F. No. P-27011/1/2022-Leather

Government of India

Ministry of Commerce and Industry

Department for Promotion of Industry and Internal Trade

Appointment to the post of Secretary, Footwear Design & Development Institute (FDDI)

1. Department for Promotion of Industry and Internal Trade (DPIIT) invites the application in prescribed format from eligible candidates for appointment to the post of **Secretary**, Footwear Design and Development Institute (FDDI). FDDI is an institution of national importance for the promotion and development of quality and excellence in education, research and training in all disciplines relating to footwear and leather products design and development and for matters connected therewith or incidental thereto.

2. The applicants from Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or recognized Research Institute are required to apply through proper channel, who in turn will forward copies of completed Annual Confidential Report/Annual Performance Appraisal Report for the last five years.

3. The following are the terms and conditions for the post of Secretary, Footwear Design & Development Institute:

No. of Post	01 (One)
Scale of Pay	Level-13 (Rs.123100-215900).
Method of Recruitment	On deputation basis for a period of five years
Eligibility, Qualification and Experience	Officers of the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous or Statutory body or University or recognized Research Institute. **(i) (a)** holding analogous post on regular basis; or **(b)** with at least ten years' experience in Group 'A' or equivalent service in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or recognized Research Institute on the closing date of application; **(c)** out of the ten years of service in Group 'A' as mentioned above, at least five years of service should be in level 12 in the pay matrix or equivalent in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or recognized Research Institute on the closing date of application; **(ii)** Possessing the following qualifications, namely;- **(a)** Bachelor Degree from a recognized University; **(b)** with five years' experience in the field of administration. **(iii) Desirable** **(a)** Experience in Leather Technology or Industry of at least one year. **(b)** Master in Business Administration.
Terms and Conditions	**(i)** The period of deputation including the period of deputation 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 exceed five years. **(ii)** The maximum age limit for appointment by deputation shall not be exceeding fifty years as on the closing date of receipt of applications. **(iii)** The period of deputation shall be for five years subject to overall ceiling prescribed by the Government of India. The deputation will be on foreign service terms and conditions of the Central Government. **(iv)** In the event of performance being found unsatisfactory, the competent authority reserves the right to repatriate the officer to his/her parent cadre any time during the tenure. The decision of the competent authority in such cases shall be final and binding. **(v)** Other terms and conditions of the deputation shall be governed by the relevant instructions issued by the Central Government from time to time.

4. Applicability of other rules etc. - (i) The officer should be clear from vigilance angle. A certificate to this effect shall have to be furnished by the parent cadre of the applicant while forwarding the application.

(ii) The officer should not have been debarred from Central deputation.

(iii) The officer should have at least "very good" service record in the last five years, however, preference will be given to officers who have "outstanding" service record with a grading of eight and above.

(iv) The officer should not be on study leave or long leave on the date of submitting the application.

(v) The officer should not have been nominated for foreign training or should not be on training or foreign assignment on the date of submitting the application.

(vi) All applicable rules and regulations of DoPT, including disciplinary rules etc. shall apply to the appointee.

(vii) Officers drawing pay more than level 13 should not apply to this post.

(viii) All the willing and eligible candidates may send their application in the prescribed format through proper channel along with up-to-date Annual Performance Appraisal Report dossier(last 5 years), Integrity Certificate, Vigilance Clearance and Cadre Clearance certificate to the following address **within four weeks** from the date of Publication:

To,
Shri Neeraj Kumar Sharma
Research Officer (Leather & Footwear)
Department for Promotion of Industry and Internal Trade
Ministry of Commerce & Industry,
Cabin No.US-34, First Floor, Vanijya Bhawan, New Delhi-110010
E-mail:- **neeraj.ks@nic.in,** E-mail: **leather-dpiit1@gov.in**
Tele. No: 011-23038954

PROFORMA OF APPLICATION FOR THE POST OF SECRETARY, FDDI

1. Name in Block Letter

2. Father's Name/Mother's Name

3. Date of Birth (DD/MM/YY) & Age (as on closing date of applications)

4. Category-SC/ST/OBC/UR

5. Sex-Male/Female

6. Nationality:

7. Correspondence Address:

8. Permanent Address:

9. Official Address:

10. Contact No. & Email id:

11. Present Post held with Date and scale of Pay:

12. Date of Regular Appointment in the Present post / Pay Scale:

Whether belong to All India Service-Yes/No, Please mention the Name of Service.

13. Details of Education Qualifications (Please enclose separate sheet, if necessary):

S.No.	Name of University/ Board / Institution	Degree / Equivalent Examination	Division & % of Marks	Year of Passing

14. Details of Employment Record (in chronological order starting with present post) (Please enclose separate sheet, if necessary) Total in Year....Months....Days....

15.

S. No.	Name and Address of Employer	Designation, Scale of Pay whether Regular / Deputation	Period of Service		Nature of Work
			From (DD/MM/YY)	To DD/MM/YY)	

16. Additional information, if any:

17. Desirable Qualification:

(a) Experience in Leather Technology or Industry of at least one year (yes/no): if yes, please give details in Chronological order. You may attach separate sheet.

(b) Master in Business Administration: Yes/No, If yes, please provide details in Column No.13

Date: **(Signature of the Candidate)**

Place :

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any point of time, I am found to have concealed/distorted any material information; my appointment shall be liable to be terminated summarily without assigning any reason or notice.

(Signature of the Candidate)

Tele:

Email:

To be forwarded by the Head of Organization /Institution (in respect of Candidates working under Government/ Autonomous/ Statutory/ Public Sector Undertakings etc.)

Ministry / Department/ Office of _____ Particular furnished by _____, have been verified with reference to service records and their correctness is certified. It is certified that no vigilance case is either pending or contemplated against the above officer.

The CR Dossiers and Integrity Certification in respect of the above officer are enclosed.

(Signature & Designation of the forwarding Officer with Seal)

Tele:

Email:

Dated: **Address:**

CBC 05201/11/0004/2627