

No.A-11025/5/2022-DCHL/Estt.II  
GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

.....

Udyog Bhawan, New Delhi  
Dated the 23 Sep, 2022

**VACANCY CIRCULAR**

**Subject: Filling up of one post of Director (Institute) on deputation (including short-term contract) – reg.**

Applications are invited from eligible officers of the Central / State Governments / Union territories/ Public Sector Undertakings / recognised Research Institutions or Semi-Government or Autonomous Bodies or Statutory Organizations having the qualifications and experience as mentioned in Annexure-I for appointment to the post of Director (Institute) in Indian Institutes of Handloom Technology - Subordinate offices under the organization of Office of the Development Commissioner for Handlooms, Ministry of Textiles on deputation (including short-term contract) basis.

2. **The applications (in duplicate)** and attested copies of CR/APAR (attested on each page) for the last five years of the eligible and willing officers who can be spared immediately in the event of their selection along with (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years may be forwarded to the undersigned through proper channel in the prescribed proforma. **No action will be taken on advance copies of applications or applications not received through proper channel alongwith necessary clearance/certificates.**

3. While forwarding the applications, it may be verified and certified by the forwarding authority that the particulars furnished by the Officer are correct. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

4. Nomination of the officials who volunteer for the post once accepted by the appointing authority will not be permitted to withdraw their names later.

5. The deputation will be governed by the standard terms and conditions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and O.M. No. 2/6/20-56. 16-Estt.(Pay-II) dated 17.02.2016 as amended from time to time and as per the provisions in the existing Recruitment Rules of the post.

6. The last date for receipt of applications will be 60 days from the date of publication of the Circular in 'Employment News'. Applications received after the last date would not be considered.

(Vivek Kumar Bajpai)


Additional Development Commissioner for Handlooms

Ph No. 011-23061734

Email – estt2.dchl-textiles@gov.in

To

1. All Ministries/Departments under Govt. of India.
2. The Secretary, Union Public Service Commission (Appts. Unit-I), Dholpur House, Shahjahan Road, New Delhi.
3. The Chief Secretary/ Administrator of all State & Union Union Territory Govt. for circulation to all Departments under their control.
4. The Campaign Officer, Directorate of Advertising & Visual Publicity (DAVP), M/o I&B, Phase-IV, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi with a request to publish the Circular in its next edition in Employment News and raise necessary bill to this office for arranging payment at the earliest. In case the payment is to be made in advance, the estimated expenditure involved in it may please be indicated so as to arrange payment to DAVP.
5. DoP&T, CS Division, Lok Nayak Bhavan, Khan Market, New Delhi for circulation and necessary action.
6. O/o the Textile Commissioner, M/o Textiles, Mumbai.
7. All WSCs and IIHTs.
8. NIC Cell, O/o the DC(Handlooms), New Delhi with a request to upload the Circular on the website of this office.



(Vivek Kumar Bajpai)

Additional Development Commissioner for Handlooms

PH No. 011-23061734

Email – estt2.dchl-textiles@gov.in

**Annexure - I**

| Details of the post and pay scale                                                                                                                                                                                | No. of vacancy           | Place of vacancy                                                                                                                                                                                                                                                                                                                                                  | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center">Director<br/>(Institute)<br/>Level-12<br/>(Rs.78,800-<br/>2,09,200) in<br/>the pay<br/>matrix.<br/>A General<br/>Central<br/>Service,<br/>Group<br/>'A' Gazetted,<br/>Non-<br/>Ministerial</p> | <p align="center">01</p> | <p align="center">Present<br/>place of<br/>vacancy is<br/>Guwahati,<br/>Assam.<br/>However,<br/>the place of<br/>posting may<br/>actually<br/>vary at the<br/>time of<br/>filling the<br/>vacancy and<br/>the officer<br/>selected on<br/>deputation<br/>(ISTC) is<br/>liable to be<br/>posted at<br/>any of the<br/>six<br/>Institutes<br/>within<br/>India.</p> | <p>Deputation(including short-term contract):<br/>Officers under the Central or State Government<br/>or Union territories or Public Sector Undertaking<br/>or Universities or recognised research<br/>Institutions or Semi-Government or<br/>autonomous or statutory organizations :-<br/>(A) (i) holding analogous posts on regular basis<br/>in the parent cadre or Department; or<br/>(ii) with five years service in the grade rendered<br/>after appointment thereto on a regular basis in<br/>posts in Level-11 in the Pay Matrix or equivalent<br/>in the parent cadre or Department and;<br/><br/>(B) possessing the following educational<br/>qualifications and experience:-<br/>(i) Bachelor of Engineering or Bachelor of<br/>Technology in the disciplines of Textile<br/>Technology or Textile Chemistry or Textile<br/>Processing or Textile Engineering from<br/>recognised University or Institute and;<br/>(ii) nine years experience in industry or<br/>academics or research in textile related field.</p> <p>Desirable qualifications :<br/>(i) Masters of Technology in the disciplines of<br/>Textile Technology or Textile Chemistry or<br/>Textile Processing or Textiles or Masters in<br/>Business Administration or Masters In Public<br/>Administration from recognised university or<br/>institute; or<br/>(ii) two years experience in the administration<br/>of an educational Institution.</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/ absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 to exceed four years.

