

Fwd: Inviting Applications on Deputation for the Post of Assistant in Level-6 and UDC in Level-4-reg.

From : Shri Dharmendra <csdelhi@nic.in>

Tue, Nov 19, 2024 01:03 PM

Subject : Fwd: Inviting Applications on Deputation for the Post of Assistant in Level-6 and UDC in Level-4-reg.

3 attachments

To : Sh Anil Kumar Singh <secservices@nic.in>



From: "HOO DGCIS" <hoo-dgcis@gov.in>

To: "secy-ipp" <secy-ipp@nic.in>, "Shri V. Srinivas" <secy-arp@nic.in>, "Dr(Mr) Himanshu Pathak" <dg.icar@nic.in>, "Devesh Chaturvedi (SECY-Agri)" <Secy-agri@nic.in>, "Ms. Alka Upadhyaya" <secyahd@nic.in>, "Dr Rajesh S Gokhale" <secy@dbt.nic.in>, "Office of Seceratry CPC" <sec.cpc@nic.in>, "Commerce Secretary Office" <csoffice@nic.in>, "Nidhi Khare" <secy-ca@nic.in>, "Mr Rajesh Kumar Singh" <defsecy@nic.in>, "Aparna Chandra" <secyhfw@nic.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, "Mr Tuhin Kanta Pandey" <secydivest@nic.in>, "Shri Raj Kumar Goyal" <secy-jus@gov.in>, "Manoj Joshi" <secy-dolr@nic.in>, "Dr. Rajiv Mani" <secylaw-dla@nic.in>, "Shri Sanjay Seth" <mos-defence@gov.in>, "SECRETARY,OL" <secy-ol@nic.in>, "Office of Secretary, Personnel" <secy_mop@nic.in>, "Dr. Arunish Chawla" <secy-pharma@nic.in>, "Secretary Posts" <secretary-posts@indiapost.gov.in>, "Shri Tuhin Kanta Pandey" <secy-dpe@nic.in>, "Sanjay Malhotra" <rsecy@nic.in>, "Shailesh Kumar Singh" <secyrd@nic.in>, "Sanjay Kumar" <secy.sel@nic.in>, "SECRETARY DST" <dstsec@nic.in>, "Director General CSIR" <dgcis@csir.res.in>, "AMIT YADAV" <secywel@nic.in>, "Sujata Chaturvedi" <secy-sports@nic.in>, "Dr. Neeraj Mittal" <secy-dot@nic.in>, "Debashree Mukherjee" <secy-mowr@nic.in>, "Secretary Youth Affairs" <secy-ya@nic.in>, "Dr. Rajiv Mani" <secyoffice-ld@gov.in>, "Secretary DP" <sdpns@nic.in>, "Sh. Ashok K K Meena" <secydws@nic.in>, "Shri Ajay Seth" <secy-dea@nic.in>, "Sh Rajesh Aggarwal" <secretaryda-msje@nic.in>, "Dr. Niten Chandra IAS" <secyesw@nic.in>, "Dr. Manoj Govil" <secyexp@nic.in>, "Shri Rajat Kumar Mishra" <fertsec@nic.in>, "Secretary DFS" <secy-fs@nic.in>, "Dr. Abhilaksh Likhi" <secy-fisheries@nic.in>, "Shri Sanjeev Chopra" <secy-food@nic.in>, "Office of Secretary DHR" <secy-dhr@gov.in>, "Neerabh Kumar Prasad, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "csoffice sq" <csoffice.sq@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-goa@nic.in>, csguj@gujarat.gov.in, cs-haryana@gov.in, "Prabodh Saxena" <cs-hp@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Smt. SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csnagl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Vijay Bhushan Pathak" <cs-skm@hub.nic.in>, cs@tn.gov.in, cs@telengana.gov.in, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, cs-uttanchal@nic.in, chiefsecy@gmail.com, westbengal@nic.in, "Chief Secretary Andamans" <cs-andaman@nic.in>, admn-chandigarh@nic.in, devcom-d@nic.in, "Shri Amit Singla" <advisor-dnh-dd@daman.nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Advisor to the Administrator UTL" <lk-advisor@gov.in>, cs-pondicherry@nic.in, "cs-jandk" <cs-jandk@nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>

Cc: "Soumyaditya Mukhopadhyay" <soumyadityam.dgcis@gov.in>, "dg dgcis" <dg.dgcis@gov.in>, "Onkar Ghosh" <onkar.ghosh@gov.in>, "BANDANA SEN" <bandana.sen25@gov.in>, "Debmalya Pal" <debmaryap.dgcis@gov.in>

Sent: Tuesday, November 19, 2024 12:10:47 PM

Subject: Inviting Applications on Deputation for the Post of Assistant in Level-6 and UDC in Level-4-reg.

