

DETAILS FOR THE POST OF SECRETARY

Name of the Post	SECRETARY
No. of Posts	1 (One)
Scale of Pay	Pay Band Rs. 15600-39100 (PB-3) and Grade Pay– Rs.7600/-
Age	50 Years
Period of deputation	Three Years
Eligibility conditions	<p>Transfer/ Deputation-</p> <p>a) persons holding analogous posts or b) persons holding posts (Grade Pay Rs.6600) with seven years experience on regular service in related field. and Possessing the following educational and other qualifications:</p> <p>Essential</p> <p>1) Masters degree in any discipline including business administration 2) Not less than 7 years regular service on the post of one stage below in Central/ State Government/ Autonomous bodies/ Public Sector Undertakings dealing with matters relating to administration/accounts/ finance/ legal and marketing.</p> <p>Desirable</p> <p>1) Membership of Institute of Company's Secretaries of India (2) Sound Knowledge of foreign trade policy and procedures (3) working knowledge of computer applications (4) Degree in law</p> <p>Note: Officers in the direct line of promotion shall not be eligible for deputation.</p>

Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by :

1. Bio data (in duplicate) as per proforma.
2. Photocopies of ACRs/APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level,
3. Integrity Certificate,
4. Vigilance Clearance Certificate,
5. No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years

Note: The last of receipt of application is 15/9/2017

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT) BASIS]

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Secretary (_____) in APEDA on Transfer on Deputation basis, it is certified that his/ her integrity is beyond doubt.

[To be signed by an Officer of the rank of Deputy Secretary or above]

Name & Office Seal :

Date :

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Secretary (_____) in APEDA on Transfer on Deputation basis.

[Authorised signatory]

Name & Office Seal :

Date :

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Secretary (_____) in APEDA on Transfer on Deputation basis during the last ten years.

[Authorised signatory]

Name & Office Seal :

Date :

प्रपत्र / PRO

आवेदित पद का नाम _____
Name of the post applied for _____

PHOTO
(Please sign
across)

1. नाम और पता / Name and Address (In Block Letters)
2. जन्म तिथि / Date of birth (in Christian era)
3. केन्द्रीय / राज्य सरकार के नियमों के अन्तर्गत सेवा-निवृत्ति की तारीख / Date of retirement under Central/ State Govt. Rules
4. शैक्षिक अर्हताएं / Educational Qualifications
5. क्या निर्धारित शैक्षिक और अन्य अर्हताएं प्राप्त हैं (यदि कोई अर्हता निर्धारित अर्हता के समकक्ष मानी जा रही है तो उस संबंध में प्राधिकरण का नाम बताएं) / Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).

निर्धारित अर्हताएं / अनुभव / Qualifications / Experience required	अधिकारी द्वारा प्राप्त अर्हताएं / अनुभव / Qualifications / Experience possessed by the officer
अनिवार्य / Essential : 1. 2. 3. वांछनीय / Desirable: 1. 2. 3.	

6. कृपया यह स्पष्ट बताएं कि ऊपर इंगित तथ्यों के आधार पर क्या आप उक्त पद के लिए निर्धारित आवश्यकताएँ पूरी करते हैं / Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. सेवा संबंधी कालक्रमानुसार विवरण. आवश्यकता होने पर, हस्ताक्षरित अलग पृष्ठ संलग्न कर पूरा ब्यौरा दें / Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

कार्यालय / संस्थान / Office/ Institution	धारित पद / Post held	से / From	तक /To	वेतनमान और मूल वेतन / Scale of pay and basic pay	कार्य का स्वरूप / Nature of duties (in details)

-/-

8. वर्तमान सेवा का स्वरूप अर्थात् तदर्थ अथवा अस्थायी अथवा स्थायीवत् अथवा स्थायी / Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.
9. यदि वर्तमान सेवा प्रतिनियुक्ति / संविदा आधार पर है तो कृपया बताएं कि / In case the present employment is held on deputation/ contract basis, please state -
- प्रारंभिक नियुक्ति की तिथि / The date of initial appointment
 - नियुक्ति और प्रतिनियुक्ति / संविदा की अवधि / Period of appointment and deputation/ contract
 - मूल कार्यालय / संगठन का नाम / Name of the parent office/ organisation to which you belong
10. वर्तमान सेवा के बारे में अतिरिक्त विवरण / Additional details about present employment
- कृपया नियोक्ता का नाम संबंधित कॉलम के सामने लिखें / Please state whether working under (indicate the name of your employer against the relevant column).
- Central Govt.
 - State Govt.
 - Autonomous Organisation
 - Government Undertaking
 - Universities
 - Others
11. कृपया यह बताएं कि आप उसी कार्यालय में कार्यरत हैं और क्या आप परिपूरक ग्रेड में या परिपूरक के परिपूरक ग्रेड में हैं / Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. क्या आप संशोधित वेतनमान में हैं ? यदि हाँ, तो संशोधन की तिथि तथा संशोधन पूर्व वेतनमान बताएं / 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. वर्तमान में प्राप्त हो रहीं कुल परिलब्धियाँ / Total emoluments per month now drawn.
14. अतिरिक्त सूचना, यदि कोई हो, जिसके बल पर आप उक्त पद हेतु अपनी उपयुक्तता का दावा करते हैं / Additional information, if any, which you would like to mention in support of your suitability for the post.

15. कृपया यह बताएं कि क्या आप प्रतिनियुक्ति अथवा अल्पावधि अनुबंध आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केन्द्र / राज्य सरकार @ संघ राज्य क्षेत्र के प्रशासनksa के अधिकारी ही प्रतिनियुक्ति के लिए पात्र होंगे. vU; अभ्यर्थी अल्पकालिक अनुबंध के लिए पात्र होंगे) / Please state whether you are applying for deputation or short-term contract basis. (Employees of Central/ State Governments/U.T. Administrations are eligible for "Deputation". Others would be eligible for Short-Term Contract.

16. क्या अनुसूचित जाति /अनुसूचित जनजाति के हैं /Whether belongs to SC/ ST.

17. अभ्युक्तियाँ (अभ्यर्थी (i) अनुसंधान प्रकाशनों और प्रतिवेदनों और विशेष परियोजनाओं; (ii) पुरस्कारों / छात्रवृत्तियों /सरकारी प्रोत्साहनों (iii) व्यावसायिक संस्थानों / संगठनों / समितियों से संबद्धता इत्यादि के बारे में विवरण दे सकते हैं) (टिप्पणी : यदि आवश्यकता हो तो अलग पृ-ठ संलग्न करें) 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)

मैंने रिक्ति परिपत्र / विज्ञापन ध्यान पूर्वक पढ़ा है और मैं पूर्ण रूप से जानता हूँ कि मेरे आत्मवृत्त के समर्थन में मेरे द्वारा प्रस्तुत सभी दस्तावेजों का, चयन करते समय, चयन समिति द्वारा मूल्यांकन किया जाएगा / 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.

अभ्यर्थी के हस्ताक्षर :

पता :

Signature of the candidate:

Address:

दिनांक :

Date:

प्रतिहस्ताक्षरित :

(नियोक्ता का नाम व कार्यालय मोहर)

Counter signed:

(Employer with Seal)