**Note 3:** The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**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)                                                                                                                                                                                                                                   |                                                           |
| <b>Qualifications / Experience required as mentioned in the advertisement/vacancy circular</b>                                                                                                                                                                                                                                                                                                                                                    | <b>Qualifications/Experience possessed by the officer</b> |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Essential</b>                                          |
| A) Qualification<br>Bachelor of Engineering or Bachelor of Technology in the disciplines of Textile Technology or Textile Chemistry or Textile Processing or Textile Engineering from recognised University or Institute.                                                                                                                                                                                                                         | A) Qualification                                          |
| B) Experience<br>Nine years experience in industry or academics or research in textile related field.                                                                                                                                                                                                                                                                                                                                             | B) Experience                                             |
| <b>Desirable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Desirable</b>                                          |
| A) Qualifications<br>Masters of Technology in the disciplines of Textile Technology or Textile Chemistry or Textile Processing or Textiles or Masters in Business Administration or Masters in Public Administration from recognised university or institute.                                                                                                                                                                                     | A) Qualifications                                         |
| B) Experience<br>Two years experience in the administration of an educational Institution.                                                                                                                                                                                                                                                                                                                                                        | B) Experience                                             |
| <p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications, Elective/main subject and subsidiary subject may be indicated <b>by the candidate</b>.</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><b>6.1 Note:</b> 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/<br>Institution | Post held on<br>regular basis | From | To | *Pay Band and Grade<br>Pay/ Scale of the post<br>held on regular basis | Nature of Duties (in<br>details) highlighting<br>experience required<br>for the post applied<br>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<br>under ACP/MACP Scheme | From | To |
|---------------------|------------------------------------------------------------|------|----|
|                     |                                                            |      |    |

|                                                                                                                                                                                                                                                                                                           |                                                         |                                                                                   |                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>8. Nature of present employment i.e. Ad-hoc or Temporary of Quasi-Permanent or Permanent</b>                                                                                                                                                                                                           |                                                         |                                                                                   |                                                                                                        |
| <b>9. In case the present employment is held on deputation/contract basis, please state –</b>                                                                                                                                                                                                             |                                                         |                                                                                   |                                                                                                        |
| <b>a) The date of initial appointment</b>                                                                                                                                                                                                                                                                 | <b>b) Period of appointment on deputation /contract</b> | <b>c) Name of the parent office/ organization to which the applicant belongs.</b> | <b>d) Name of the post and Pay of the post held in substantive capacity in the parent organization</b> |
|                                                                                                                                                                                                                                                                                                           |                                                         |                                                                                   |                                                                                                        |
| <b>9.1 Note:</b> 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.                                                                                |                                                         |                                                                                   |                                                                                                        |
| <b>9.2 Note:</b> 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                                                                            |                                                         |                                                                                   |                                                                                                        |
| <b>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</b>                                                                                                                                                                        |                                                         |                                                                                   |                                                                                                        |
| <b>11. Additional details about present employment:</b><br>Please state whether working under (indicate the name of your employer against the relevant column)<br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>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 emoluments 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 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                           |                  |
| 16.A <b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.<br>(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)<br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b>                                                                                                               |                                                                           |                  |
| 16. B <b>Achievements:</b><br>The candidate are requested to indicate information with regard to;<br>(i) Research publications and reports and special projects<br>(ii) Awards/Scholarships/Official Appreciation<br>(iii) Affiliation with the professional bodies/ institutions/ societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research/innovative measure involving official recognition<br>(vi) Any other information.<br><b>(Note: Enclose a separate sheet if the space is insufficient)</b> |                                                                           |                  |
| 17. Please state whether you are applying for deputation (STC) Absorption/ Re-employment Basis. #<br>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)<br># (The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").                                                                                            |                                                                           |                  |
| 18. Whether belongs to SC/ST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                  |

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 martial fact having a bearing on my selection has been suppressed/ withheld.

