

No. A-46011/1/2016-Estt.  
Government of India  
Ministry of Textiles

Udyog Bhavan, New Delhi.

29<sup>th</sup> May, 2024

**VACANCY CIRCULAR**

Subject: Filling up of the post of Secretary, Textiles Committee, Group 'A' (Non-Ministerial) in Pay Level-13 on deputation (including short-term contract) on tenure basis in the Textiles Committee, Ministry of Textiles, Mumbai

It is proposed to fill up the post of Secretary, Textiles Committee, Group 'A' (Non-Ministerial) in Pay Level-13 as per 7th CPC [Pay Band-4 of Rs. 37400-67000 plus Grade Pay of Rs. 8700 as per 6<sup>th</sup> CPC] on deputation (including short-term contract) on tenure basis for a period of 3 years (extendable upto 5 years) in the Textiles Committee, Mumbai a statutory body under Ministry of Textiles.

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

Officers of the All India Service, Central Group 'A' services, State Civil Services, autonomous/ statutory organizations, recognized research Institutions:-

(ii) holding analogous post on regular basis in the parent cadre/Department;  
Or

(ii) with five years service in the grade rendered after appointment thereto on regular basis in Pay Level-12. [ Pay Band-3 of Rs. 15,600-39,100 with Grade Pay of Rs. 7600].

Desirable: Having experience in a responsible position with knowledge in the textiles and clothing sector with special reference to the Government policies, international trade and techno-economic research in the sector.

Note : Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall not exceed 52 years as on the closing date of the receipt of the applications.

3. The terms and conditions of deputation shall be regulated as per Department of Personnel & Training's O.M. No. 6/8/2009- Estt(Pay) dated 17.06.2010. Officers who volunteer for the post will not be permitted to withdraw their names later on.



4. The applications in respect of eligible candidates, who can be spared for taking up the assignment immediately on selection, may be forwarded by the Cadre Controlling Authorities duly verified/countersigned by the Head of Office or an officer authorized to sign on his behalf, along with the following documents:-

1. Cadre clearance in respect of the applicant.
2. Up-to-date clear and legible photocopies of the ACRs/APARs of the last 5 years i.e. up to 2017-18 to 2021-22 duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India
3. Integrity certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India
4. Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and
5. A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a No Penalty certificate

5. The applications (in duplicate) in the prescribed proforma (Annexure-I) along with requisite documents should be forwarded through proper channel to Smt. Jayashree Sivakumar, Under Secretary, Room No. 336-A, Ministry of Textiles, Udyog Bhavan, New Delhi - 110011, within 30 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 in any respect will not be considered. All the eligible officers who have already applied through proper channel with reference to Vacancy Circular No. A-46011/1/2016-Estt. dated 23.01.2024 need not apply again.

  
(Jayashree Sivakumar)

Under Secretary to the Govt. of India

To,

1. All Ministries/ Departments of Government of India with a request to give wide publicity to the vacancy circular.
2. DOPT for wide publicity.
3. Chief Secretaries of all State Governments.
4. Textiles Committee, Office of Textile Commissioner/Boards/other organizations under Ministry of Textiles.
5. NIC, MOT with a request to upload the Circular in Ministry's website.
6. Notice Board.
7. Guard file.

ANNEXURE-I

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
	Essential	1	
		2	
		3	
		4	
	Desirable	1	
		2	
		3	
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 (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) All India Service, Central Group 'A' service, State Civil Service, autonomous/statutory organization, recognized research Institution		
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
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 (ii) 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 (ii) 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.....

Name, Designation & Rubber Stamp of officer certifying  
the above particulars