



Export Promotion Council for EOU & SEZs

(Ministry of Commerce & Industry, Govt. of India)

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P.C. Nambiar

Chairman

Dated the 12th June, 2013

VACANCY CIRCULAR

Sub : Filling up of the post of Director General, Export Promotion Council for EOU & SEZs (EPCES) under Department of Commerce, on deputation basis

This has reference to our earlier Vacancy Circular dated 28-3-2013, inviting applications for the post of Director General EPCES. The Central Governing Council of EPCES at its 28th meeting held on 24-5-2013 at Bangalore has decided to extend the last date for a further period of 2 months.

Accordingly it is proposed to fill up the post of Director General EPCES, under Department of Commerce, on deputation basis.

2. The specific job requirements, experience, qualification required for the above post and the respective pay-scale is indicated in Annexure I.

3. It is requested that the application (in duplicate) of eligible and willing officers, who could be relieved in the event of selection, in the enclosed proforma (Annexure II) along with the following documents may be forwarded through proper channel to Shri O.P. Kapoor, Deputy Director General, Export Promotion Council for EOU & SEZs, 8G, 8th Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi 110 001, **on or before 16th August, 2013.**

(i) Confidential reports for the last five years in original or attested photocopies thereof by an officer not below the rank of Under Secretary to the Government of India.

(ii) Integrity Certificate.

(iii) Vigilance Clearance.

(iv) Details of minor or major penalists imposed during the last 10 years (if no penalties have been imposed, it should be so stated clearly)

4. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or otherwise found incomplete will not be considered.

5. The appointment will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed 3 years. In the event, an officer is selected for the post on deputation, salary shall be fixed keeping in mind the scale/grade pay in the parent organization, in accordance with relevant Government rules.

Yours sincerely,

(P.C. Nambiar)

Encl : a/a

To,

1. All Ministries/Departments of Government of India, New Delhi
2. Chief Secretaries of State Governments and Union Territories.
3. All attached/subordinate offices under the Ministry of Commerce & Industry, Government of India.
4. Development Commissioners of SEZs
5. NIC, DoPT & Department of Commerce for uploading the O.M. on their respective websites.
6. All Sections/Officers in the Ministry of Commerce & Industry, Govt. of India

1	Name of Post	Director General, Export Promotion Council for EOUs & SEZs
2	Number of Post(s)	One
3	Classification	Non-Ministerial
4	Scale of Pay	Rs. 37,400-Rs. 67,000 (PB-4) + Grade Pay Rs. 8,700 Or as may be determined otherwise for the appointee as per conditions laid down in these RRs.
5	Whether Selection or Non-Selection	Selection
6	Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods.	<p>(i) By invitations through open advertisement for selection of the most suitable candidate from amongs:-</p> <p>a) Internal candidates eligible for consideration on promotion basis.</p> <p>b) Eligible applicants desirous of appointment on deputation basis from State/Central Government and organizations under them; and</p> <p>c) Eligible open market applicants desirous of appointment on direct recruitments basis.</p> <p>(ii) The selection will be made by the Chairman, Export Promotion Council for EOUs & SEZs on consideration of the recommendations made by the Selection Committee prescribed below in para 10 to assess the inter-se suitability of the applicants on the basis of an assessment and their performance in an interview.</p>
7	Eligibility and other conditions for applicants for consideration on promotion basis, from feeder cadre	<p>(i) Age Not more than 55 years as on 1st January of the recruitment year.</p> <p>(ii) Educational qualifications and experience</p> <p>a) Post-Graduate Degree in Economics/Commerce/Engineering/Business administration from recognized university.</p> <p>b) Candidate should have a minimum of 15 year experience (out of which 5 years experience in international trade related matters) in senior position in a reputed Trade Promotion/ Export Promotion Organization/Public or Private Sector Enterprise/Leading Management Institute/Consultancy Organization/relevant Government Department.</p> <p>(iii) Desirable Qualifications:</p> <p>a) Candidate should have adequate knowledge of National and International Trade Policy, WTO and various agreement and regional trade cooperation impacting our industry.</p> <p>b) Experience of Secretarial, administrative and financial management pertaining to trade bodies/large organizations</p> <p>c) Candidates should possess sound knowledge of Industrial Management and Export Marketing.</p> <p>(iv) In the event of Open Market Candidates being selected, the Selection Committee may in light of qualification and experience recommended higher emoluments than permissible under the prescribed scale for approval of the Central Government, which may approve with or without change or reject the recommendations, as it may find appropriate.</p> <p>(v) In case of selection of an open market candidate on Direct Recruitment, the appointment will be on contract basis, initially for three years, including an extendable probation period of one year. The appointment may be extended beyond 3 years with the approval of Chairman EPCES and concurrence of the Central Government.</p> <p>(vi) The services of a DG selected from the open market may be terminated by the Chairman, EPCES with the prior approval of the Central Government at any time by giving one month notice or one month salary in lieu of notice period, in case the performance of the incumbents is not satisfactory.</p>

8	Eligibility conditions etc for Applicants on Deputation basis.	<p>i) 5 years of regular service in the grade pay of Rs. 7600/- in the Central/State Government or organizations under Central/ State Government.</p> <p>ii) Individuals serving in a higher grade pay, not exceeding Rs. 10000 may apply, and shall be considered for appointment if a suitable candidate from the eligible category is not found.</p> <p>iii) In the event an officer is selected for the post on deputation, salary shall be fixed keeping in mind the scale/grade pay in the parent organization, in accordance with relevant Government rules.</p> <p>iv) Candidate for selection on deputation shall not be eligible for consideration for appointment on promotion or direct recruitment basis</p> <p>v) Period of deputation including period of deputation /contact in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall not exceed five years.</p> <p>vi) The maximum age limit for appointment by deputation shall not exceed 55 years as on the closing date of receipt of application.</p> <p>vii) In case of selection on deputation basis, the period of deputation shall ordinarily be for a period of three years including an initial extendable probation period of one year. With the consent of the parent department, the deputation may be extended further with the approval of Chairman EPCES and the concurrence of the Central Government, as per deputation norms of the Central/State Government, as applicable. The tenure will not extend beyond five years.</p> <p>viii) In the case of officers selected as DG on deputation, in the event of performance being found unsatisfactory, the Chairman can, with the prior approval of the Central Government, revert the officer back to the parent cadre.</p>
9	Eligibility and other conditions for applicants for consideration on promotion basis, from feeder cadre	<p>(i) At least 5 years service in the grade pay of Rs. 7600/-</p> <p>(ii) Departmental officers in the feeder category in the direct line of promotion shall not be eligible for consideration for appointment on deputation or direct recruitments basis.</p> <p>(iii) In case of selection through promotion the tenure will be 3 years, including an extendable by the Chairman EPCES with concurrence of the Central Government, but not beyond the regular age of retirement.</p> <p>(iv) In case of officers selected as DG by promotion, in the event of performance being found unsatisfactory, the Chairman can with the prior approval of the Central Government, reassign the officer elsewhere.</p>
10	If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition?	<p>The Selection Committee with following constitution:-</p> <p>(1) Chairman EPCES – Chairman</p> <p>(2) Vice Chairman – Member</p> <p>(3) Regional Chairman : Member (To be declared by governing Council)</p> <p>(4) One External Expert : Member</p> <p>(5) Nominee of Central Government : Member</p>
8	Applicability of other rules etc	All applicable rules and regulations, including disciplinary rules etc., shall apply on appointments to the post.

APPLICATION FOR THE POST OF DIRECTOR GENERAL, EXPORT PROMOTION COUNCIL FOR EOUs & SEZs

1. Name and office address (IN BLOCK LETTERS)
2. Date of Birth (DD/MM/YYYY)
3. Date of retirement under Central/State Government Rules
4. Present Pay-scale & Grade Pay
5. Please specify (with details) if you belong to Central Govt. Services including All India Services (AIS)/Organized Group 'A' Services, State Government/Union Territory/ PSUs/Autonomous Body/Statutory Body
6. Permanent Post held with scale of pay (revised)/Pay Band & Grade Pay and date of confirmation in the permanent post held.
7. Details of Employment in chronological order, (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient).

S N.	Name of the Office/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6	7

8. Additional information, if any, which you would like to mention in support of your suitability for the post applied for in view of the desirable qualification prescribed for the post (enclose a separate sheet, if the space is not sufficient).

Signature of the Candidate

Place :

Date:

Phone/Fax (O)

Email :

Certificate (To be given by the Head of Department)

1. Certified that the particulars furnished above have been verified and found to be correct.
2. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer.
3. Integrity of the officer is also certified.

Signature of the Head of Department
(with rubber stamp)