Sir/ Madam,

It is to inform that the Directorate General of Commercial Intelligence and Statistics (DGCIS), Kolkata proposes to fill up four (04) posts of Assistant in Level-6 on Deputation basis from amongst suitable and eligible officials working under the Central/ State/ U.T. Governments and one (01) posts of Upper Division Clerk in Level-4 also on Deputation basis from officials working under the Central Government. The eligibility, qualifications and experience required for the post along with details of job responsibilities and other relevant information are given in the Vacancy Circular and its Annexures attached herewith. The proforma Curriculum Vitae is given in Annexure II and proforma Certificate of Employer is given in Annexure-III.

It is requested that **applications in the prescribed proforma (Annexure-II) of suitable and eligible officials and whose service can be spared immediately in the event of selection may be**

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sent along with all necessary documents i.e. Cadre Clearance Certificate, Vigilance Clearance/ Integrity Certificate, attested copy of ACRs/APARs for the last 5 years (2018-2019 onwards) and 'Certificate of Employer' in prescribed proforma (Annexure-III), through proper channel, to Head of Office, DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Plot-22, Sector-I, Ward No. 108, Kolkata- 700107 .

The last date of Application is 31/12/2024. An advance copy of the Application must be received before the last date by e-mail at the E-mail id hoo-dgcis@gov.in

This is for wide publicity of the Circular in your office and amongst all other Departments, Institutions and Organisations under your administrative control.

Your cooperation in this regard is highly anticipated.

Regards,


रमेश सिंह/Ramesh Singh
सहायक निदेशक एवं कार्यालय प्रमुख/Assistant Director & Head of Office
डीजीसीआईएस/DGCIS,
कोलकाता/Kolkata

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Regards
O/o The Chief Secretary, Delhi

 **Proforma Application Curriculum Vitae Annexure-II.docx**
24 KB

 **Proforma Certificate by Employer Anexure-III.docx**
13 KB

 **Vacancy Circular.pdf**
439 KB

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F.NO. A-12024/1/2022-ESTT-I
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF COMMERCE
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE AND STATISTICS
565, ANADAPUR, WARD NO. - 108, PLOT NO. - 22, SECTOR- 1,
KOLKATA- 700107

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Dated: 16/11/2024

VACANCY CIRCULAR

Subject: Filling up of four (04) posts of Assistant and one (01) post of Upper Division Clerk on Deputation basis in the office of the Directorate General of Commercial Intelligence & Statistics, Kolkata.

It is to inform that the Directorate General of Commercial Intelligence and Statistics (DGCIS), Kolkata proposes to fill up four (04) posts of Assistant on Deputation basis from amongst suitable and eligible officials working under the Central/ State/ U.T. Governments and one (01) post of Upper Division Clerk from officials working under the Central Government. The eligibility, qualifications and experience required for the post along with details of job responsibilities and other relevant information are given in Annexure IA & IB. The proforma Curriculum Vitae is given in Annexure II and proforma Certificate of Employer is given in Annexure-III.

If the post is filled up by Deputation, the period of deputation will be initially for three years including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government and shall be extendable as per DOPT's guidelines in this regard. The deputation and its terms and conditions will be governed by instructions issued by DOPT from time to time. **The appointment will not bestow on the appointee on deputation any claim for absorption or regular appointment.**

It is requested that applications in the prescribed proforma (Annexure-II) of suitable and eligible officials and whose service can be spared immediately in the event of selection may be sent along with all necessary documents i.e. Cadre Clearance Certificate, Vigilance Clearance/ Integrity Certificate, attested copy of ACRs/APARs for the last 5 years (2018-2019 onwards) and 'Certificate of Employer' in prescribed proforma (Annexure-III), through proper channel, to **Head of Office, DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Plot-22, Sector-I, Ward No. 108, Kolkata- 700107** within a period of **45 days** from the date of publication of this advertisement in the *Employment News/ Rozgar Samachar*.

