

No. 32012/1/97-DCH/Estt-I

Government of India

Ministry of Textiles

Office of the Development Commissioner for Handlooms

Udyog Bhavan, New Delhi.
Dated the 20th March, 2017

VACANCY CIRCULAR

Sub: Filling up of one vacancy of Deputy Development Commissioner for Handlooms (Group 'A' Gazetted) in pre-revised Pay Band (PB) -3 of Rs. 15600-39100 with Grade Pay of Rs. 6600, now level 11 in the pay matrix (Rs. 67700-208700), on deputation basis in the Office of the Development Commissioner for Handlooms, Ministry of Textiles, New Delhi.

It is proposed to fill up one vacancy of Deputy Development Commissioner for Handlooms (Group 'A' Gazetted) in pre-revised Pay Band (PB) -3 of Rs. 15600-39100 with Grade Pay of Rs. 6600, now level 11 in the pay matrix (Rs. 67700-208700), on deputation basis in the Office of the Development Commissioner for Handlooms, Ministry of Textiles, New Delhi.

2. The eligibility conditions for deputation are as follows: -

Deputation:

Officers under the Central Government or State Governments or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous organisations:-

(a)(i) holding analogous post on regular basis in the parent cadre or Department; or
(ii) with five years regular service in pay band-3, Rs. 15600-39100 plus grade pay of Rs. 5400 in the parent cadre or Department; and

(b) Essential educational qualifications:

Possessing Bachelor's degree plus five years experience in the work relating to administration or export or cooperation or handlooms and textiles or village and small scales industries.

Desirable educational qualifications:

Masters in Business Administration/Post Graduate Diploma in Management/ Masters in Public Administration

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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

3. Terms and conditions of deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later on.

Services-II Branch

Diary No. 34892

Date 29/03/17

4. The applications (in triplicate) in the enclosed prescribed proforma(Annexure-I), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified/countersigned by the Head of office or an officer authorized to sign on his behalf.

5. The applications (in triplicate) in the enclosed prescribed proforma (Annexure-I) alongwith documents mentioned above should be forwarded **through proper channel** to the **Assistant Director, Estt.-I Section, Office of the Development Commissioner for Handlooms, Ministry of Textiles, Room No. 419-A, Udyog Bhavan, New Delhi-110011, within 60 days from the date of publication of this circular in Employment News/Rozgar Samachar.** Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.


(Anil Raj Kumar)

Addl. Development Commissioner (Handlooms)

To,

1. All Ministries/Departments of Government of India/ State Governments/Universities/ Recognized Research Institutions/Public Sector Undertakings/Semi Government/Statutory/ Autonomous organisations (Except Railway Board).
2. The Chief Secretaries/Administrators in all the States and Union Territories with a request to kindly circulate the vacancy in the Departments under their control.
3. D.C. Handicrafts/Textile Commissioner, Mumbai.
4. All WSCs/IIHT/CEO/NHHM.
5. Notice Board/Web Portal of office of D.C. Handlooms.
6. Guard file

BIO-DATA/CURRICULUM VITAE 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. Education Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications / Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Eligibility	Eligibility
Essential	Essential
Desirable	Desirable
C) Qualifications	C) Qualifications
D) Experience	D) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualification Elective/main subject and subsidiary subject may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
<p>6.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separated 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/ Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

* 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 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	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
<p>9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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 maintain a lien in his parent cadre/organization</p>			
10. If nay 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. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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			
14. Total emolument per month now drawn			
Basis Pay in the PB	Grade Pay	Total Emoluments	
15. 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 Allowance etc. (with break-up details)	Total Emoluments	

<p>16. A 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)</p>		
<p>16. B Achievements : The candidate are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official 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 (Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>17. Please state whether you are applying for deputation (ISTC) Absorption/ Re-employment Basis # (Officer under Central/State Government are only eligible for "Absorption". Candidates of non-Government organization are eligible only for Short Term Contract)</p>		
<p># (The option of 'STC' / 'Absorption'/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>		
<p>18. Whether belongs to SC/ST</p>		

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/ 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 _____

Mob No. _____

Date _____

Certification by the Employer/ 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 Shri/Smt _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossiers in original are enclosed/ photocopies of the ACRs 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
(Employer/Cadre Controlling Authority with Seal)