

OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA  
NEW DELHI

No. 1211-Staff (App)-I/05-2020/Vol.II

Dated:- 19.10.2020

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:-

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

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.**

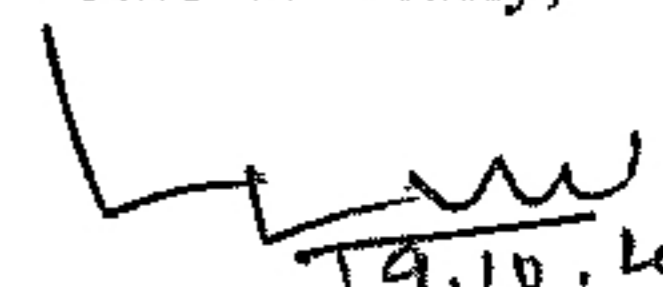
- (i) Bio-data (2 copies) in the enclosed prescribed proforma;
- (ii) Photocopies of complete and upto date ACR/APARs for the last 5 years duly attested on each page; and
- (iii) Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty, imposed during the last 10 years.

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.

Encls:- As above.

Yours faithfully,

  
19.10.2020  
(R. K. Tiwari)

Sr. Administrative Officer (App)-I

# केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)

केरेबो कॉम्प्लेक्स, बी.टी.एम. लेआउट,  
मडिवाला, बेंगलूरु-560 068.



## CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,  
Madiwala, Bengaluru-560 068.

सं. No. केरेबो CSB-5(1)/2019- स्था. Es.III

दिनांक Date: 9 October 2020

### कार्यालय ज्ञापन OFFICE MEMORANDUM

विषय: विभिन्न केन्द्रीय सरकार के विभागों में कार्यरत अधिकारियों के बीच परिचालनार्थ प्रतिनियुक्ति आधार पर वेतन मैट्रिक्स के लेवल-11 में उपनिदेशक (प्रशा. व लेखा) का पद भरने हेतु रिक्ति अधिसूचना के अग्रेषण के संबंध में।

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.

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केन्द्रीय रेशम बोर्ड, वस्त्र मंत्रालय के प्रशासनिक नियंत्रणाधीन कार्यरत स्वायत्त निकाय है। केन्द्रीय रेशम बोर्ड द्वारा केन्द्रीय सरकार के विभागों में कार्यरत अधिकारियों से प्रतिनियुक्ति आधार पर वेतन मैट्रिक्स के लेवल-11 में उपनिदेशक (प्रशा. व लेखा) का पद भरने हेतु आवेदन आमंत्रित करते हुए जारी रिक्ति अधिसूचना (द्विभाषी में) की प्रति संलग्न है।

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. अनुरोध है कि मंत्रालय/विभाग में कार्यरत अधिकारियों के बीच इस रिक्ति अधिसूचना को परिचालित करने की व्यवस्था करें और प्राप्त आवेदन सदस्य सचिव, केन्द्रीय रेशम बोर्ड, केरेबो कॉम्प्लेक्स, बीटीएम लेआउट, मडिवाला, बेंगलूरु-560 068 को अपेक्षित दस्तावेज सहित आवेदन प्राप्ति के लिए निर्धारित अंतिम तारीख तक अग्रेषित करें। पत्राचार, कोई ही तो, [estab.csb@nic.in](mailto:estab.csb@nic.in) पर ई-मेल द्वारा भेजा जाए।

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](mailto:estab.csb@nic.in).

  
(जूलियन तोबियास Julian Tobias)  
संयुक्त निदेशक Joint Director (प्रशा. Admn.)

सेवा में To

भारत सरकार के सभी मंत्रालय/विभाग  
All the Ministries / Departments of Government of India  
(संलग्न सूची के अनुसार As per list enclosed)



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INFORMATION

दूरभाष / Phone : +91-80-26282699

फैक्स / Fax : +91-80-26681511

ई-मेल / e-mail : [ms.csb@nic.in](mailto:ms.csb@nic.in)



Eco Friendly Indian Silks

केन्द्रीय रेशम बोर्ड

बेंगलूरु-560068

रिक्ति परिपत्र

केन्द्रीय रेशम बोर्ड, वस्त्र मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रणाधीन स्वायत्त निकाय, प्रतिनियुक्ति आधार पर 3 [तीन] वर्ष की अवधि के लिए वेतन मैट्रिक्स के लेवल-11 (रु.67700-208700) में उप निदेशक [प्रशासन व लेखा] के 5 (पांच) पद भरने के लिए आवेदन आमंत्रित करता है, जिसे कार्मिक व प्रशासन विभाग के दिशा-निर्देशों के अनुसार बढ़ाया जा सकता है। पदधारी को मुख्यालय, बेंगलूरु अथवा केन्द्रीय रेशम बोर्ड के किसी भी संस्थान में तैनात किया जा सकता है।

