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**SPICES BOARD**  
(Ministry of Commerce & Industry, Govt. of India)  
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SAO. AA  
Pl circulate to  
all PAOs -  
immediate

NO.ADM.01/APP/1/2011-12

Dated 5<sup>th</sup> August 2011

23/08/11

filling up of the vacancy of Deputy Director (Administration) on Deputation base.

Spices Board proposes to fill up one vacant post of Deputy Director (Administration) in the pay band of (PB-3) Rs.15600-39100 + Grade Pay Rs.6600 - on deputation basis for a period of two years. The Place of posting will be at Cochin. The terms and conditions of deputation will be regulated in accordance with the instructions contained in the Department of Personnel and Training OM No.6/8/2009-Estt.(Pay-II) dated 17.6.2010.

Applications are invited from willing candidates from Central State Government, Government Public Sector Undertakings, Autonomous Bodies holding analogous posts on regular basis OR working in the Grade Pay of Rs.5400/- with 5 years service in the Grade and possession of the following essential/desirable qualifications:

ESSENTIAL

- 1. Bachelors Degree from a recognized University.
- 2. Post Graduate Degree in Public Administration Personnel Management Human Resource Management from a recognized University Institution.
- 3. 5 years experience in supervisory capacity in Personnel General Administration Finance/Legal Departments of a reputed firm/institution.

DESIRABLE

- 1. Bachelors in Law from a recognized University.

se/SB (1)  
Pl put up now  
24/8/11

Applications of eligible officers who can be spared immediately in the event of selection may be sent in the prescribed format (Annexure I) through proper channel along with vigilance clearance certificate and attested copies of ACRs for the last five years, Integrity Certificate and details of minor or major penalties imposed during the last 5 years, so as to reach the undersigned within 30 days of the publication.

Applications received after the prescribed date or otherwise incomplete for want of vigilance clearance certificates and other relevant documents will not be entertained.

SECRETARY

Annexure

1. Post held at present along with Pay Band and Grade Pay
2. Date of entry in Govt. Service
3. Date of Birth
4. Mode of appointment in the present grade and whether officiating or substantive
5. Educational Qualification
6. Pension, Pay Drawn
7. Summary of work done during last 5 years (period, nature and work done)
8. Name and address of the present employer
9. I hereby understand and undertake that in the event of my selection to the post in question, I will not withdraw my candidature or decline the post when offered.

Name & Signature of Candidate

CERTIFICATE

(to be filled by the employer)

The above particulars furnished by Shri/Smt. Kumar have been verified against the service record of the officer concerned. It is also certified that no disciplinary/vigilance case has been initiated against the official concerned. The integrity of the official is not in doubt.

Signature of the Head of Office  
(with Designation & Seal)

Encl on SB D 39842/12

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For D.O

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21/8/12