

No. 10/3/2024 EO(MM-II)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated 30.10.2024

To,

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

Subject: Filling up the post of Deputy Secretary (Level 12 in the Pay Matrix of 7th CPC) in the office of Controller General of Patents, Designs and Trade Marks (CGPDTM), Mumbai, under the Central Staffing Scheme.

Sir/Madam,

This is regarding filling up of the post of Deputy Secretary (Level-12 of the Pay Matrix of 7th CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), Mumbai under the Department for Promotion of Industry and Internal Trade on deputation basis. The above post falls under Central Staffing Scheme.

2. Officers of the rank of Deputy Secretary level from the All India Services or any 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 years at Deputy Secretary level.

3. The above post may be circulated amongst officers eligible to be appointed as Deputy Secretary in the Government of India under Central Staffing Scheme on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/ Departments may be forwarded/mailed(dirsm@nic.in) to the Department alongwith **Cadre clearance, Vigilance clearance, detailed bio-data in the enclosed proforma and APAR Dossiers of 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 to be appointed on Central Deputation as per instructions. Application of all officers who are already working at DS level posts under the Central staffing Scheme/Non-CSS posts of GOI are required to be forwarded by their administrative Ministry/Department with the approval of their respective Minister-in-Charge.

4. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department by **02.12.2024**.

Yours faithfully,




(Sakshi Mittal)
Director

Email: dirsm@nic.in

Copy to:

1. Department for Promotion of Industry and Internal Trade [Shri Arun Kumar Gupta, Under Secretary, Vanijya Bhawan, New Delhi], w.r.t Letter No P-24017/25/2018-IPR-I dated 20.08.2024.
2. PA to Director(SM) for uploading through bulk e-mail system.



(15)

Bio-Data

1	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No.(O)	(R)	(M)		
6	Educational Qualifications	:			
7	Complete Experience / Posting Profile	:			
Sl.No.	Period	Post held/ organization	Cadre post/ deputation post	Place of posting	Brief Description
8	Whether clear from Vigilance angle?	:	YES/NO		
9	Whether the officer has been on deputation earlier, if so please provide details of organization, nature of deputation and period(dates) of deputation	:			
10	Whether the officer is debarred from deputation under the Central Staffing Scheme	:	YES/NO		

11. 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 1-7 to be filled in by applicant

Columns 8-11 to be filled in by Ministry/Department concerned.