तैनाती के अंतिम स्थान: बेंगलूरु (कर्नाटक), रांची (झारखंड), बरहमपुर (पश्चिम बंगाल), लाहदोईगढ़ (असम) तथा पाम्पोर (जम्मू व कश्मीर)।

2. योग्यता शर्तें :

- क. केन्द्र सरकार में कार्यरत अधिकारी जो नीचे निर्धारित योग्यता शर्तें पूरा करते हैं, प्रतिनियुक्ति आधार पर विचार करने के लिए पात्र हैं :
- [i] नियमित आधार पर समान पद रखने वाले, या
  - [ii] वेतन मैट्रिक्स के लेवल-10 [रु.56100-177500] में पांच वर्ष की नियमित सेवा के साथ अथवा समतुल्य।
  - [iii] प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु-सीमा आवेदन की प्राप्ति की अंतिम तारीख को 56 वर्ष से अधिक नहीं होना चाहिए।

3. कार्य विनिर्देश :

स्थापना, लेखा, बिल, लेखा परीक्षा, भंडार, विधि/श्रम तथा सतर्कता मामलों की देख-रेख। कार्य में भर्ती एवं पदोन्नति, संशोधित एफसीएस, संशोधित एसीपी, अनुकंपा आधार पर नियुक्ति, आरक्षण रॉस्टर तथा वैयक्तिक सूचना प्रणाली का रखरखाव, वार्षिक निष्पादन मूल्यांकन रिपोर्ट, कर्मचारियों की तैनाती, वरिष्ठता तथा पुष्टिकरण, सेवा मामलों से संबंधित वीआईपी संदर्भ, स्थानांतरण नीति, अनुशासनिक मामले, विधि एवं श्रम मामले, शिकायत संबंधी मामले, विभिन्न प्राधिकारियों को आवधिक विवरणी प्रस्तुत करना तथा अचल संपत्ति विवरण का रखरखाव शामिल हैं। बजट, वार्षिक लेखा को अंतिम रूप देना, लेखा परीक्षा पूरा करने के लिए महालेखाकार लेखा परीक्षा के साथ अनुवर्ती कार्रवाई, मासिक/वार्षिक लेखा की जांच, एल सी खोलने तथा विदेशी विनिमय की व्यवस्था, अधिकारियों एवं कर्मचारियों का वेतन तैयार करना, पेंशन, सामान्य भविष्य निधि, जी एस एल आई एस, विविध बिल जैसे यात्रा भत्ता/छुट्टी यात्रा रियायत/चिकित्सा आदि का निपटारा, केरेबो के सभी कर्मचारियों के लिए प्राधिकृत चिकित्सक की नियुक्ति, स्रोत में कर की कटौती, सभी केरेबो की इकाइयों के लेखा की लेखा परीक्षा, लेखा परीक्षा रिपोर्टों की समीक्षा, माल की खरीदी, एजेंसियों के माध्यम से सेवाएं लेना, एएमसी आदि।



4. आवेदन कैसे करें :

इच्छुक एवं योग्य अधिकारी अपना आवेदन निर्धारित प्रपत्र (अनुबंध में संलग्न) में विस्तृत सीवी (अधिकारी द्वारा पूर्व में किए गए कार्य के विवरण) सहित उचित माध्यम के द्वारा सदस्य सचिव, केंद्रीय रेशम बोर्ड, केरेबो काम्प्लेक्स, बीटीएम लेआउट, मडिवाला, बेंगलूरु-560068 को रोज़गार अधिमानतः समाचार में विज्ञापन के प्रकाशन से 60 दिन के अंदर भेजें।

5. आवेदन अग्रेष्ठित करते समय नियंत्रक प्राधिकारी को निम्नलिखित दस्तावेज भी भेजना चाहिए :

