

No. 10/3/2025 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, the **13** June, 2025

To

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

Subject: Filling up of the post of Director (Level 13 in the Pay Matrix of 7th CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), New Delhi under Department for Promotion of Industry and Internal Trade on deputation basis under Central Staffing Scheme.

Sir/Madam,

This is regarding filling up of the post of Director (Level-13 of the Pay Matrix of 7th CPC) in the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM), New Delhi under the Department for Promotion of Industry and Internal Trade on deputation basis under Central Staffing Scheme.

2. Officers of the rank of Director from the All India Services or any Organized Group 'A' Services of the Government of India (participating under Central Staffing Scheme) eligible for appointment at Director level under the Central Staffing Scheme are eligible for this post. The period of deputation of the above post would be 5 years at Director level.
3. The following Mandatory/Desirable qualifications/experience have been prescribed for this post:

(A) Mandatory Experience:

"The applicant must have five years' experience in Administration, HRD and Training, procurement, store and maintenance".

(B) Desirable Experience:

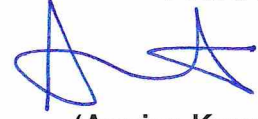
"The applicant should have experience in handling Vigilance and Court Matters".

4. The above post may be circulated amongst officers eligible to be appointed at Director or equivalent level 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/emailed (dir.mm@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. Applications of all such eligible officers who are already working 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.


13/06/25

5. It is requested that the application(s) of the eligible officer(s) may please be forwarded/e-mailed so as to reach this Department by 12.07.2025.

Yours faithfully,

 13/06/25

(Annies Kanmani Joy)

Deputy Secretary to the Government of India

Email: dir.mm@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 –Part-I dated 09.06.2025.
2. PS to Deputy Secretary(MM) for uploading through bulk e-mail system.

(Annies Kanmani Joy)

Deputy Secretary to the Government of India

Bio-Data

1.	Name	:			
2.	Date of Birth	:			
3.	Service and Cadre (In case of AIS officers)	:			
4.	Batch	:			
5.	Contact Telephone No.	(O) (R) (M)			
6.	Domicile	:			
7.	Educational Qualification(s)	:			
8.	Date of joining Services	:			
9.	Present designation and pay level	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of grant of Level 13 or Grade Pay of 8700/-	:			
12.	Date of superannuation	:			
13.	<u>Whether possess the Mandatory Experience:</u> <i>[The applicant must have five years' experience in Administration, HRD and Training, procurement, store and maintenance]</i>	:	If Yes, Details of the mandatory experience possessed by the Officer.		
14.	<u>Whether possess the Desirable Experience</u> <i>["The applicant should have experience in handling Vigilance and Court Matters"].</i>	:	If Yes, Details of the desirable experience possessed by the Officer.		
15.	Complete Experience/Posting Profile	:			
S.No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
16.	Whether clear from Vigilance Angle	:	Yes/No		
17.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation	:			
18.	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:			

19. 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 1-15 to be filled in by applicant.

Columns 16-19 to be filled in by Ministry/Department concerned