

REF. ADVT. NO. CSB/01/2020

**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 of **one post of Joint Director (Finance)** in Level-12 (Rs.78800-209200) of the Pay Matrix on deputation basis, for a period of 3(three) years. The incumbent may be posted at Head Quarters, Bangalore or at any Institute under Central Silk Board.

2. ELIGIBILITY CONDITION :

- a. Officers of the Central / State Government / Union Territories / Public Sector Undertakings / Semi Government / Autonomous or Statutory Organizations 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-11 (Rs.67700-208700) of the Pay Matrix or equivalent
- b. **Essential Qualification :** Bachelor's degree from a recognised University and having Associate Membership of the Institute of Chartered Accountants of India and having experience in Administration / Accounts in a Government Department or Public Sector Undertaking.
- c. **Age Limit :** 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 SPECIFICATION:

♦ Preparation of Budget ♦ Finalisation of Annual Accounts ♦ Computerisation of Accounts and its implementation ♦ Accounting of transactions of Central Office ♦ Follow up with AG audit in completion of Audit ♦ Scrutiny of Monthly / Annual Accounts ♦ Opening of LCs and arrangement of foreign exchange ♦ Preparation of salary of Central Office Officers and Staff ♦ Finalisation of Pension and follow up with Bank and Units ♦ Accounting and sanction of advance of GPF of CSB ♦ Accounting of GSLIS ♦ Settlement of various bills like TA/LTC/Medical, etc. of Central Office ♦ Appointment of AMAs for all employees of CSB ♦ Tax Deduction at Source ♦ Auditing of Accounts of all CSB Units ♦ Scrutiny of reference files on various subjects ♦ Assisting the AG Audit Team at the time of auditing the Accounts of CSB ♦ Review of Audit Reports

.....2/-



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 them) **Through Proper Channel**, so as to reach the Member-Secretary, Central Silk Board, CSB Complex, B.T.M. Layout, Madivala, Bangalore – 560 068 preferably within 45 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. CSB may invite the short listed candidates for Personal Discussion on 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)

केन्द्रीय रेशम बोर्ड

बगलरु-560068

रिक्ति परिपत्र

कद्रीय रेशम बोड, वस्त्र मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रणाधीन स्वायत्त निकाय, प्रतियुक्ति आधार पर 3 [तीन] वष का अर्वाध के लिए वेतन मैट्रिक्स के लेवल-12 (रु.78800-209200) क र्ति [रि ट] के लिए आवेदन आमंत्रित करता । पदधार को मुख्यालय बंगलुरु अथवा कद्रीय रेशम बोड के किसी भी संस्थान म तैनात किया जा

2. योग्यता शत :

नद्व/ उ / उ क्षेत्र/सावर्जनिक उपक्रम/ / र्ति र स ि
कार्यरत अधिकारी जो नीचे निर्धारित योग्यता शत , प्रतिनियुक्ति आधार पर विचार करने के लिए पात्र ह :

- [ii] ट्रिक् -11 [रु.67700-208700] म पांच वष का निर्यामत सेवा

१. **विश्वविद्यालय** : मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि और दो इंस्टीट्यूट ऑफ चाटड एकाउन्टेन्ट्स ऑफ इंडिया में एसोसिएट मेंबरशीप तथा सरकारी विभाग अथवा सावजनिक उपक्रम में प्रोमोशन /

: प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु- 1 प्राप्ति का

3. f f :

1. वार्षिक लेखा को अंतिम रूप देना का कंप्यूटरकरण तथा उसका
केन्द्रीय कार्यालय में लेन-देन का

वर्षा / वार्षिक लेखा का जाँच

तथा विदेशी विनिमय का व्यवस्था केन्द्रीय कार्यालय के अधिकारियों एवं कर्मचारियों का पंशन को अंतिम रूप देना तथा बैंक एवं इकाइयों के साथ अनुवर्त कारवाई

केरेबो के सामान्य भविष्य निधि का लेखाकरण तथा अग्रिम को मंजूर।

केन्द्रीय कार्यालय के विविध बिल जैसे यात्रा त / र्ह त्र ि / ि ि त ि

f केरेबो के सभी कमचारियों के लिए प्राधिकृत चिकित्सकों के सं

सभी केरेबो को इकाइयाँ के लेखा को लेखा परीक्षा विभिन्न विषयाँ संबंधी संदभ

केरेबो के लेखा को लेखा परीक्षा के समय महालेखाकार लेखा परीक्षा दल को लेखा परीक्षा रिपोर्ट को समीक्षा।

4.

