

No 10/1/2025-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 03rd April, 2025

To,

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

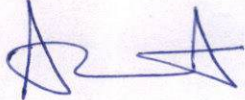
Subject: Filling up of the post of Secretary, Coffee Board, Bengaluru (a Non-CSS post) under Department of Commerce [at DS/Director level] on deputation basis.

Sir/Madam,

This is regarding filling up of the post of Secretary, Coffee Board, Bengaluru (a Non-CSS post) under Department of Commerce [at DS/Director level] on deputation basis.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized Group 'A' Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the above post. The period of deputation is 4/5 years at Deputy Secretary/Director level respectively.
3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level 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 this 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 complete 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 Ministeries/Departments to this Department, along with the approval of their Minister-in-Charge.
4. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. 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 officer(s) may please be forwarded/E-mailed so as to reach this Department on or before 02.05.2025.

Yours faithfully,

 03/04/25

(Annies Kanmani Joy)
Deputy Secretary to the Government of India
Email: dir.mm@nic.in

Copy to:

1. D/o Commerce [Shri Mahender Chaudhary, Under Secretary] Vanijya Bhawan, New Delhi w.r.t. OM No.A.12022/6/2020-E.IV dated 13.03.2025.
2. PA to DS(MM) for uploading through bulk e-mail system

Bio-Data

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

17. 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 1-13 to be filled in by applicant.

Columns 14-17 to be filled in by Ministry/Department concerned