

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार रोड, पालम, छावनी - 110010  
ULAN BATAR ROAD, PALAM, DELHI CANTT. -110010  
THROUGH WEBSITE

No/AN/IX/9518/Misc./2019

Dated 13<sup>th</sup> June 2019.

To,

✓ All Pr CsDA/CsDA/PCA(Fys) Kolkata  
AN-IV Section (local)

**Subject: Filling up of 01 (One) vacant post of Executive Officer (Group 'A', Level-10 in Pay Matrix) and Assitant Director (Marketing) (Group 'A' Level - 10 in the Pay Matrix) on deputation including short term Contract/Promotion in the office of the Jute Commissioner, Kolkata.**

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The office of Jute Commissioner, Kolkata under Ministry of Textiles(GoI) proposes to filling up the 01 (one) vacancy of Executive officer [Group 'A', Gazetted, Ministria, in the scale of Level '10' ( 56,100/- to 1,77500/-) and 01 (one) Assistant Director (Marketing) [Group 'A', Gazetted, Non Ministrial] in the Scale of Level '10' (56,100/- to 1,77500/-) on deputation basis in the office of Jute Commissioner, Kolkata While on deputation selected officials shall be governed by the provision of Deptt of Personnel & training OM No 6/8/2009-Estt (pay-II) dated 17/6/2010.

2. It is requested that the names of interested officials at Pay matrix 7 and 8 for the above posts may be called for. The applications of the interested/eligible officials may be forwarded to this office as per application proforma(Annexure-I) along with the attested copies of APARs of five years (from 2014-15 to 2018-19) and disciplinary/vigilance clearance/integrity certificate (as per the proforma) so as to reach in this office by **14.06.2019 positively**, as the last date of application to reach O/o the jute commissioner, kolkata has been extended till 19/06/2019.

3. While forwarding the names of volunteers, it may please be ensured that the officer meets the stated eligibility criteria. **The incomplete applications and applications received after due date will not be considered.**

4. The interested/eligible Officer may down load the Circular from CGDA Web site and apply through proper channel.

5. Nil Report is also required.

- Encls: 1. Gol, Ministry of Textiles O/o the Jute Commissioner, Kolkata  
Circular No. Jute (A)/147/58-VII and Circular No. Jute  
(Admin.)/60/2017.  
2. Annexure-I.**



(Mukesh Sharma)  
Sr. Account Officer (AN)

**Copy to: -**

EDP Centre (Local) :

Please put this circular and its enclosure on CGDA  
Web site.



(Mukesh Sharma)  
Sr. Account Officer (AN)

No. Jute (A)/ 147/58-VII

Government of India  
Ministry of Textiles  
Office of the Jute Commissioner  
CGO Complex, E&F Wing, 4<sup>th</sup> Floor  
DF Block, Sector- I, Salt Lake City  
Kolkata - 700 064.

CIRCULAR

Filling up of 1(one) vacant post of Executive Officer [Group 'A', Gazetted, Ministerial, Level '10' (56,100-1,77,500/-) in the Matrix Pay] on Deputation including short term contract/promotion in the Office of the Jute Commissioner, Kolkata, regarding.

(A) Deputation including short term contract/promotion.

Officers under the Central Government or State Government or Union territories or Universities or recognized research institutions or public sector undertakings or Government or semi-Government or Statutory or autonomous organizations:-

(a)

- (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With two years regular service in the post of Administrative Officer in level-8 (Rs.47,600-1,51,100/-) in the pay matrix or equivalent in the parent cadre or department; or
- (iii) With three years regular service in the post of Administrative Officer in the Level-7 (Rs.44,900-1,42,400/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) possessing the following qualification and experience :-

- (i) Bachelor's Degree from recognized University or institute;
- (ii) three years' work experience in accounts, administration and establishment in a Government office or public sector undertaking or any autonomous or statutory body.

Note 1- The Departmental Administrative Officer in Level-7 (Rs.44,900-1,42,400/-) in the pay matrix with three years regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled-up by promotion.

Note 2- Period of deputation (including short-term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note-3 The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of application.

2. Terms and conditions of deputation shall be governed / regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officials who volunteer for the post will not be permitted to withdraw their names later on.
3. The application (in triplicate) in prescribed proforma (Annexure-I), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified / countersigned by the Head of Office or an officer authorized to sign on his behalf, alongwith the following documents:-
  - (i) Cadre Clearance in respect of the applicant.
  - (ii) Up-to-date Clear and legible photocopy of ACRs/APAR of the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India.
  - (iii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
  - (iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the official concerned; and
  - (v) A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a 'No Penalty' Certificate. {Separate certificate should be furnished in respect of Sl. No. (iii) to (v) above}
4. The persons interested to apply for the post of '**Executive Officer**' may send their application (in triplicate) in the given prescribed proforma (Annexre -I) alongwith documents mentioned above through proper channel to the Deputy Jute Commissioner, Office of the Jute Commissioner, CGO Complex, E&F Wing, 4<sup>th</sup> Floor, DF Block, Sector-I, Salt Lake City, Kolkata-700 064, subscribing "**Application for the post Executive Officer**" within **04.06.2019**. Application received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.



