

No. 12024/3/2020-DCH/Estt-I  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handlooms

Udyog Bhawan, New Delhi.

Dated 17<sup>th</sup> Feb 2022

**VACANCY CIRCULAR**

**Subject: Filling up of one vacancy of Stenographer Grade-I in Level-6 Pay Matrix Rs. 35400-112400 (Pre-revised Pay Band -2 of Rs. 9300-34800, Grade Pay of Rs. 4200), Group-'B' Non-Gazetted, General Central Service in the Office of the Development Commissioner for Handlooms (Hqrs) on deputation basis-regarding.**

Applications are invited from eligible officers of the Central or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organization having the qualifications and experience as mentioned in Annexure-I for appointment to the post of Stenographer Grade-I in the Office of the Development Commissioner for Handlooms, Ministry of Textiles on deputation basis for a period ordinarily not exceeding three years.

2. The applications in the enclosed prescribed proforma (Annexure-II), 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 2020-2021 duly attested by Gazetted Officer.
- (iii) Integrity certificate signed by an officer not below the rank of Under 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) No major/ minor penalty has been imposed on him/ her during the last 10 years.

3. The 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 the enclosed prescribed proforma (Annexure-II) 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 Bhawan, New Delhi-110011, within 60 days from the date of issue of this circular in the Employment News. Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.

  
(Rajiv Jain)

Chief Enforcement Officer  
Tel (O) : 23062431

<b>Details of the post and pay scale</b>	<b>No. of vacancy</b>	<b>Place of vacancy</b>	<b>Eligibility criteria</b>
Stenographer Grade-I in Level-6 Pay Matrix Rs. 35400-112400 (Pre-revised Pay Band –2 of Rs. 9300-34800, Grade Pay of Rs. 4200), Group-‘B’ Non-Gazetted, General Central Service	01 (One)	Office of the Development Commissioner for Handlooms, Udyog Bhawan New Delhi.	Officers under the Central or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organization:  (a) (i) holding analogous post on regular basis in the parent cadre or Department; or  (ii) with ten years regular service in Pay Band –1, Rs. 5200-20200 + Grade Pay of Rs. 2400 in the parent cadre or Department;

**Note 1:** The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation and similarly, the deputationists, shall not be eligible for consideration for appointment by promotion.

**Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall be not 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 recommendation of the Sixth Central Pay Commission 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 said 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 for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**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-----  
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Date-----

Countersigned-----  
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(Employer with Seal)