It is clarified that any form of conditional forwarding from the employer or applications received without prescribed documents and 'Certificate of Employer' (Proforma in Annexure-III) will be rejected. Applicants must ensure that their applications should reach the O/o DGCIS Kolkata through proper channel by the prescribed last date for receipt of applications. However, they may send advance copies of their applications well before the last date by e-mail at the id: hoo-dgcis@gov.in. **Officials in case of selection for the post will not be allowed to withdraw their candidature subsequently.**

Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their service record and found correct and should also countersign the application with the office seal. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of her/ his duties.

All the details in this regard may also be obtained from this office website <http://www.dgciskol.gov.in>

This issues with the approval of Director General, DGCIS.

(Ramesh Singh)
Assistant Director & Head of Office.

Copy to:

1. The Secretaries of all Departments of Government of India (As per Standard List) with the request to circulate it widely to all the officials under their control.
2. Dy. Secretary (CS), DOP&T, Lok Nayak Bhawan, Khan Market, with the request to circulate it widely to all the offices under their control.
3. Chief Secretary of every State and Union Territory Government (As per Standard List) with the request to circulate it widely to all the offices under the State or Union Territory Government.
4. IT Section, Ministry of Commerce and Industry for posting on the website <https://commerce.gov.in> at appropriate place.

01	Name of Post	Assistant
02	Number of Posts	04 (Four)
03	Classification	General Central Service, Group 'B' Non-Gazetted, Ministerial
04	Pay in the Pay Matrix	Level 6 in the pay matrix (Rs. 35,400-1,12,400/-) corresponding to Pre-revised Pay Band-2 with Grade Pay Rs. 4200/-)
05	Duties and Responsibilities of the Post	<p>Assist the Superintendent and Head of Office in the area of</p> <ul style="list-style-type: none"> i) Appointment and recruitment cases. ii) Framing/ Amendment of recruitment rules. iii) Pursuing/ handling of Court Cases. iv) Pursuing/handling of Parliament Starred and Unstarred question v) Quoting of Rules and Regulations relation to FRSR, CCS (CCA) Rules, CCS (Conduct) Rules, GFR, R&P rules etc. vi) MACP & Pay fixation Cases. vii) Processing of RTI matters. viii) Maintenance of Personal File and Service Books of the officials dealt in the establishment. ix) Maintenance of Reservation Roster and various Establishment Registers. x) To float Tender and preparation of Tender Documents including terms and conditions of Annual Maintenance Contract. xi) Procurement of Supplies and maintenance of records thereof. xii) Processing of Budget matters. xiii) Processing of Pay Bills, Arrear Bills, Advance Bills, Medical Bills, LTC Claims, etc. xiv) Processing of Superannuation, Pension, Death Benefit cases. xv) Maintenance of CGEGIS Accounts. xvi) Calculation of Income Tax and processing of Form 16 entries. xvii) Being Senior Most dealing assistant, to discharge the work of the section as directed by the Superintendent/ Head of Office. xviii) Processing of leave Applications and giving specific recommendation on the leave applications as per extant rule. xix) Any other responsibilities as may be directed.
06	Qualifications, Experiences and Eligibility required for the post.	<p>Officers of Central or State Government or Union Territory,</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level - 4 in the pay matrix (Rs. 25,500-81,100/-) or equivalent in parent cadre or department.</p> <p>(b) Possessing knowledge of administration, establishment and accounts matters.</p> <p>Note 1- The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment on promotion.</p> <p>Note 2- Period of deputation including the period of 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 to exceed three years.</p>
07	Age	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