Date \_\_\_\_\_

(Signature of the candidate  
Address \_\_\_\_\_  
\_\_\_\_\_

**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 Dossier in original is 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 )**



No.A-11025/2/2022-DCHL/Estt.II  
GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

.....

Udyog Bhawan, New Delhi

23 Sep, 2022

VACANCY CIRCULAR

**Subject: Filling up the 1 post (including anticipated vacancy) of Assistant Director Gr.I (Processing) on deputation (including short-term contract) – reg.**

Applications are invited from eligible officers of the Central / State Governments / Union territories/ Public Sector Undertakings / recognised Research Institutions or Semi-Government or Autonomous Bodies or Statutory Organizations having the qualifications and experience as mentioned in Annexure-I for appointment to the posts of Assistant Director Gr.I (Processing) in Weavers' Service Centres & Indian Institutes of Handloom Technology - Subordinate offices under the organization of Development Commissioner for Handlooms, Ministry of Textiles on deputation (including short-term contract) basis.

2. The applications (in duplicate) and attested copies of CR/APAR (attested on each page) for the last five years of the eligible and willing officers who can be spared immediately in the event of their selection along with (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years may be forwarded to the undersigned through proper channel in the prescribed proforma. No action will be taken on advance copies of applications or applications not received through proper channel alongwith necessary clearance/certificates.

3. While forwarding the applications, it may be verified and certified by the forwarding authority that the particulars furnished by the Officer are correct. The applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

4. Nomination of the officials who volunteer for the post once accepted by the appointing authority will not be permitted to withdraw their names later.

5. The deputation will be governed by the standard terms and conditions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and O.M. No. 2/6/20-56. 16-Estt.(Pay-II) dated 17.02.2016 as amended from time to time and as per the provisions in the Recruitment Rules.

6. The last date for receipt of applications will be 60 days from the date of publication of the Circular in 'Employment News'. Applications received after the last date would not be considered.

  
(Vivek Kumar Bajpai)

**Additional Development Commissioner for Handlooms**

**Ph No. 011-23061734**

**Email - [estt2.dchl-textiles@gov.in](mailto:estt2.dchl-textiles@gov.in)**

To

1. All Ministries/Departments under Govt. of India.
2. The Secretary, Union Public Service Commission (Appts.Unit-I), Dholpur House, Shahjahan Road, New Delhi.
3. The Chief Secretary/ Administrator of all State & Union Territory Govt. for circulation to all Departments under their control.
4. DoP&T, CS Division, Lok Nayak Bhavan, Khan Market, New Delhi for circulation and necessary action.
5. O/o the Textile Commissioner, M/o Textiles, Mumbai.
6. All WSCs and IIHTs.
7. NIC Cell, O/o the DC(Handlooms), New Delhi with a request to upload the Circular on the website of this office.

