basis.

The undersigned is directed to say that it is proposed to fill up one post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/-) as per Sixth CPC. The job requirements and experience required for the post are indicated in Annexure-I.

2. It is requested that applications (in duplicate) of eligible and willing officers who could be relieved in the event of selection, in the enclosed proforma (Annexure-II) along with the following documents may please be forwarded to this Ministry within 45 days from the date of publication of the advertisement in the Employment News:

   (i) Complete and up-to-date confidential reports for the last five years, attested photostate copy thereof by an officer not below the rank of Under Secretary to the Govt. of India.

   (ii) Integrity Certificate.

   (iii) Details of minor or major penalties imposed during the last 9 years. (If no penalties have been imposed, it should be stated)

   (iv) Vigilance clearance.

Applications received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.

3. The appointment will be on transfer on deputation basis. The period of deputation shall be 2 years which may be extended by one or more years. The selected officer will have the option to draw his/her grade pay plus deputation (duty) allowance, in accordance with Ministry of Finance O.M. No.10/24/E.III/60 dated 4th May, 1961 as amended from time to time.

Sd/-
(Anjali Anand)
Under Secretary to the Govt. of India
Tel: 011-23062510
To:-

1. All Ministries/Departments of Govt. of India, New Delhi
2. All Chief Secretaries of State Governments/Union Territories
3. All attached/subordinate offices under the Ministry of Commerce
4. All officers of the rank of Deputy Secretary/Under Secretary in the Ministry of Commerce
5. Estt. Officer & Addl. Secretary, Deptt. of Personal and Training, North Block, New Delhi
6. The Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
7. Finance Division, MoC
8. Guard File

Sd/-

(Anjali Anand)
Under Secretary to the Govt. of India
Tel: 011-23062510
<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Secretary, Tea Board, Kolkata</th>
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<tbody>
<tr>
<td>Scale of Pay</td>
<td>PB-3 Rs.15,600-39,100+GP Rs.7600/- (as per Sixth CPC)</td>
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<tr>
<td>Method of Recruitment</td>
<td>Transfer on deputation: Officers of the IAS or any of the Central Services, Class-I or the State Services, Class-I with at least 9 years of service.</td>
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<tr>
<td>Job Requirement</td>
<td>To exercise such of the functions as have been assigned in the Act and the rules and bye-laws made thereunder. He shall be responsible for the Secretariat work of the Tea Board and shall be in charge of the administration of the office of the Board under direction from Deputy Chairman or the Chairman.</td>
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ANNEXURE-II

**BIO-DATA**

1. Name and address (in Block Letters) :  
2. Date of Birth :  
3. Date of retirement under Central/State :  
   Government Rules  
4. Educational Qualifications :  
5. Present Basic Pay :  
6. Post held on regular basis with scale of :  
   pay and date of appointment thereto  
   on regular basis.  
7. Permanent post held with scale of pay  
   and date of confirmation.  
8. Details of Employment in chronological :  
   order, (enclose a separate sheet duly  
   authenticated by your signature, if the  
   space below is not sufficient).  

<table>
<thead>
<tr>
<th>S.No</th>
<th>Officer/Institution/ Organisation</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties</th>
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| 9.   | Nature of present employment  
   i.e. whether ad-hoc or temporary  
   or permanent :  


10. In case the present employment is held on deputation/contract basis, please state:
   (a) The date of initial appointment
   (b) Period of appointment of deputation/contract
   (c) Name of the present office/organization to which you belong.

11. Additional details about present employment:

   Please state whether working under:
   (a) Central Govt.
   (b) State Govt.
   (c) Autonomous Organisation
   (d) Government Undertakings
   (e) Universities

12. Additional information, if any, which you would like to mention in support of your suitability for post. (Enclose a separate sheet, if the space is not sufficient).

13. Whether Belongs to SC/ST

   Signature of the Candidate

   Date:________________________