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No. 124/2016-EO (SM-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Office of the Establishment Officer

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

Subject:- Filling up the post of **Chief Executive Officer (JS Level), Khadi & Village Industries Commission (KVIC), Mumbai** under the Ministry of Micro, Small & Medium Enterprises – reg.

Sir/Madam,

It is proposed to fill up the post of **Chief Executive Officer (JS Level), Khadi & Village Industries Commission (KVIC), Mumbai** under the Ministry of Micro, Small & Medium Enterprises in the pay band of Rs.37,400- 67,000/- (PB-4) with grade pay of Rs.10,000/- vice Shri Arun Kumar Jha, IES(1985).

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years and details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

3. It is requested that the applications of eligible officers may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully,

Nandini Paliwal
22/04/16
(Nandini Paliwal)

Deputy Secretary to the Government of India
Tel : 2309 2187

Copy to:

1. Ministry of Micro, Small & Medium Enterprises (Shri K.K. Jalan, Secretary), New Delhi w.r.t. its DO letter no. A-12031/02/2011-Estt. dated 05.04.2016.
2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.
3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.

गौ. अखिल भारतीय मुन्शर तथा अजभाषा विभाग
आर.क.ए. रॉके
गौ. सरकारी प्रेषण सुख्या 632
25/05/16

21/5/16
Rms - 3/5/16

1. Name :
2. Designation with Organization :
3. Office Address :
4. Date of Birth :
5. Scale of Pay and Pay :
6. Service to which belong :
7. Qualification/ Experience/ Achievement :
8. Post held in chronological order in last 10 years :

Post and Pay Scale with Grade Pay	Whether Post held on regular basis or otherwise	Organization	Brief job description	Date from	Date to	Remarks, if any

9. Others matters, if any.

(Signature of Candidate)

CERTIFICATE BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/ vigilance case is either pending or contemplated against the applicant and he/ she is clear from the vigilance angle.
3. His/ her integrity is certified.
4. It is certified that no major/ minor penalties have been imposed on the officer during the last 10 years.
5. Attested copies of APARs for last 05 years are attached.
6. In case of his/ her selection, he/ she will be relieved off from his/ her duty immediately.

SIGNATURE OF THE HEAD OF THE OFFICE
ALONG WITH THE OFFICE SEAL