To

1. All the Heads of Department of IA&AD (Except MAB Offices).
2. Director (P).

Subject: Filling up the posts of Deputy Director (Administration & Accounts) in Central Silk Board, Bengaluru on deputation basis-regarding.

Sir / Madam,

I am directed to intimate that the Central Silk Board (Ministry of Textiles – Govt. of India), Bengaluru proposes to fill up the posts of Deputy Director (Administration & Accounts) in Level-11 of Pay matrix on deputation basis. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application. The eligibility criteria and qualifications as on last date of submission of application for this post are as follows:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name &amp; number of the post</th>
<th>Level in pay matrix</th>
<th>Tentative Places of Posting</th>
<th>Eligibility/experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deputy Director (Administration &amp; Accounts) 05 Posts</td>
<td>Level-11</td>
<td>Bangalore, Ranchi, Berhampore (WB), Lahdoigarh (Assam) &amp; Pampore (J&amp;K)</td>
<td>Sr. Audit Officer/Sr. Accounts Officer with five years regular service in the post of Level-10 of the Pay Matrix or equivalent.</td>
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</tbody>
</table>

02. In this regard, it is requested to kindly recommend the names of suitable officers who are willing and can be spared immediately in the event of their selection for the post of Deputy Director (Administration & Accounts) on deputation basis. The recommendations accompanied with the following documents/certificates may kindly be sent to the Asstt. Comptroller and Auditor General (N) latest by 29/10/2020.

(i) Bio-data (2 copies) in the enclosed prescribed proforma;
(ii) Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page; and
(iii) Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty, imposed during the last 10 years.

03. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

04. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO and AAO cadres may specifically be indicated in the forwarding letter.

Yours faithfully,

Encls:– As above.

(R. K. Tiwari)
Sr. Administrative Officer (App)-I
OFFICE MEMORANDUM

Sub: Forwardal of Vacancy Notification for filling up of the post of Deputy Director (Admn. & Accts.) in Level-11 of Pay Matrix on deputation basis, for circulation among the Officers working in various Central Government Departments – regarding.

Central Silk Board, a Statutory Body, is functioning under the administrative control of the Ministry of Textiles. A copy of the Vacancy Notification (in bilingual) issued by the Central Silk Board inviting applications from Officers working in Central Government Departments for filling up of the post of Deputy Director (Admn. & Accts.) in Level-11 of Pay Matrix on deputation basis is attached.

2. It is requested that arrangement may kindly be made for circulation of this Vacancy Notification among the Officers working in the Ministry / Department and the applications received may kindly be forwarded to the Member-Secretary, Central Silk Board, CSB Complex, BTM Layout, Madiwala, Bangalore – 560 068 along with required documents so as to reach within the last date prescribed for receipt of applications. Communication, if any, may be sent by e-mail to estab.csb@nic.in.

(ADVISORY FROM THE CIRCULAR)
Joint Director (Prayag Admn.)

To

All the Ministries / Departments of Government of India

As per list enclosed
रिक्ति परिपत्र

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4. **आवेदन कैसे करें:**
इनकुश एवं योग्य अधिकारी अपना आवेदन नियोजित प्रचार (अनुबंध में संलग्न) में विस्तृत सीधी (अधिकारी द्वारा अनुकूलित पृष्ठों में लिखा गया कार्य के विवरण) सहित उद्धृत माध्यम के द्वारा सदस्य सचिव, केंद्रीय श्रेणी, केंद्रीय काम्यात्मक, वैदिक लेखागुप्त, महिलाओं, बेंगलुरू-560068 को राज्य अधिनियम: समाचार में विज्ञापन के प्रकाशन से 60 दिन के अंदर भेजें।

5. **आवेदन अपेक्षित करते समय नियामक प्राधिकारी को निम्नलिखित दस्तावेज भी भेजना चाहिए:**
(i) आवेदक के पता में संबंधित सामान्य
(ii) आवेदक का मूल स्थान वास्तविक नियोजित मुख्यालय रिपोर्ट अथवा सहभाग प्राधिकारी द्वारा अनुमोदित पिछले 5 वर्ष की वा नि सूची का स्पष्ट एवं पढ़े जा सके योग्य फोटो कॉपी।
(iii) सत्यापन उद्देश्य पत्र
(iv) सत्यापन उद्देश्य पत्र, यह दर्शाते हुए कि संबंधित अधिकारी पर कोई अनुशासनिक अथवा आपराधिक कार्यवाही संबंधित अथवा अस्पष्ट समय तक नहीं है, तथा
(v) प्राधिकार-पत्र, यह दर्शाते हुए कि पिछले 10 वर्ष के दौरान अधिकारी पर नगार गए आरोपी/लघु दण्ड, यदि कोई हो। यदि कोई दण्ड नहीं लगाया गया हो, तो शुद्ध प्राधिकार-पत्र निरपेक्ष रूप से दिया जाए।

