

No. 2(13)/2025-Coir (4031822)/230.
Government of India
Ministry of Micro, Small and Medium Enterprises
Coir Section

Work Hall No. 32110, 2nd Floor,
CCS Building No. 3,
Kartavya Path, New Delhi - 110001
Dated - 18.08.2025

VACANCY CIRCULAR

Subject: Filling up the post of Secretary in the Coir Board, Kochi, Kerala on deputation basis- reg.

The undersigned is directed to inform that it has been decided to fill up the post of Secretary, Coir Board (*Pay level 12 as per 7th CPC*) under the Ministry of Micro, Small and Medium Enterprises, Government of India on deputation basis.

2. The classification, method of recruitment, age, eligibility criteria, duties and responsibilities and period of deputation, etc. are attached as Annexure - I.

3. It is requested that the applications (three copies) of willing and eligible candidates who can be spared immediately on selection, may kindly be forwarded to Shri N Raja Swamy, Under Secretary (Coir), Ministry of Micro, Small and Medium Enterprises, Government of India, Work Hall No. 32110, 2nd Floor, CCS Building No. 3, Kartavya Path, New Delhi - 110001, in hard copy within 45 (Forty five days) from the date of issue of advertisement in the Employment News/Rozgar Samachar in the prescribed format (**Annexure - II**) along with all the requisite documents i.e. attested copies of latest 05 years APARs (each page attested by an officer not below the rank of Under Secretary), DE/Vigilance Clearance, Statement showing major/minor penalty, if any, imposed on the officers during the last 10 years, Integrity Certificate and Cadre Clearance etc. Further, soft copy (PDF format) of application along with relevant documents may also be emailed within prescribed time limit at nraja.swamy@nic.in and shaubhik.b@gov.in. The extension of last date of receipt of application, if any, will be notified / uploaded in the website of Ministry.

4. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/ minor penalty has been imposed on the officers during the last 10 years. Applications received after due date or without the above mentioned requisite documents or otherwise found incomplete will not be considered and summarily rejected. Advance copy of the application will not be entertained. The candidate, in the event of his/her selection, will not be allowed to withdraw his/her candidature subsequently on any ground.

N. Raja Swamy 18/8/25

5. The deputation will be governed in accordance with the provisions contained in DOPT O.M Number 6/08/2009- Establishment (Pay-II) dated 17.6.2010, and OM No. 2/11/2017-Establishment (Pay-II) dated 24.11.2017 and 15.03.2021 as amended from time to time.

N. Raja Swamy 18/8/2025
(N Raja Swamy)

Under Secretary to the Government of India

Copy to:-

1. Secretaries to all the Ministries/Departments of Government of India.
2. Chief Secretaries of all State Government/Union Territories.
3. Chairman, Coir Board, Coir House, M.G.Road, Kochi, Kerala - 682 016 with the request to publish the advertisement in Employment News / Rozgar Samachar /National daily/Regional language newspaper and to place vacancy circular on the website of Coir Board for wide circulation.
4. NIC, M/o MSME with the request to place this vacancy circular on the website of Ministry for wide circulation.
5. PS to Director (MM), DoPT - For uploading the vacancy circular through bulk email system and uploading on DoPT's website for wide publicity.

Annexure – I

Name of the post	Secretary, Coir Board
Number of posts	One (1)
Classification	Group A
Scale of pay	Level – 12 (78800 – 209200) of Pay Matrix of 7 th CPC
Method of recruitment	Deputation
Age	Not exceeding 56 years as on closing date of receipt of applications.
Eligibility Criteria	Officers of All India Services or any other Central Services Group 'A' or the State Services Group 'A' holding posts equivalent to that of Deputy Secretary to the Govt. of India or be eligible for appointment to posts equivalent to that of Deputy Secretary to the Govt. of India.
Duties and responsibilities	The Secretary, Coir Board is a statutory post and the duties and responsibilities vested with Secretary, Coir Board are the statutory duties envisaged in Coir Industry Act, 1953, Coir Industry Rules, 1954 and Coir Board Bye-laws, 1955 as well as those delegated by Chairman, Coir Board.
Period of deputation	The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in other organization/department of the Central Government shall ordinarily not exceed four years.

Annexure -II

Bio-Data Proforma

1.	Name and address (In Block Letters)					
2.	Date of Birth (in Christian era)					
3.	i) Date of entry into service					
	ii) Date of retirement under Central/State government Rules					
4.	Educational Qualifications					
5.	Whether eligibility criteria is satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualification/Experience required as mentioned in the advertisement/vacancy circular		Qualification/experience possessed by the officer			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite essential of the post.					
7.	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	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	<p>*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned Only Pay Band and Grade Pay/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:</p>					
	Office/Institution		Pay/Pay Band, and Grade Pay drawn under ACP/MACP Scheme		From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or permanent					
9.	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.
9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance Vigilance Clearance and Integrity Certificate.			
9.2	Note:- information under Column 9(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.			
10.	If the post held on deputation in the past by the applicant date of return from the last deputation and other details.			
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column: a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12.	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.	Total emoluments per month now drawn			
	Basic Pay in the PB		Grade Pay	Total Emoluments
14.	In case the applicant belongs to an Organization which is not following the Central government Pay-Scales, the latest salary slip issued by the organization 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
15A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post.(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)			
15B.	Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects			

	(ii) Awards/Scholarships/Officers Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
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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 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/detail 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)

Name_____

Address_____

Date _____

Certification by the Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Sh/Smt.....
- ii) His/Her integrity is certified
- iii) His/Her APARs for the last 5 years duly attested by an officer 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

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(Cadre Controlling Authority with Seal)