

No. 12024/1//2010-DCH/Estt-I
Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms

Udyog Bhavan, New Delhi.
Dated the 17th November, 2016

CIRCULAR

Subject: Filling up of three vacancies of Upper Division Clerks (UDC) in pre-revised Pay Band -I of Rs. 5200-20200, Grade Pay of Rs. 2400 (Group-'C' Non-Gazetted, General Central Service) in the Office of the Development Commissioner for Handlooms(Hqrs) on deputation basis.

It is proposed to fill up three vacancies of Upper Division Clerks (UDC) in pre-revised Pay Band-I of Rs. 5200-20200, Grade Pay of Rs. 2400 (Group-'C' Non-Gazetted, General Central Service) on deputation basis in the Office of the Development Commissioner for Handlooms(Hqrs.), Ministry of Textiles, Udyog Bhavan, New Delhi.

2. The eligibility conditions for deputation are as follows: -
Officers under the Central Government or State Governments or Union territories or Universities or recognised research institutions or public sector undertakings or semi-Government or statutory or autonomous organisation, -
(a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.
(The period of deputation including the period of deputation in another ex-cadre post held immediately proceeding to the current appointment in the same or some other organization or department shall not exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of the application)

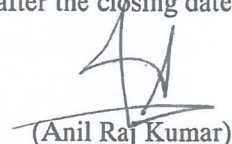
3. Terms and conditions of deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later on.

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/APAR of the last 5 years atleast up to 2015-16 duly attested by Gazetted Officer.
- (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

{Separate certificate should be furnished in respect of Sl. No. (iii) & (iv) 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 issue of this circular. Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.


(Anil Raj Kumar)

Addl. Development Commissioner for Handlooms

To,

1. All Ministries/Departments of Government of India (Except Railway Board)/ State Governments/Union territories/universities/recognised research institutions/public sector undertakings/semi-Government/statutory/autonomous organisation
2. D.C. Handicrafts/Textile Commissioner, Mumbai.
3. All WSCs/IIHT/CEO/NHHM.
4. Notice Board/ 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)