

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

Government of India

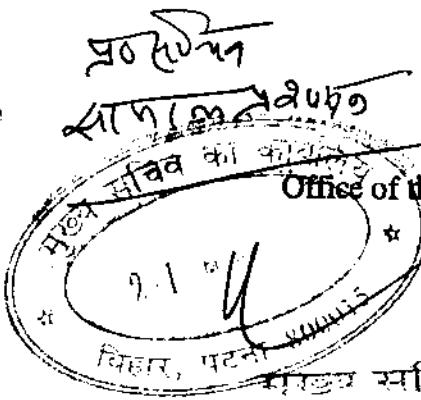
Ministry of Textiles

Office of the Development Commissioner for Handlooms

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Udyog Bhavan, New Delhi.

Dated the 3<sup>rd</sup> March, 2016



**VACANCY CIRCULAR**

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

AS(IAS)

It is proposed to fill up one vacancy of Deputy Development Commissioner for Handlooms (Group 'A' Gazetted) in Pay Band (PB) -3 of Rs. 15600-39100 with Grade Pay of Rs. 6600 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 four 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.

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

Handwritten notes and signatures on the left margin:  
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Authority duly verified/countersigned by the Head of office or an officer authorized to sign on his behalf, alongwith the following documents:-

- i. Cadre clearance in respect of the applicant.
- ii. Up-to-date clear and legible photocopies of the ACRs/APAR of the last 5 years atleast up to 2014-15 duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India.
- iii. Integrity certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
- iv. Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and
- v. A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a No Penalty certificate.

{Separate certificate should be furnished in respect of Sl. No. (iii) to (v) above}

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 45 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. D.C. Handicrafts/Textile Commissioner, Mumbai.
3. All WSCs/IIHT/CEO/NHHM.
4. Notice Board/Web Portal of office of D.C. Handlooms.
5. Guard file

## CURRICULUM VITAE PROFORMA

1.	Name and Address (In Block Letters)		
2.	Date of Birth		
3.	Date of retirement under Central Government Rules		
4.	Educational 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	Qualifications/ Experience possessed by the officer
	Essential	(1)	
		(2)	
		(3)	
	Desired	(1)	
		(2)	
6.	Please State clearly whether in the light of entries made by you above, you meet the requirement 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	From	To	Pay Band and Grade Pay	Nature of duties

8.	Nature of present employment i.e. Temporary or Quasi-Permanent or Permanent		
9.	In case the present employment is held on deputation please state- The date of initial appointment Period of appointment on deputation Name of the parent office/ organization to which you belong		
10.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
11.	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		
12.	Total emoluments per month now drawn		
13.	Additional information, if any, which you would like to mention 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).		
14.	Whether belongs to SC/ST		
15.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate  
Address-----

Date-----

Countersigned-----

(Employer with Seal)