



No. 12024/4/2020-DCH/Estt-I  
Government of India  
Ministry of Textiles

Office of the Development Commissioner for Handlooms  
Udyog Bhawan, Maulana Azad Road, New Delhi-110011



Udyog Bhawan, New Delhi.  
Dated 27<sup>th</sup> March 2025

**VACANCY CIRCULAR**

**Subject: Filling up of 02(Two) vacancy of Upper Division Clerk (UDC) in Level-4 Pay Matrix Rs. 25500-81100 (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-regarding.**

Applications are invited from eligible officers of the Central Government 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 Upper Division Clerk (UDC) in the Office of the Development Commissioner for Handlooms, Ministry of Textiles on deputation 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, along with 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 at least up to 2023-2024 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) along with 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.

(B K P Angam)

Chief Enforcement Officer  
Email: estt1.dchl-textiles@gov.in  
Tel (O) 2306 2431

Details of the post and pay scale	No. of vacancy	Place of vacancy	Eligibility criteria
Upper Division Clerks (UDC) in Level-4 Pay Matrix Rs. 25500-81100 (Pre-revised Pay Band –I of Rs. 5200-20200, Grade Pay of Rs. 2400), Group-‘C’ Non-Gazetted, General Central Service)	02 (Two)	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:  (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; and

**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 deputationist, 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 organization or Department of the Central Government or State Government or Union Territories or Universities or recognized research institutions or public sector undertaking or semi-government or statutory or autonomous organization 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 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.



## CURRICULUM VITAE PROFORMA

1.	Name and Address (In Block Letters)			
2.	Date of Birth			
3.	Phone No. & Email ID			
4.	Date of retirement under Central Government Rules			
5.	Educational Qualifications			
6.	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)		
7.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post			

8. 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

9.	Nature of present employment i.e. Temporary or Quasi-Permanent or Permanent	
10.	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	
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.	Whether belongs to SC/ST	
16.	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.

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

Signature of the candidate  
& Address

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Countersigned-----

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(Employer with Seal)