[कम से. (iii) से (v) तक के विषय में अलग प्राधिकार-पत्र दिया जाए]

6. **अंतिम तरीक़े के बाद प्राप्त अथवा अपूर्ण अथवा उचित माध्यम के द्वारा नहीं प्राप्त आवेदन पर विचार नहीं किया जाएगा।

7. **सूचीबद्ध उन्मुक्ति करों को मुख्यालय बेंगलुरू ने निर्दिष्ट तरीक़े को वैधिक चर्चा के लिए बुलाया जाएगा।**

8. **चयन के बाद आवेदक को अपना नाम वापस लेने की अनुमति नहीं दी जाएगी।**

9. **चयनित उम्मीदवारों का 3 (तीन) वर्ष की अवधि के लिए प्रतिनिधित्व आधार पर नियुक्ति की जाएगी, जिससे समान प्राधिकारी के अनुमोदन से प्रशासनिक अध्यारोपण करने पर बदला जा सकता है। प्रतिनिधित्व के बेंधन तथा अभ्यं निर्धारित व शर्तें समय-समय पर इस संबंध में कार्यक व विश्लेषण विभाग के अनुदेशों के अनुसार होगा।

(जुलियान ताटायास"
संचालन निदेशक (प्रशा.))
CENTRAL SILK BOARD
BANGALORE - 560068

VACANCY CIRCULAR

Central Silk Board, a statutory body under the administrative control of Ministry of Textiles, Government of India, invites applications for filling up **5 (Five) posts of Deputy Director (Administration & Accounts)** in Level-11 (Rs. 67700-208700) of the Pay Matrix on deputation initially for a period of 3(three) years, which may be extended further as per DoPT guidelines. The incumbent may be posted at Headquarters, Bangalore or at any Institute under Central Silk Board.

**Tentative Places of Postings**: Bangalore(Karnataka), Ranchi(Jharkhand), Berhampore(West Bengal), Lahdoigarih(Assam) and Pampore(Jammu & Kashmir).

2. **ELIGIBILITY CONDITION**:

**Officers of the Central Government** possessing the eligibility conditions as prescribed below are eligible for consideration on deputation basis.

(i) holding analogous post on regular basis; or

(ii) with five years regular service in the post of Level-10 (Rs.56100-177500) of the Pay Matrix or equivalent

(iii) the maximum age limit of Applicants for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

3. **JOB DESCRIPTION**:

To look after the Establishment, Accounts, Bills, Audit, Stores, Law / Labour and vigilance matters. The work includes recruitments and promotion, Modified FCS, Modified ACP, compassionate appointments, maintenance of reservation rosters and Personal Information System, Annual Performance Appraisal Reports, staff deployment, seniority and confirmation, VIP references relating to service matters, Transfer Policy, disciplinary cases, Law and Labour matters, Grievance matters, submission of periodical returns to different authorities and maintenance of immovable property returns. Budget, Finalization of Annual Accounts. Follow up with AG audit in completion of Audit, Scrutiny of Monthly / Annual Accounts, Opening of LCs and arrangement of foreign exchange, salary of Officers and Staff, Pension, Accounting of GPF, GSLIS, bills like TALTC/Medical etc., Appointment of AMAs for all employees of CSB, Tax Deduction at Source, Auditing CSB Units and scrutiny, Review of Audit Reports, Purchase of Goods, Hiring of Services through Agencies, AMC's, etc.

4. **HOW TO APPLY**:

Willing and eligible officers may submit their applications in the prescribed form (annexed) along with detailed CV (giving the details of past assignments and the work handled by the officer) **through proper channel**, so as to reach the Member-Secretary, Central Silk Board, CSB Complex, B.T.M. Layout, Madivala, Hosur Road, Bangalore – 560 066 preferably within 60 days from the publication of the same in the Employment News.
5. While forwarding the applications, the Controlling Authority should also send the following documents:

(i) Cadre clearance in respect of the Applicant

(ii) Up-to-date Annual Performance Appraisal Report Dossier in original of the applicant or clear and legible photocopies of the APARs of the last 5 years duly attested by the Competent Authority.

(iii) Integrity Certificate.

(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. If no penalty has been imposed, a Nil statement may invariably be furnished.

[Separate certificate should be furnished in respect of Sl.No. (iii) to (v)]

6. The application received after the last date or incomplete or those not received through proper channel will not be considered.

7. If required in the opinion of the Selection Committee, the short listed candidates may be called for Personal Discussion on a given date and time at Head Quarters, Bangalore. No TA/DA shall be paid for appearing for Personal Discussion.

8. Applicant will not be permitted to withdraw his/her name after selection.

9. The selected candidates will be appointed on deputation basis for a period of 3 (Three) years, which may be extended further in the event of administrative exigencies with the approval of the Competent Authority. The pay and other terms & conditions of deputation will be governed as per the instructions of the Department of Personnel & Training (DoP&T) issued from time-to-time in this regard.

