

No. 12024/1//2009-DCH/Estt-I
Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms

Udyog Bhavan, New Delhi.
Dated the 13th January, 2012

OFFICE MEMORENDUM

Subject: Filling up of one vacancy of Assistant Director Grade-II in Pay Band-2 of Rs. 9300-34800, Grade Pay of Rs. 4600 (Group-‘B’, Gazetted) in the office of the Development Commissioner for Handlooms (Hqrs.) on **deputation basis**.

It is proposed to fill up one vacancy of Assistant Director Grade-II in Pay Band-2 of Rs. 9300-34800, Grade Pay of Rs. 4600 (Group-‘B’, Gazetted) in the office of the Development Commissioner for Handlooms (Headquarters), Ministry of Textiles, Udyog Bhavan, New Delhi on **deputation basis**.

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

Officers under the Central Government: -

(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 the pre-revised scale of pay of Rs. 5500-9000 or equivalent in the Parent Cadre or Department; and

(b) possessing two years experience in the work relating to Administration/export/cooperation/banking/ handlooms and textiles/village and small scale industries.

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 deputationist 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 Organization or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the 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 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** of the last 5 years atleast up to 2010-11 **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 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.

(Sohan Kumar Jha)

Addl. Development Commissioner for Handlooms

To,

1. All Ministries/Departments of Government of India (Except Railway Board).
2. D.C. Handicrafts/Textile Commissioner, Mumbai.
3. All WSCs/IIHT/CEO/NHHM.
4. NIC.
5. Notice Board.
6. Guard file

CURRICULUM VITAE PROFORMA

1. Name and Address (In Block Letters)
2. Date of Birth
3. Date of retirement under Central/ State 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
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- | | |
|-----------|-----|
| 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	Scale of pay and basic pay	Nature of duties (in detail

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-
The date of initial appointment
Period of appointment on deputation/contract
Name of the parent office/ organization to which you belong

10. Additional details about present employment
Please state whether working under (Indicate the name of your employer against the relevant column)
Central Govt.
State Govt.
Autonomous Organization

Government Undertaking

Universities

Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. 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).
15. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)
16. Whether belongs to SC/ST
17. 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)