

Government of India  
Ministry of Textiles,  
Office of the Textile Commissioner,  
Nishtha Bhavan, 48, New Marine Lines, Mumbai – 400 020.  
(Telephone : 022-22001050 Fax : 022-22004693)  
(Website:www.txcindia.gov.in)

### **VACANCY CIRCULAR**

Applications are invited from the eligible officers as per eligibility conditions given below, who are willing to be considered for appointment on deputation (Including Short-Term Contract – ISTC) basis to 1 (One) post of Director (Technical), a General Central Service Group 'A' gazetted, Non-Ministerial post, in Level 12 of Rs.78800-209200/- in the Pay Matrix { in the pay band - 3 of Rs. 15600-39100/- + Grade Pay Rs. 7600/- (pre-revised scale)} in the Office of the Textile Commissioner, Ministry of Textiles, Mumbai.

2. The followings are the eligibility conditions for officers to be considered on deputation (ISTC) :

Deputation (including short term contract) : Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or Autonomous Bodies or Statutory Organisations : -

- (a) (i) Holding analogous posts on a regular basis in the Parent Cadre or Department; or

- (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level 11 of Rs.67700-208700/- in Pay Matrix (in pre-revised Pay Band-3 of Rs. 15600-39100 + Grade Pay Rs. 6600/-) or equivalent in the parent cadre or department; and

- (b) Possessing the following educational qualifications and experience :

- (i) Bachelor's Degree in Textiles or Textile Manufacturing or Textile Technology or Textile Engineering or Textile Chemistry or Textile Processing or Chemical Technology or Chemical Engineering or equivalent from a recognised University or equivalent; and

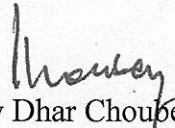
- (ii) Ten years' experience in Managerial capacity in Textile related field.

3. 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.
4. The period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government) shall not ordinarily exceed **four** years.
5. The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date of receipt of applications. The terms and conditions of deputation (ISTC) shall be governed/ regulated according to the normal terms and conditions for deputation issued by Government of India from time to time.
6. Applications, in triplicate in the prescribed proforma, duly signed by the applicant, should be forwarded only through proper channel. The application, 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 authorised to sign on his/her behalf, alongwith following documents :
  - (i) Cadre clearance in respect of the applicant.
  - (ii) Up-to-date Confidential Report Dossiers in original of the candidate or clear and legible photocopies of the ACRs/APARs of the last 5 years atleast duly attested on each page 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 a No Penalty certificate.{Separate certificate should be furnished in respect of Sl. No. (iii) to (v)}



7. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to post on deputation (ISTC) basis.
8. Officers who volunteer for the post will not be permitted to withdraw their names later on. Applications received after the closing date or without documents mentioned above or otherwise incomplete applications will not be considered.
9. All Ministries/Department of the Central/State Governments/UT Administration and their other organizations are requested to bring this Vacancy Circular to the notice of the eligible officers working under them. The application in triplicate should be forwarded through proper channel to the undersigned of the **Office of the Textile Commissioner, Ministry of Textiles, Nishtha Bhavan, New C.G.O. Bldg., (1<sup>st</sup> Floor), 48, New Marine Lines, Mumbai- 400 020**, within 60 days of this vacancy circular or from the date of publication of the advertisement whichever is later.

**Encl.:** Curriculum Vitae proforma for  
submission of application

  
(Vijay Dhar Choubey)  
Deputy Director (Admn.)

To,

1. The Establishment Officer & Additional Secretary, O/o Estt. Officer, DOP&T, North Block, New Delhi with request to circulate the post and forwarding names of eligible and willing officers for the post.
2. All Ministries/Department of the Govt. of India.
3. All State Government for circulation of the post amongst eligible officers.
4. All Central Government Offices in Mumbai
5. The Director (Estt.), Ministry of Textiles, Udyog Bhavan, New Delhi
6. All attached/Sub-ordinate offices of Ministry of Textiles.
7. Surplus Cell, DOP&T, North Block, New Delhi.
8. Director General of Resettlement, Ministry of Defence, R.K. Puram, New Delhi.
9. Union Public Service Commission, New Delhi.
10. Notice Board / Guard file.

### Curriculum Vitae Proforma

1.	Name & Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     i) Date of entry into service                      ii) Date of retirement under Central/State Government Rules                 </div> <div style="width: 50%;"></div> </div>	
4.	Educational Qualification	
5.	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules; state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement / vacancy circular		Qualifications/Experience Possessed by the officer
<b>Essential</b>		<b>Essential</b>
A) Qualification: <u>For Deputation:</u> (a) (i) Holding analogous posts on a regular basis in the Parent Cadre or Department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Level 11 of Rs.67700-208700/- in Pay Matrix (in pre-revised Pay Band-3 of Rs. 15600-39100 + Grade Pay Rs. 6600/-) or equivalent in the parent cadre or department; and (b) Bachelor's Degree in Textiles or Textile Manufacturing or Textile Technology or Textile Engineering or Textile Chemistry or Textile Processing or Chemical Technology or Chemical Engineering or equivalent from a recognised University or equivalent; and		A) Qualification
B) Experience: Ten years' experience in Managerial capacity in Textile related field.		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience



**5.1 Note :** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry / Department/ Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

**5.2** In the case of Degree and post Graduate Qualifications Elective/main subject and subsidiary subjects may be indicated **by the candidate**.

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.	
----	--	--

**6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.**

**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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:

Office/Institution	Pay, Pay band and Grade Pay drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment i.e. Ad-doc 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/organisation to which the applicant belongs.	d)Name of the post and Pay of the post held in substantive capacity in the parent organisation

**9.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent

cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) a. Central Govt. b. State Govt. c. Autonomous Organisation d. Government Undertakings e. Universities f. Others	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
13	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14	Total emoluments per month now drawn	
Basic Pay in the PB		Grade Pay
		Total Emoluments
15	In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.	
Basic Pay with Scale of Pay and rate of Increment		Dearness Pay/Interim relief/other Allowances etc., (with break-up details)
		Total Emolument
16.A <b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  (Note: Enclose a separate sheet, if the space is insufficient)		



<p><b>16.B Achievements :</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p><b>(Note : Enclose a separate sheet if the space is insufficient).</b></p>	
<p>17. 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)</p>	
<p>#(The option of 'STC'/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information in the Curriculum Vitae duly supported by documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

	<p align="right"><b>Signature of the candidate</b></p>
<p><b>Date</b> _____</p>	<p><b>Address</b> _____</p>
	<p>16.A. Additional information if any relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>

### **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/APARs for the last 5 year duty 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)

\*\*\*\*\*