(JULIAN TOBIAS)
JOINT DIRECTOR (ADMN)
# Application Form for the post of Deputy Director (A&A) on Deputation Basis

![Photograph]

## PART-I

(To be filled by the Applicant)

<table>
<thead>
<tr>
<th></th>
<th>Name (in Block Letters)</th>
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<tbody>
<tr>
<td>2</td>
<td>Gender</td>
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<tr>
<td></td>
<td>Male / Female / Others</td>
</tr>
<tr>
<td>3</td>
<td>Marital Status</td>
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<tr>
<td></td>
<td>Married / Unmarried</td>
</tr>
<tr>
<td>4</td>
<td>Date of birth (Date-Month-Year)</td>
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<tr>
<td>5</td>
<td>Age as on closing date for receipt of application in India (Years/Months/Days)</td>
</tr>
<tr>
<td>6</td>
<td>Father’s Name</td>
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<tr>
<td>7(a)</td>
<td>Full postal address for correspondence with pin Code</td>
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<td></td>
<td>Permanent address</td>
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<td>8</td>
<td>Contact details (Mandatory)</td>
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<td>Mobile No.</td>
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<td>Tel. No.</td>
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<td>Fax No.</td>
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<td></td>
<td>E-mail ID</td>
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<tr>
<td>9</td>
<td>Are you a citizen of India by birth / domicile?</td>
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<tr>
<td>10</td>
<td>a) Category (SC/ST/OBC/General)</td>
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<td>b) whether belongs to Minority Community?</td>
<td>Yes / No</td>
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<tr>
<td>No.</td>
<td>Description</td>
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<td>-----</td>
<td>-------------------------------------------------------------------------------</td>
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<tr>
<td>11</td>
<td>Preferred place of posting</td>
</tr>
<tr>
<td>12</td>
<td>Name of the post (presently holding)</td>
</tr>
<tr>
<td>13</td>
<td>Name of the Office/Institution/Organization</td>
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<tr>
<td>14</td>
<td>Present place of posting</td>
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<td>15</td>
<td>Present Basic Pay / Level</td>
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<tr>
<td>16</td>
<td>Total emolument per month now drawn</td>
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<tr>
<td>17</td>
<td>Date of Joining in Service</td>
</tr>
<tr>
<td>18</td>
<td>Date of Retirement</td>
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</table>

**19. Academic Qualifications**

<table>
<thead>
<tr>
<th>Level</th>
<th>Degree</th>
<th>Institute/University</th>
<th>Year</th>
<th>Subject(s) with major field</th>
<th>Fellowship/ Scholarship</th>
<th>Class/ Division/ Grade/ Marks</th>
<th>Rank/ Medal/ Award</th>
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**20. Employment Record & Experience in Relevant Field**

**Employment Record (Starting from the present position)**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Pay Scale/ Pay Band with Grade Pay</th>
<th>Nature Work</th>
<th>Organization</th>
<th>Place of posting</th>
<th>Period (From-To)</th>
<th>Actual Duration (Years &amp; Months)</th>
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</table>
21. Nature of present employment i.e. Ad-hoc or Temporary or Quasi – Permanent or Permanent

22. In case the present employment is 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 / organization to which you belong

23. Additional details about present employment Please state whether working under (Indicate the name of your employer against the relevant column)
   a) Central Government
   b) State Government
   c) Autonomous Organization
   d) Government Undertaking
   e) Universities
   f) Others

24. Are you in Revised Scale of Pay as per VII CPC recommendations? If yes, give the date from which the revision took place and also indicate the pre-revised scale

25. Are you holding a pay scale under ACP? If yes, please state pay scale attached to regular post held by you.

26. 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)

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a citizen of India by birth/domicile.

Signature of the applicant with date
Part –II
(to be filled by the Cadre Controlling Authority of the applicant)

1. Certified that the particulars given above by the applicant are correct as per the records available in the Department / Office of ..............................................................

2. It is also certified that Shri/Ms/ Dr.................................................. is clear from Vigilance Angle and no disciplinary proceedings are pending or contemplated against him/her.

3. It is also certified that integrity of Shri/Ms/ Dr.............................................. is ..............................................................

4. The attested copies of the Annual Confidential reports (ACRs/ Annual Performance Appraisal Reports (APARs) for the last 5 years, i.e. 2014-2015, 2015-2016, 2016-2017, 2017-2018 & 2018-2019 are enclosed along with NRC for the period .............................................. (If ACR/APAR for period of more than 3 years is not available/recorded then ACRs/APARs prior to 2014-2015 for the matching period need to be forwarded along with No Report Certificate (NRC))

5. No major/minor penalties have been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed (Strike out whichever is not applicable)

6. It is hereby certified further that this Department / Office shall have no objection to the relieving of said officer in case Shri/Ms/Dr .................................................. is selected for the post of Deputy Director (Admn. & Accts.).

(Name, Signature & Telephone No. of the officer with official Stamp)

Place:

Date:

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