**(Vivek Kumar Bajpai)**  
**Additional Development Commissioner for Handlooms**

**Annexure - I**

| Sl. | Details of the post and pay scale                                                                                                                                                                                     | No. of vacancies                      | Place of vacancy                                                                                         | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <p><b>Assistant Director Gr.I (Processing)</b><br/>Pay band-3, Rs. 15600-39100 plus grade pay of Rs.5400 and corresponding Level-10 of Pay Matrix, A General Central Service, Group 'A' Gazetted, Non-Ministerial</p> | 01<br>(including anticipated vacancy) | The officers selected have All India transfer liability and will be posted in any WSC across the country | <p>Deputation (including short-term contract) : Officers under the Central or State Governments or Union territories or Public Sector Undertakings or Universities or recognised research Institutions or Semi-Government or statutory or autonomous organisations:-</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with three years service in the grade rendered after appointment thereto on a regular basis in pay band-2, ₹9300-34,800/- plus grade pay of ₹4,600/- or equivalent in the parent cadre or Department; or (iii) with eight years service in the grade rendered after appointment thereto on a regular basis in pay band-2, ₹9300-34,800/- plus grade pay of ₹4,200/- or equivalent in the parent cadre or Department; and possessing the following educational qualifications and experience :</p> <p>(i) Four years Bachelor Degree in Textile Chemistry or Textile Processing or Bachelor of Engineering or Bachelor of Technology in Textile Processing or Textile Chemistry from a recognised University or Institute; (ii) three years experience as a Shift-in-charge/ Dyer / Bleacher or Finisher / Dyeing Master / Printing Master / Textile Processing Assistant/ Junior or Senior Lecturer (Textile Processing) / Assistant Director (Processing) / Technical Superintendent (Processing) / Supervisor, handling work relating to bleaching or dyeing or printing or finishing etc. in a textile processing factory/ processing or dye house/ dyeing laboratory/ handloom establishment.</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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2 :** The period of deputation (including short-term contract) 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 organisation or Department of the Central Government shall ordinarily not exceed three years.

**Note 3 :** The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**Note 4 :** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

\*\*\*\*\*

**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)                                                                                                                                                                                                                     |                                                           |
| <b>Qualifications / Experience required as mentioned in the advertisement/vacancy circular</b>                                                                                                                                                                                                                                                                                                                                      | <b>Qualifications/Experience possessed by the officer</b> |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Essential</b>                                          |
| A) Qualification                                                                                                                                                                                                                                                                                                                                                                                                                    | A) Qualification                                          |
| B) Experience                                                                                                                                                                                                                                                                                                                                                                                                                       | B) Experience                                             |
| <b>Desirable</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Desirable</b>                                          |
| A) Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                   | A) Qualifications                                         |
| B) Experience                                                                                                                                                                                                                                                                                                                                                                                                                       | B) Experience                                             |
| <p><b>5.1 Note:</b> 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><b>5.2</b> In the case of Degree and Post Graduate Qualifications, 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><b>6.1 Note:</b> 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/<br>Institution | Post held on<br>regular basis | From | To | *Pay Level / Scale of<br>the post held on<br>regular basis | Nature of Duties (in<br>details) highlighting<br>experience required<br>for the post applied<br>for |
|------------------------|-------------------------------|------|----|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                        |                               |      |    |                                                            |                                                                                                     |

**\* Important :** Pay-Level / Pay band and Grade Pay (pre-revised) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level / Pay Band and Grade pay (pre-revised) of the post held on regular basis to be mentioned. Details of ACP/MACP

with present Pay Level (Pay Band and Grade Pay, pre-revised) where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/ Institution                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Pay Level (Pay Band and Grade Pay, pre-revised) 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><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9(c) &amp; (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 any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.                                                                                                                                                                                                                                                                                                                                                 |                                                                             |                                                                            |                                                                                                 |
| <p><b>11. Additional details about present employment:</b><br/>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government<br/>b) State Government<br/>c) Autonomous Organization<br/>d) Government Undertaking<br/>e) Universities<br/>f) Others</p>                                                                                                                                                  |                                                                             |                                                                            |                                                                                                 |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                             |                                                                            |                                                                                                 |
| Pay Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Basic Pay as per Pay Matrix (VII CPC)                                       | 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><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.<br/>(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)<br/><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>                                                                                                                      |                                                                           |                  |
| <p><b>16. B Achievements:</b><br/>The candidate are requested to indicate information with regard to;<br/>(i) Research publications and reports and special projects<br/>(ii) Awards/Scholarships/Official Appreciation<br/>(iii) Affiliation with the professional bodies/ institutions/ societies and;<br/>(iv) Patents registered in own name or achieved for the organization<br/>(v) Any research/innovative measure involving official recognition<br/>(vi) Any other information.<br/><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p> |                                                                           |                  |
| <p><b>17.</b> Please state whether you are applying for deputation (ISTC) Absorption/ Re-employment Basis. #<br/>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations 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><b>18.</b> 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 martial fact having a bearing on my selection has been suppressed/ withheld.

Date: \_\_\_\_\_

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

**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. \_\_\_\_\_ (designation)
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is 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)

**Date:**

**Countersigned  
( Employer/Cadre Controlling Authority with Seal )**