- (i) आवेदक के पक्ष में संवर्ग समाशोधन
  - (ii) आवेदक का मूल अद्यतन वार्षिक निष्पादन मूल्यांकन रिपोर्ट अथवा सक्षम प्राधिकारी द्वारा अनुप्रमाणित पिछले 5 वर्ष की वा नि मू रि का स्पष्ट एवं पढ़े जाने योग्य फोटो कॉपी।
  - (iii) सत्यनिष्ठा प्रमाण-पत्र
  - (iv) सतर्कता अनापत्ति प्रमाण-पत्र, यह दर्शाते हुए कि संबंधित अधिकारी पर कोई अनुशासनिक अथवा आपराधिक कार्यवाही लंबित अथवा अपेक्षित नहीं है , तथा
  - (v) प्रमाण-पत्र, यह दर्शाते हुए कि पिछले 10 वर्ष के दौरान अधिकारी पर लगाए गए भारी/लघु दण्ड, यदि कोई हो। यदि कोई दण्ड नहीं लगाया गया हो, तो शून्य प्रमाण-पत्र निरपवाद रूप से दिया जाए।
- [क्रम सं. (iii) से (v) तक के विषय में अलग प्रमाण-पत्र दिया जाए]

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

7. सूचीबद्ध उम्मीदवारों को मुख्यालय बेंगलूरु ने निर्धारित तारीख को वैयक्तिक चर्चा के लिए बुलाया जाएगा। वैयक्तिक चर्चा में उपस्थित होने के लिए कोई टीए/डीए नहीं दिया जाएगा।

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

9. चयनित उम्मीदवारों को 3 (तीन) वर्ष की अवधि के लिए प्रतिनियुक्ति आधार पर नियुक्ति की जाएगी, जिसे सक्षम प्राधिकारी के अनुमोदन से प्रशासनिक अत्यावश्यकता होने पर बढ़ाया जा सकता है। प्रतिनियुक्ति के वेतन तथा अन्य निबंधन व शर्तें समय-समय पर इस संबंध में कार्मिक व प्रशिक्षण विभाग के अनुदेशों के अनुसार होगा ।



(जूलियन तोबियास)  
संयुक्त निदेशक (प्रशा.)

**REF. ADVT. NO. CSB/03/2020**

**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 Head Quarters, Bangalore or at any Institute under Central Silk Board.

**Tentative Places of Postings** : Bangalore(Karnataka), Ranchi(Jharkhand), Berhampore(West Bengal), Lahdoigarh(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 TA/LTC/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, AMCs, 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 – 560 068 preferably within 60 days from the publication of the same in the Employment News.



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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.

  
(JULIA TOBIAS)  
JOINT DIRECTOR (ADMN)

**CENTRAL SILK BOARD**  
**'CSB Complex', B.T.M. Layout, Hosur Road,**  
**Madiwala, Bangalore – 560 068.**

**Application Form for the post of Deputy Director(A&A) on Deputation Basis**

Photograph

**PART-I**

**(To be filled by the Applicant)**

1	Name (in Block Letters)		
2	Gender	Male / Female / Others	
3	Marital Status	Married / Unmarried	
4	Date of birth (Date-Month-Year)		
5	Age as on closing date for receipt of application in India (Years/Months/Days)		
6	Father's Name		
7(a)	Full postal address for correspondence with pin Code		
(b)	Permanent address		
8	Contact details (Mandatory)	Mobile No.	
		Tel. No.	
		Fax No.	
		E-mail ID	
9	Are you a citizen of India by birth / domicile?		
10	a) Category (SC/ST/OBC/General)		
	b) whether belongs to Minority Community?	Yes / No	

	c) Whether belongs to Persons with Disabilities category, If Yes, please indicate whether	Yes / No			
		OH	VH	HH	Percentage
11	Preferred place of posting	1. 2.			
12	Name of the post (presently holding)				
13	Name of the Office/ Institution/ Organization				
14	Present place of posting				
15	Present Basic Pay / Level				
16	Total emolument per month now drawn				
17	Date of Joining in Service				
18	Date of Retirement				

19. Academic Qualifications

Level	Degree	Institute/ University	Year	Subject(s) with major field	Fellowship/ Scholarship	Class/ Division/ Grade/ Marks	Rank/ Medal/ Award

20. Employment Record & Experience in Relevant Field

Employment Record (Starting from the present position)

Designation	Pay Scale/ Pay Band with Grade Pay	Nature Work	Organization	Place of posting	Period (From-To)	Actual Duration (Years & Months)



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.	
<div style="text-align: right;">Signature of the applicant with date</div>	

**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: