

EXPORT INSPECTION COUNCIL
(Department of Commerce)
New Delhi

No.EIC/D(Q/C)/6(a)/(Rev-Deptn.)/2016-17/

Dated: 30/12/2016

EIC/EIAs invite Applications for the following vacancies existing in the Export Inspection Agencies having their headquarters at – Chennai, Delhi, Kochi, Kolkata & Mumbai from officers under the Central Government / State Government / Export Inspection Agencies / Public Sector Undertakings / Autonomous bodies on deputation basis initially for a period of one year (subject to extension upto 3 years depending on performance).

VACANCY & POSTS

Vacancy Number: 1617/01 - Deputy Director (NT) - 02 post.
Pay Band: PB-3 ; Rs.15600–39100 with a Grade Pay: Rs.6600/-

ELIGIBILITY CRITERIA

The candidates in order to be eligible for appointment to the above post shall

a) i) holding analogous posts,

And

- b) i) Possessing Degree or equivalent,
ii) Should be capable of handling administrative/accounts issues at a senior level in a Govt./ semi-Govt./Autonomous Body.
ii) Should have adequate knowledge of Government rules and procedures.
iv) Knowledge of modern management technique will be an added qualification.

The maximum age limit for appointment by deputation shall be 56 years on the last date of receipt of application in the Council. The pay & allowances of officer selected and other conditions of deputation shall be governed as per the rules prescribed for deputation.

Applications in the given format of willing and eligible officers whose services can be spared immediately in the event of their selection may be forwarded through proper channel to the Director (I&Q/C), Export Inspection Council of India, 3rd floor, New Delhi YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi-110001 by on or before 10/02/2017 together with the following documents:

- (i) Confidential Reports Dossier of the applicant complete up to 2015–16 along with abstract indicating the 'year wise final 'Grading' obtained by the officer as per his/her 'reviewing/accepting' authority in the ACR/APAR may invariably be enclosed.
- (ii) Integrity Certificate for the last 5 years.
- (iii) Certificate confirming that no disciplinary / vigilance case is pending or being contemplated against the officer.
- (iv) A statement showing major or minor penalties, if any, imposed on the officer during the last 10 years.

Contd..2/-

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. **Applicants should note that the envelope containing the application for consideration of their candidature by transfer on deputation basis must clearly indicate on the envelope “ON DEPUTATION”.**

The candidates who apply for the post shall not be permitted to withdraw their candidature subsequently. Similarly, candidates who are selected for the posts shall not be allowed to withdraw their names in the event of their selection.

Incomplete applications or those received after the last date shall not be entertained. Decision of EIC in this regard would be final and no correspondence would be entertained on this issue.

Canvassing of candidature in any form shall be treated as disqualified.

DEPUTATION

Due Date for Receipt of Application at EIC : 10/02/2017

Format of application for appointment to the post of Deputy Director (NT)
by transfer on deputation basis in EIAs

(To be forwarded through proper channel)

1. Advertisement No. : 2016/02

2. Name and address of applicant
including Mobile No. & E-mail :
(IN BLOCK LETTERS)

3. Date of Birth (in Christian era) :

4. Whether belongs to SC/ST/OBC :

5. Date of retirement under Central / State :
Government Rules

6. Choice of posting, in order of preference (Chennai / Delhi / Kochi / Kolkata / Mumbai)
 - a., or
 - b., or
 - c.

7. Educational Qualifications :

8. Whether Educational Qualifications and Experience required for the post are satisfied

Qualifications / Experience required	Qualifications / Experience possessed by the officer (*)

(*) Attested copies of certificates need to be enclosed along with the application.

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

10. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Institutions	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

..2..

11. Nature of present employment i.e. Adhoc / :
Temporary / Quasi-Permanent / Permanent
12. 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 / organisation to which you belong. :
13. Additional details about present employment :
Please state whether working under Central Govt. / State Govt. / Autonomous Organisation / Semi – Govt. (indicate the name of your employer against the relevant category).
14. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade. :
15. 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. :
16. Total emoluments per month now drawn :
17. Additional information, if any, which you would like to mention in support of your suitability for the post.
(The candidate, 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).

18. 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 / institution 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 my application 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 Candidate
Address: _____

Countersigned
(Employer with Seal)

Certificate to be furnished by the Employer (Head of Office / Forwarding Authority)

1. Certified that the particulars furnished by Shri / Smt / Kum _____ are correct and he / she possesses educational qualifications and experience mentioned in vacancy circular / advertisement.
2. It is also certified that there is no vigilance / disciplinary case either pending or being contemplated against him / her.
3. His / her integrity is certified.
4. No major or minor penalty was imposed on Shri / Smt / Kum _____ during the last 10 years.
5. Copies of ACR/APARs for the last 5 years up to 2015- 16 duly attested (with rubber stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent is enclosed.

Place _____

Date _____

Signature _____
Name, Designation & Tel No.