

F.NO. A-12024/1/2022-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: 16/11/2024

VACANCY CIRCULAR

Subject: Filling up of four (04) posts of Assistant and one (01) post of Upper Division Clerk 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 four (04) posts of Assistant on Deputation basis from amongst suitable and eligible officials working under the Central/ State/ U.T. Governments and one (01) post of Upper Division Clerk from officials working under the Central Government. 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 proforma Curriculum Vitae is given in Annexure II and proforma Certificate of Employer is given in Annexure-III.

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 governed by instructions issued by DOPT from time to time. **The appointment will not bestow on the appointee on deputation any claim for absorption or regular appointment.**

It is requested that applications in the prescribed proforma (Annexure-II) of suitable and eligible officials and whose service can be spared immediately in the event of selection may be sent along with all necessary documents i.e. Cadre Clearance Certificate, Vigilance Clearance/ Integrity Certificate, attested copy of ACRs/APARs for the last 5 years (2018-2019 onwards) and 'Certificate of Employer' in prescribed proforma (Annexure-III), 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 **45 days** from the date of publication of this advertisement in the *Employment News/ Rozgar Samachar*.

It is clarified that any form of conditional forwarding from the employer or applications received without prescribed documents and 'Certificate of Employer' (Proforma in Annexure-III) will be rejected. Applicants must ensure that their applications should reach the O/o DGCIS Kolkata through proper channel by the prescribed last date for receipt of applications. However, they may send advance copies of their applications well before the last date by e-mail at the id: hoo-dgcis@gov.in. **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 confirmed 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>

This issues with the approval of Director General, DGCIS.

(Ramesh Singh)

Assistant Director & Head of Office.

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 (CS), 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	04 (Four)
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	Duties and Responsibilities of the Post	<p>Assist the Superintendent and Head of Office in the area of</p> <ul style="list-style-type: none"> i) Appointment and recruitment cases. ii) Framing/ Amendment of recruitment rules. iii) Pursuing/ handling of Court Cases. iv) Pursuing/handling of Parliament Starred and Unstarred question v) Quoting of Rules and Regulations relation to FRSR, CCS (CCA) Rules, CCS (Conduct) Rules, GFR, R&P rules etc. vi) MACP & Pay fixation Cases. vii) Processing of RTI matters. viii) Maintenance of Personal File and Service Books of the officials dealt in the establishment. ix) Maintenance of Reservation Roster and various Establishment Registers. x) To float Tender and preparation of Tender Documents including terms and conditions of Annual Maintenance Contract. xi) Procurement of Supplies and maintenance of records thereof. xii) Processing of Budget matters. xiii) Processing of Pay Bills, Arrear Bills, Advance Bills, Medical Bills, LTC Claims, etc. xiv) Processing of Superannuation, Pension, Death Benefit cases. xv) Maintenance of CGEGIS Accounts. xvi) Calculation of Income Tax and processing of Form 16 entries. xvii) Being Senior Most dealing assistant, to discharge the work of the section as directed by the Superintendent/ Head of Office. xviii) Processing of leave Applications and giving specific recommendation on the leave applications as per extant rule. xix) Any other responsibilities as may be directed.
06	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 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.</p> <p>(b) Possessing knowledge of administration, establishment and accounts matters.</p> <p>Note 1- 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>Note 2- Period of deputation including the period of in another ex-cadre 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>
07	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	Upper Division Clerk
02	Number of Posts	01 (One)
03	Classification	General Central Service, Group 'C' Non-Gazetted, Ministerial •
04	Pay in the Pay Matrix	Level 4 in the pay matrix (Rs.25,500 – 81,000/-) corresponding to Pre-revised Pay Band-1 with Grade Pay Rs. 2400/-)
05	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"> Appointment and recruitment cases. Framing/ Amendment of recruitment rules. Pursuing/ handling of Court Cases. Pursuing/handling of Parliament Starred and Unstarred question Quoting of Rules and Regulations relation to FRSR, CCS (CCA) Rules, CCS (Conduct) Rules, GFR, R&P rules etc. MACP & Pay fixation Cases. Processing of RTI matters. Maintenance of Personal File and Service Books of the officials dealt in the establishment. Maintenance of Reservation Roster and various Establishment Registers. To float Tender and preparation of Tender Documents including terms and conditions of Annual Maintenance Contract. Procurement of Supplies and maintenance of records thereof. Processing of Budget matters. Processing of Pay Bills, Arrear Bills, Advance Bills, Medical Bills, LTC Claims, etc. Processing of Superannuation, Pension, Death Benefit cases. Maintenance of CGEGIS Accounts. Calculation of Income Tax and processing of Form 16 entries. To discharge the work of the section as directed by the Superintendent/ Head of Office. Processing of leave Applications and giving specific recommendation on the leave applications as per extant rule. Any other responsibilities as may be directed.
06	Qualifications, Experiences and Eligibility required for the post.	<p>Officers of Central Government,</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With 8 years' regular service in the grade of Lower Division Clerk in Level – 2 in the pay matrix (Rs. 19,900 – 63,200/-) or equivalent in parent cadre or department.</p> <p>Note 1- Period of deputation including the period of deputation (including short term contract) in another ex-cadre 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>
07	Age	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.


 (Ramesh Singh)

Assistant Director & Head of Office