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01	Name of Post	Upper Division Clerk
02	Number of Posts	01 (One)
03	Classification	General Central Service, Group 'C' Non-Gazetted, Ministerial
04	Pay in the Pay Matrix	Level 4 in the pay matrix (Rs.25,500 – 81,000/-) corresponding to Pre-revised Pay Band-I with Grade Pay Rs. 2400/-)
05	Duties and Responsibilities of the Post	<p>Assist the Superintendent, and Head of Office in the area of</p> <ol style="list-style-type: none"> Appointment and recruitment cases. Framing/ Amendment of recruitment rules. Pursuing/ handling of Court Cases. Pursuing/handling of Parliament Starred and Unstarred question Quoting of Rules and Regulations relation to FRSR, CCS (CCA) Rules, CCS (Conduct) Rules, GFR, R&P rules etc. MACP & Pay fixation Cases. Processing of RTI matters. Maintenance of Personal File and Service Books of the officials dealt in the establishment. Maintenance of Reservation Roster and various Establishment Registers. To float Tender and preparation of Tender Documents including terms and conditions of Annual Maintenance Contract. Procurement of Supplies and maintenance of records thereof. Processing of Budget matters. Processing of Pay Bills, Arrear Bills, Advance Bills, Medical Bills, LTC Claims, etc. Processing of Superannuation, Pension, Death Benefit cases. Maintenance of CGEGIS Accounts. Calculation of Income Tax and processing of Form 16 entries. To discharge the work of the section as directed by the Superintendent/ Head of Office. Processing of leave Applications and giving specific recommendation on the leave applications as per extant rule. Any other responsibilities as may be directed.
06	Qualifications, Experiences and Eligibility required for the post.	<p>Officers of Central Government,</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With 8 years' regular service in the grade of Lower Division Clerk in Level – 2 in the pay matrix (Rs. 19,900 – 63,200/-) or equivalent in parent cadre or department.</p> <p>Note 1- Period of deputation 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 to exceed three years.</p>
07	Age	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

(Ramesh Singh)
Assistant Director & Head of Office

CURRICULUMVITAE:PROFORMA

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1.	Name and address (In Block Letters)	
2.	Post Applied for (Separate applications are to be sent for different posts)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of superannuation (DD/MM/YYYY)	
5.	Status of your present employer (PI . specify whether Central Govt./State Govt/Autonomous/Statutory Body/PSU/others (specify))	
6.	Initial date of appointment in Govt. Service	
7.	Office address with Telephone No. & email	
8.	Residential Address with Personal Contact No.	
9.	Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held	
10.	Educational Qualifications	

11.	Please State clearly whether in the light of entries made by you below, you meet the requisite Essential Educational and other qualifications and work experience required for the post (if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)					
	Qualification/ Experience Required for the Post		Qualifications/Experience possessed by the official			
12	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	Scale of Pay and basic pay in old pay band.	Nature of duties performed (In details)
13.	Nature of present employment i.e., ad-hoc or Temporary or Quasi-Permanent or Permanent					

14.	<p>In case of present employment is held on deputation/contract basis, please state;</p> <p>A. The date of initial appointment.</p> <p>B. Period of appointment on deputation/contract</p> <p>C. Name of the parent office/organization to which you belong.</p>	<div></div> <div></div> <div></div>
15.	<p>Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.</p>	<div></div>
16.	<p>Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale.</p>	<div></div>
17	<p>Total emoluments as per month now drawn</p>	<div></div>
18	<p>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</p> <p>(i) additional academic qualification (ii) Professional training and</p> <p>(iii) work experience over and above prescribed in the vacancy circular/Advertisement).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	<div></div>

19	Remarks(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation	
20	Please state briefly how you find yourself best suited for the posts applied for:	

I have carefully gone through the vacancy circular/advertisement, and I understand 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. It is also certified that the information furnished above is correct and true to the best of my knowledge. In event of my selection, I shall abide by terms and conditions of the services attached to the post.

Date

(Signature of the Applicant)

I have carefully gone through the vacancy circular/ advertisement and I have verified the eligibility of the Applicant to the post for which the application is being forwarded through proper channel. The information/ details provided by the applicant in the Curriculum Vitae are correct and have been verified from his/her service records. The documents annexed with the application have been attested by the appropriate authority(ies). It is also hereby confirmed that in the event of selection for appointment to the post for which this application is being forwarded, the applicant/official shall be relieved of his/her duties in the parent cadre/department immediately.

Date

(Signature of the Competent Authority)

Designation & Seal

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Annexure-III

PROFORMA CERTIFICATE by the Employer/ Cadre Controlling Authority

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess requisite Eligibility/educational qualifications and experience mentioned in the Vacancy Circular/ Advertisement. If selected, he/ she will be relieved immediately of his/her in the parent cadre/department.
2. Also Certified that;
 - i. There is no Vigilance or Disciplinary case pending/ contemplated against Shri/ Smt. / Kumari

 - ii. His/ Her integrity is certified.
 - iii. His/ Her CR Dossier in original are enclosed / photocopies of the ACRs for the last 5 years (2018-2019 onwards) duly attested by the competent authority are enclosed (as the case may be).
 - iv. No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