च. ग. अधिकारी अपना आवेदन निर्धारित प्रपत्र () में
() द्वारा पूर्व में किए गए कार्य के विवरण) में उचित माध्यम के द्वारा सदस्य सचिव,
केंद्रीय रेशम बोर्ड, म. क. , , , , रु-560068
में : समाचार में विज्ञापन के प्रकाशन से 45 दि

5.

गो त करते समय नियंत्रक प्राधिकारी को निम्नलिखित दस्तावेज भी भेजना चाहिए :

- (i) क्ष म संवग
- (ii) आवेदक का मूल अद्यतन वार्षिक निष्पादन मूल्यांकन रिपोर्ट अथवा सक्षम प्राधिकारी द्वारा अनुप्रमाणित 5 वर्ष का व नि मूरि का स्पष्ट
- (iii) सत्यनिष्ठा प्रमाण- त्र
- (iv) तै प्र - त्र, यह दशाते हुए कि संबंधित अधिकारी पर कोई अनुशासनिक अथवा आपराधिक कायवाही लंबित अथवा अपेक्षित नहीं है ,
- (v) प्र - त्र, 10 वर्ष के दौरान अधिकारी प // प , 1 । यदि कोई दण्ड नहीं लगाया गया हो, त प्र -पत्र निरपवाद रूप में

[क्र . (iii) (v) तक के विषय में अलग प्रमाण- त्र]

6.

अंतिम तारोख के बाद प्राप्त अथवा अपूर्ण अथवा उचित माध्यम के द्वारा नहीं प्र विचार नहीं किया जाएगा

7.

सूचीबद्ध उम्मीदवारों को मुख्यालय बंगलूरु ने निर्धारित तारोख को वैयक्तिक चचा में जाएगा। वैयक्तिक चचा में उपस्थित होने के लिए कोई टो / में

8.

को अनुमति नहीं दी जाएगी ।

9.

चयनित उम्मीदवारों को 3 () वर्ष का अवधि के लिए प्रतिनियुक्ति आधार पर नियुक्ति का , जिसे सक्षम प्राधिकारी के अनुमोदन से प्रशासनिक अत्यावश्यकता होने प । प्रतिनियुक्ति के वेतन तथा अन्य निबंधन व शत स - में प्रशिक्षण विभाग के अनुदेशों के अनुसार होगा ।

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(,)
संयुक्त निदेशक (प्र .)

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

Application Form for the post of Joint Director(Finance) 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			
7(b)	Permanent address			
7(c)	Contact details (Mandatory)	Mobile No.		
		Tel. No.		
		Fax No.		
		E-mail ID		
8	Are you a citizen of India by birth / domicile?			
9	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

10	Name of the post (presently holding)						
11	Name of the Office/ Institution/ Organization						
12	Present place of posting						
13	a. Present Basic Pay / Level						
	b. Total emolument per month now						
14	Date of Joining in Service						
15	Date of Retirement						
16. Academic Qualifications							
Level	Degree	Institute/ University	Year	Subject(s) with major field	Fellowship/ Scholar- ship	Class/ Division/ Grade/ Marks	Rank/ Medal/ Award
17. 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)	
18. Nature of present employment i.e. Ad-hoc or Temporary or Quasi – Permanent or Permanent							
19. In case the present employment is on deputation / contract basis, please state							

<p>a. The date of initial appointment</p> <p>b. Period of appointment on deputation / contract</p> <p>c. Name of the parent Office / organization to which you belong</p>	
<p>20. Additional details about present employment Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>	
<p>21. Are you in Revised Scale of Pay as per VII CPC recommendations?</p> <p>If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>	
<p>22. Are you holding a pay scale under ACP? If yes, please state pay scale attached to regular post held by you.</p>	
<p>23. 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)</p>	
<p>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.</p>	
<p style="text-align: right;">Signature of the applicant with date</p>	

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 Joint Director (Finance).

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

Place:

Date: