

**F.NO. 6(2)/2022- Estt-I**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMERCE AND INDUSTRY**  
**DEPARTMENT OF COMMERCE**  
**DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE AND STATISTICS**  
**565, ANADAPUR, WARD NO. - 108, PLOT NO. - 22, SECTOR- 1,**  
**KOLKATA- 700107**

Dated: 30<sup>th</sup> November, 2022

**VACANCY CIRCULAR**

**Subject:** Filling up of six (06) posts of Assistant and four (04) posts of Superintendent on Deputation basis in the office of the Directorate General of Commercial Intelligence & Statistics, Kolkata.

It is to inform that the Directorate General of Commercial Intelligence and Statistics (DGCIS), Kolkata proposes to fill up six (06) posts of Assistant and four (04) posts of Superintendent on Deputation basis from amongst suitable and eligible officials working under the Central/ State/ U.T. Governments. The eligibility, qualifications and experience required for the post along with details of job responsibilities and other relevant information are given in Annexure IA & IB. The format of application is given in Annexure II.

If the post is filled up by Deputation, the period of deputation will be initially for three years including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government and shall be extendable as per DOPT's guidelines in this regard. The deputation and its terms and conditions will be subject to various circulars of DOPT guidelines in this regard. The appointment will not bestow on the appointee on deputation any claim for absorption or regular appointment.

It is requested that applications (in quadruplicate) of suitable and eligible officials and whose service can be spared immediately in the event of selection may be sent along with attested copy of ACRs/APARs for the last 5 years and Vigilance Clearance/ Integrity Certificate and other requisite documents mentioned as under, through proper channel to **Head of Office, DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Plot-22, Sector-I, Ward No. 108, Kolkata- 700107** within a period of 60 days from the date of publication of this advertisement in the *Employment News/ Rozgar Samachar*.

Applicants may send advance copies of their applications by e-mail at the id: [hoo-dgcis@gov.in](mailto:hoo-dgcis@gov.in). However applications of only such officials/ candidates will be considered which are routed through proper channel by the due date and complete in all respects. A complete application shall consist of the following;

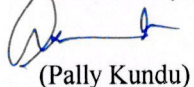
- (i) Bio-data (in quadruplicate) in the Proforma given in Annexure –II duly countersigned by the competent authority;
- (ii) Cadre Clearance Certificate issued by the competent authority;
- (iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department;
- (iv) Attested photocopies of the APAR Dossiers for the last 5 years;
- (v) The details of major/ minor penalties imposed on the Official during the last 10 years;
- (vi) Any other relevant documents if any.

Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected. Officials in case of selection for the post will not be allowed to withdraw their candidature subsequently.

Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their Service record and found correct and should also countersign the application with the office seal. It may also be conformed that in the event of selection for appointment, the official concerned will be relieved of her/ his duties.

All the details in this regard may also be obtained from this office website <http://www.dgciskol.gov.in>

Yours faithfully,

  
(Pally Kundu)

Deputy Director General & H.O.D.

Copy to:


1. The Secretaries of all Departments of Government of India (As per Standard List) with the request to circulate it widely to all the officials under their control.
2. Dy. Secretary DOP&T, Lok Nayak Bhawan, Khan Market, with the request to circulate it widely to all the offices under their control.
3. Chief Secretary of every State and Union Territory Government (As per Standard List) with the request to circulate it widely to all the offices under the State or Union Territory Government.
4. IT Section, Ministry of Commerce and Industry for posting on the website <https://commerce.gov.in> at appropriate place.



01	Name of Post	Assistant
02	Number of Posts	06 (Six)
03	Classification	General Central Service, Group 'B' Non-Gazetted, Ministerial
04	Pay in the Pay Matrix	Level 6 in the pay matrix ( Rs. 35,400-1,12,400/-) corresponding to Pre-revised Pay Band-2 with Grade Pay Rs. 4200/-)
05	Period of Deputation	The period of deputation including the period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.
06	Duties and Responsibilities of the Post	<p>Assist the Superintendent and Head of Office in the area of</p> <ol style="list-style-type: none"> <li>Appointment and recruitment cases.</li> <li>Framing/ Amendment of recruitment rules.</li> <li>Pursuing/ handling of Court Cases.</li> <li>Pursuing/handling of Parliament Starred and Unstarred question</li> <li>Quoting of Rules and Regulations relation to FRSR, CCS (CCA) Rules, CCS (Conduct) Rules, GFR, R&amp;P rules etc.</li> <li>MACP &amp; Pay fixation Cases.</li> <li>Processing of RTI matters.</li> <li>Maintenance of Personal File and Service Books of the officials dealt in the establishment.</li> <li>Maintenance of Reservation Roster and various Establishment Registers.</li> <li>To float Tender and preparation of Tender Documents including terms and conditions of Annual Maintenance Contract.</li> <li>Procurement of Supplies and maintenance of records thereof.</li> <li>Processing of Budget matters.</li> <li>Processing of Pay Bills, Arrear Bills, Advance Bills, Medical Bills, LTC Claims, etc.</li> <li>Processing of Superannuation, Pension, Death Benefit cases.</li> <li>Maintenance of CGEGIS Accounts.</li> <li>Calculation of Income Tax and processing of Form 16 entries.</li> <li>Being Senior Most dealing assistant, to discharge the work of the section as directed by the Superintendent/ Head of Office.</li> <li>Processing of leave Applications and giving specific recommendation on the leave applications as per extant rule.</li> <li>Any other responsibilities as may be directed.</li> </ol>
07	Pay and Allowances	A Deputationists shall be entitled to his/her basic pay in the Pay Level 6 (Rs. 35,400-1,12,400/-) in the parent cadre drawn in his/her parent cadre/ organization and other admissible allowance as and at the rate as may be determined by the Government of India from time to time.
08	Qualifications, Experiences and Eligibility required for the post.	<p>Officers of Central or State Government or Union Territory,</p> <ol style="list-style-type: none"> <li>(i) holding analogous posts on regular basis in the parent cadre or department; or</li> <li>(ii) With ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level – 4 in the pay matrix (Rs. 25,500-81,100/-) or equivalent in parent cadre or department.</li> </ol> <p>(b) Possessing knowledge of administration, establishment and accounts matters.</p> <p><b>Note 1-</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment on promotion.</p> <p><b>Note 2-</b> Period of deputation including the period of in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed three years.</p>
09	Age	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.



01	Name of Post	Superintendent
02	Number of Posts	04 (Four)
03	Classification	General Central Service, Group 'B' Gazetted, Ministerial
04	Pay in the Pay Matrix	Level 7 in the pay matrix (Rs. 44,900-1, 42, 400/-) corresponding to Pre-revised Pay Band-2 with Grade Pay Rs. 4600/-)
05	Period of Deputation	The period of deputation (including short term contract) including the period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.
06	Duties and Responsibilities of the Post	<ul style="list-style-type: none"> <li>i) To supervise the work assigned to the personnel working directly under his/her charge.</li> <li>ii) Day to Day disposal of Dak received daily in the Establishment.</li> <li>iii) To check facts and record on the file before they are put up to the Head of Office/Deputy Director Administration/ Head of the Department for perusal or approval.</li> <li>iv) Assist the Head of Office/Deputy Director Administration/ Head of the Department in personnel matters of establishment and also help the subordinate staff in administrative matters.</li> <li>v) To bring into notice the daily activities of the establishment/Accounts to Head of Office/Deputy Director Administration/ Head of the Department.</li> <li>vi) Responsible for maintenance of leave record (Casual Leave and Restricted Holiday) of the staff working under his/her charge in the establishment.</li> <li>vii) Any other responsibility as may be directed by the Head of Office/Deputy Director Administration/Head of the Department.</li> </ul>
07	Pay and Allowances	A Deputationists shall be entitled to his/her basic pay in the Pay Level 6 (Rs. 35,400-1,12,400/-) in the parent cadre drawn in his/her parent cadre/ organization and other admissible allowance as and at the rate as may be determined by the Government of India from time to time.
08	Qualifications, Experiences and Eligibility required for the post.	<p>Officers of Central or State Government or Union Territory,</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level – 6 in the pay matrix (Rs.35, 400-1, 12, 400/-) or equivalent in parent cadre or department.</p> <p>(b) Possessing at least two years' experience of establishment, accounts and administration matters.</p> <p><b>Note 1-</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment on promotion.</p> <p><b>Note 2-</b> Period of deputation including the period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed three years.</p>
09	Age	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.



