CIRCULAR

Sub: Filling up the post of Deputy Director (Personnel) on deputation basis:

The Marine Products Export Development Authority (MPEDA), a Statutory Body under the Department of Commerce, Ministry of Commerce & Industry, Government of India propose to fill up a post of Deputy Director (Personnel), Group ‘A’ in the Pay Matrix Level 11 as per 7th CPC (Pre-revised Pay Band PB3 ₹15600-39100 plus GP ₹6600/-) on deputation basis. The pay and allowances and other terms of deputation of the officer selected for the said post will be regulated in accordance with the instructions of the Department of Personnel and Training (DoPT) time to time.

The qualification and experience required for the post are indicated in Annexure- I. It is requested that applications of eligible and willing officers, who could be relieved in the event of selection, in the enclosed proforma (Annexure-II) along with the following documents may please be forwarded to the Secretary, MPEDA so as to reach on or before 5 pm on 08.06.2020.

i. Photocopy of complete and up-to-date attested Annual Performance Appraisal Reports for the last 5 years, attested by an officer not below the rank of Under Secretary or equivalent.

ii. Integrity Certificate

iii. Details of minor or major penalties imposed during the last 5 years. (If no penalties have been imposed, it should be stated).

iv. Vigilance Clearance

Applications received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered. The appointment will be on deputation basis. The period of deputation shall be two years. The selected officer will have the option to draw the pay of the deputation post or his/her pay plus deputation (duty) allowance, in accordance with existing rules.

(B.SREEKUMAR)
SECRETARY
Deputy Director (Personnel)- 1 post

**Pay Scale:** Group 'A' in the Pay Matrix Level 11 (Pre-revised Pay Band PB3 ₹15600-39100 plus Grade Pay ₹6600/-).

**Posting:** Selected officer may be posted in MPEDA where the vacancy would be available at that relevant point of time. Vacancy in the grade presently is available at the Head Office of MPEDA in Cochin. The officer will work as Head of Personnel Section and report to Secretary and Chairman on all personnel matters.

**Age limit:** Not exceeding 56 years as on 08.06.2020.

**Eligibility criteria**

**Essential:**

i. Officers holding analogous post in the Pay Matrix Level 11 (Pre-revised Pay Band PB3 ₹15600-39100 plus Grade Pay ₹6600/-) or having five years regular service in a post in the Pay Matrix Level 10 (Pre-revised Pay Band PB3 Rs.15600-39100 plus Grade Pay Rs. 5400/-) in the Central/State Government or Autonomous/Statutory Bodies under the Central/State Government.

ii. Graduate Degree with 10 years experience in Administration/ Establishment/ Personnel management in a Central/State Government or Autonomous/Statutory Bodies under the Central/State Government of which 5 years should be in middle or senior level.

**Desirable:**

i. Degree or Diploma in Personnel/Office Management/Business Management.

**Conditions:**

1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt shall not exceed 3 years.

2. The application in the given proforma duly typed together with attested copies of APAR dossiers for the last 5 years of the eligible officers who are willing to be considered for the said post and could be spared immediately may be forwarded to the Secretary, MPEDA so as to reach him by 08.6.2020.

3. While forwarding the applications, certificate to the effect that the officials are cleared for, vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be given.

4. The department while forwarding applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their name later on.

5. Application received after the last date or otherwise found incomplete for want of APARs/Vigilance clearance certificate or without the seal of the office will not be entertained.

(B.SREEKUMAR)
SECRETARY
CURRICULUM VITAE PRO FORMA

1. Name and Address (in Block letters) : 

2. Date of birth (in Christian era) : 

3. Date of retirement under Central / State Government rules : 

4. Educational Qualifications : 

5. Experience possessed by the officer : 

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

<table>
<thead>
<tr>
<th>Office/Organization</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay (Pay Matrix Level and Index)</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
</table>

8. Nature of present employment, i.e., adhoc or Temporary 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. Additional details about present employment
   (Please state whether working under (indicate the name of your employer against the relevant column)
   a. Central Government : 

Affix passport size Photograph
b. State Government : 

c. Autonomous Organization : 

d. Government Undertaking : 

e. Institutions : 

f. Others

11. Please state whether you are working in the same Department and are in the feeder grade or 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 Circular/Advertisement)
   (Note - Enclose a separate sheet, if the space is insufficient)

15. Whether belongs to SC/ST:

16. Remarks

   (The candidates may indicate information with regard to (i) Research publications and reports and special projects
   (ii) Awards/Scholarship/Official Appreciation
   (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information)
   (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 Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date............................... Address: ......................

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Countersigned

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(Employer with Seal)