

No. 10/3/2024 EO(MM-II)
Government of India
Ministry of Personnel, P.G. and Pension
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated, the 13th 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 Deputy Secretary (Level 12 in 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 (DPIIT) on deputation basis under Central Staffing Scheme– reg.

Sir/Madam,

This is regarding filling up of the post of Deputy Secretary (Level-12 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 (DPIIT) on deputation basis under Central Staffing Scheme.

2. Officers of the rank of Deputy Secretary level 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 Deputy Secretary level under the Central Staffing Scheme are eligible for this post. The period of deputation for the above post would be 4 years at Deputy Secretary level.

3. The following Mandatory/Desirable qualification/experience has been prescribed for this post:

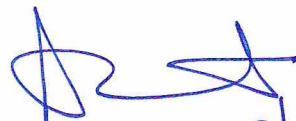
(A) Mandatory Experience:

"The applicant must have at least five years experience in supervision of Financial matters and/or implementation of IT projects".

(B) Desirable Qualification:

"Bachelors/Masters Degree in Finance and/or Information Technology".

4. The above post may be circulated amongst officers eligible to be appointed at Deputy Secretary or equivalent level in the Government of India under Central Staffing Scheme and possessing the above-mentioned experience, on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/ Departments may be forwarded/mailed(dir.mm@nic.in) to the Department along with **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. Application of the officers who are already working at DS level posts under the Central staffing Scheme/Non-CSS posts of GOI are required to be forwarded by their administrative Ministries/Departments 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

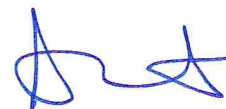
(Annies Kanmani Joy)

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, dated 09.06.2025.
2. PS to Deputy Secretary (MM) for uploading through bulk e-mail system.

 13/06/25

(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 Qualifications | : | | | |
| 8 | Date of joining service | : | | | |
| 9 | Present Designation and Pay Scale | | | | |
| 10 | Period of continuous appointment on the present post | : | | | |
| 11 | Date of grant of Level 12 or Grade Pay of 7600/- | : | | | |
| 12 | <u>Whether possess the Mandatory Experience:</u> <i>[The applicant must have at least five years' experience in supervision of Financial matters and/or implementation of IT projects]</i> | | If Yes. Details of the mandatory experience possessed by the officer. | | |
| 13 | <u>Whether possess the Desirable Qualification</u> <i>["Bachelors/Masters Degree in Finance and/or Information Technology"]</i> | | If Yes. Details of the desirable qualification possessed by the officer. | | |
| 14 | Date of superannuation | | | | |
| 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.