

No 10/4/2024-EO (MM-II)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(Office of the Establishment Officer)  
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North Block, New Delhi  
Dated, the 11<sup>th</sup> November, 2024

To

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

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

Sir/Madam,

This is regarding filling up of the post of Executive Director (DS/Director level), Tobacco Board, Guntur under the Department of Commerce on deputation basis.

2. Officers of the rank of Deputy Secretary/Director from the All India Services or any other Organized Group 'A' Services of the Government of India (participating under Central Staffing Scheme) eligible for appointment under the Central Staffing Scheme, are eligible for this post. The period of deputation would be 4/5 years at Deputy Secretary/Director level, respectively.

3. The above post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level or equivalent level in the Government of India under the Central Staffing Scheme on priority basis. Names of willing and eligible officers who can be spared by the Ministries/Departments may be forwarded/e-mailed ([s.deepak@nic.in](mailto:s.deepak@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 completed and the officer is eligible for appointment on Central Deputation as per extant instructions. Applications of those officers who are already working at DS/Director level posts 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. **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 post

5. It is requested that the application(s) of the eligible candidate(s) may be forwarded/e-mailed (at [s.deepak@nic.in](mailto:s.deepak@nic.in)) so as to reach this Department by **10<sup>th</sup> December, 2024**.

Yours faithfully,

  
(Deepak Sharma)

Under Secretary to the Government of India  
Email: [s.deepak@nic.in](mailto:s.deepak@nic.in)

**Copy to:**

1. Department of Commerce [Shri Mahender Chaudhary, Under Secretary], Udyog Bhawan, New Delhi, w.r.t. their letter No. A-12022/11/2018-E.IV dated 30.10.2024.
2. PA to Director (SM): For uploading the vacancy circular through bulk email system.



### 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 |
|      |   |                        | Place of Posting           |
|      |   |                        | Brief Description          |
|      |   |                        |                            |
| 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