(Subhendu Patra)  
Administrative Officer  
Phone No. (033) 2334 2813

**PROFORMA**

**ANNEXURE-I**

**APPLICATION FOR THE POST OF EXECUTIVE OFFICER IN LEVEL '10'  
(56,100-1,77,500/-) IN THE PAY MATRIX IN THE OFFICE OF THE JUTE  
COMMISSIONER, KOLKATA ON DEPUTATION BASIS.**

1. Name & address ( in Block letters) :
2. Date of Birth :
3. Date of retirement under Central Government rules :
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied?  
(if any qualification has been treated as equivalent to the one prescribed in the  
rules, state the authority for the same).:

Essential		Qualifications/Experience required	Qualifications/Experience possessed by the Officer
	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by you above, you  
meet the requirement of the post.
7. Details of Employment, in chronological order, Enclose a separate sheet  
duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From	To	Pay Band and Grade Pay	Nature of duties (in details)

8. Nature of present employment i.e. Ad-hoc or Quasi-Permanent or Permanent:
9. In case the present employment is held on deputation/contract basis, please state:
  - (a) The date of initial appointment:
  - (b) Period of appointment on deputation/contract:
  - (c) Name of the parent Office / Organization to which you belong:

10. Please indicate the details about the name of your present employer
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Advertisement.  
(Note : Enclose a separate Sheet, if the space is insufficient).

I have carefully gone through the vacancy Circular / advertisement and I am well aware that the Proforma duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

(Signature of the candidate)  
Address \_\_\_\_\_

**Countersigned**  
**(Employer with Seal)**

No. Jute (Admn.)/ 60/2017

Government of India  
Ministry of Textiles  
Office of the Jute Commissioner  
CGO Complex, E&F Wing, 4<sup>th</sup> Floor  
DF Block, Sector- I, Salt Lake City  
Kolkata – 700 064.

**CIRCULAR**

Filling up of 1(one) vacant post of Assistant Director (Marketing) [Group 'A', Gazetted, Non Ministerial, Level '10' (56,100-1,77,500/-) in the Matrix Pay] on deputation basis (including short term contract) in the Office of the Jute Commissioner, Kolkata, regarding

(A) By Deputation (including short term contract)

Officers under the Central Government or State Government or semi-Government or Union territories or Universities or recognized research institutions or universities or public sector undertakings or semi-Government or statutory or autonomous organizations:-

(a) (i) Holding analogous post on regular basis in the parent cadre or department; or  
(ii) with three years' regular service in the post in the Level 8 in the pay matrix Rs.47,600-1,51,100 or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

(i) Bachelor's Degree with Economics or Commerce or Business Studies or Statistics or Mathematics as the main subject with three years' experience in work related to jute marketing or statistical analysis and research work in a Government organisation;

or

ii) Master's Degree with Economics or Commerce or business Studies or Statistics or Mathematics as the main subject with three years' experience in work related to jute marketing or statistical analysis and research work in a Government organisation;

Note 1- The departmental of officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2- The Period of deputation including short-term contract including the period of deputation including short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 3- The maximum age limit for appointment by deputation including short-term contract shall be not exceeding fifty-six years as on the closing date of receipt of application.

2. Terms and conditions of deputation shall be governed / regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officials who volunteer for the post will not be permitted to withdraw their names later on.

3. The application (in triplicate) in prescribed proforma (Annexure-I), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre

Controlling Authority duly verified / countersigned by the Head of Office or an officer authorized to sign on his behalf, alongwith the following documents:-

- (i) Cadre Clearance in respect of the applicant.
- (ii) Up-to-date Clear and legible photocopy of ACRs/APAR of the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India.
- (iii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
- (iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the official concerned; and
- (v) A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a 'No Penalty' Certificate.  
{Separate certificate should be furnished in respect of Sl. No. (iii) to (v) above}

4. The persons interested to apply for the post of **Assistant Director (Marketing)** may send their application (in triplicate) in the given prescribed proforma (Annexre -I) alongwith documents mentioned above through proper channel to the Deputy Jute Commissioner, Office of the Jute Commissioner, CGO Complex, E&F Wing, 4<sup>th</sup> Floor, DF Block, Sector-I, Salt Lake City, Kolkata-700 064, subscribing "**Application for the post Assistant Director (Marketing)**" within **04.06.2019**. Application received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.



(Subhendu Patra)

Administrative Officer.  
Phone No. (033) 2334 2813



## PROFORMA

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (MARKETING)  
[GROUP 'A', GAZETTED, NON-MINISTRIAL, LEVEL '10' (56,100-1,77,500/-) IN  
THE PAY MATRIX] IN THE OFFICE OF THE JUTE COMMISSIONER,  
KOLKATA ON DEPUTATION BASIS.**

1. Name & address ( in Block letters) :
2. Date of Birth :
3. Date of retirement under Central Government rules :
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied?  
(if any qualification has been treated as equivalent to the one prescribed in the  
rules, state the authority for the same):

Essential		Qualifications/Experience required	Qualifications/Experience possessed by the Officer
	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From	To	Pay Band and Grade Pay	Nature of duties (in details)

8. Nature of present employment i.e. Ad-hoc or Quasi-Permanent or Permanent:
9. In case the present employment is held on deputation/contract basis, please state:
  - (a) The date of initial appointment:
  - (b) Period of appointment on deputation/contract:
  - (c) Name of the parent Office / Organization to which you belong:
10. Please indicate the details about the name of your present employer

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Advertisement.  
(Note : Enclose a separate Sheet, if the space is insufficient).

I have carefully gone through the vacancy Circular / advertisement and I am well aware that the Proforma duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

(Signature of the candidate)  
Address \_\_\_\_\_

Countersigned  
(Employer with Seal)