(Pally Kundu)

Deputy Director General &amp; H.O.D.



APPLICATION FOR THE POST OF ASSISTANT/ SUPERINTENDENT IN DGCIS, KOLKATABIO- DATA/ CURRICULUM VITAE PROFORMA

1. Name (In Block Letters)			
2. Address (In Block Letters)			
3. Date of Birth (in Christian era)			
4. Date of entry into service			
5. Date of retirement under Central/ State Government Rules			
6. Educational Qualifications			
7. Eligibility/Qualifications/ Experience possessed by the Official	<b>Essential</b>		
	A) Eligibility/Qualification		
	B) Experience		
8.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RR for the same post hosted by this office on its website <b>dgciskol.gov.in</b> at the time of issue of this Circular.			
8. Whether in the light of entries made by the applicant Official above, the Borrowing Office confirms the possession of Eligibility and Essential & Desirable Qualifications/ Work Experience by the Official. <b>Specific Comments/ Views are to be provided by the Borrowing Office.</b>			

9. Details of employment in Chronological Order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient.

Office/ Institution			
Post held on Regular Basis			
From		To	
Level in the Pay Matrix, Pay Band and Grade Pay/ Pay Scale of the post held on regular basis*			



Nature of Duties (in details highlighting experience required for the post applied for).	
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\* Pay Band and Grade Pay granted under ACP/ MACP are personal to the Official and therefore, should not be mentioned. Only Level of Pay Matrix, Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below.

Office/ Institution	Level in the Pay Matrix, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

10. Nature of Present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
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11. 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/ organization to which the applicant belongs.	(d)Name of the post and Pay of the post held in substantive capacity in the parent organization.

11.1 **Note:** In case of Officials already on Deputation, the application of such officials should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

11.2 **Note:** Information under Column 11 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.

12. If any post had been held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
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13. Additional details about employment: Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Union Territory Administration	
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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 the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
16. Total emolument per month now drawn		
Basic Pay in the Pay Band/ Level and Cell no. in the Pay Matrix	Grade Pay (if applicable)	Total Emoluments
17. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)	Total Emoluments
<p>19A. <b>Additional Information</b> if any relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may be provided information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above what is prescribed in the Vacancy Circular / Advertisement.</p> <p>(Enclose a separate sheet, if the space is insufficient)</p>		
<p>19B. <b>Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/ Scholarships/ Official Appreciation</p> <p>iii) Any other information.</p>		
20. Whether belongs to SC/ST/OBC		



I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Eligibility/Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_



### **Certification by the Employer/ Cadre Controlling Authority**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess requisite Eligibility/educational qualifications and experience mentioned in the Vacancy Circular/ Advertisement. If selected, he/ she will be relieved immediately.
2. Also Certified that;
  - i. There is no Vigilance or Disciplinary case pending/ contemplated against Shri/ Smt. / Kumari. \_\_\_\_\_
  - ii. His/ Her integrity is certified.
  - iii. His/ Her CR Dossier in original are enclosed/ photocopies of the ACRs for the last 5 years duly attested by an Official of the rank of Under Secretary of the Govt. of India or above are enclosed.
  - iv. No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)