



**ADVT. NO. CSB/03/2024**

**Date: 12.10.2024**

**VACANCY CIRCULAR**

Central Silk Board is a statutory body under the administrative control of Ministry of Textiles, Government of India invites applications for filling up the following posts on **deputation basis**, initially for a period of 3(Three) years except for Deputy Director (Publicity) for which it is 02(two) years, which may be extended further as per DoPT guidelines. The details of the posts are as under:

#	Name of the Post	No. of Posts	Group	Scale of Pay	Place of Posting **
1	Joint Secretary (Technical)	3	A	Level-12 (Rs. 78800-209200)	1 each at Kolkata, Guwahati and New Delhi-01
2	Joint Director (Administration)	1	A	Level-12 (Rs. 78800-209200)	Bengaluru
3	Deputy Director (Finance)	1	A	Level-11 (Rs.67700-208700)	Bengaluru
4	Deputy Director (Admn. & Accts.)	3	A	Level-11 (Rs.67700-208700)	1 each at Pampore, Ranchi and Lahdoigarh (Jorhat)
5	Deputy Director (Official Language)	1	A	Level-11 (Rs.67700-208700)	Bengaluru
6	Deputy Director (Publicity)	1	A	Level-11 (Rs.67700-208700)	Bengaluru
7	Deputy Director (Statistics)	1	A	Level-11 (Rs.67700-208700)	Bengaluru
8	Assistant Director (Admn. & Accts.)	2	A	Level-10 (Rs.56100-177500)	Bengaluru-01 Mysuru -01
9	Assistant Director (Statistics)	2	A	Level-10 (Rs.56100-177500)	Bengaluru -02
10	Assistant Director (Publicity)	1	A	Level-10 (Rs.56100-177500)	Bengaluru
11	Assistant Engineer	1	B	Level-6 (Rs. 35400-112400)	Bengaluru



**\*\* Place of posting given above is tentatively indicated. Selected officers (on Deputation) may be posted to anywhere in India in CSB units as per requirement.**

**2. ELIGIBILITY CONDITION :**

**I. JOINT SECRETARY (TECHNICAL)**

Officers of the Central or State Government ;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with five years of regular service in the post of Level-11 in the pay matrix (Rs.67700-208700) or equivalent and
- (b) The maximum age limit of applicants for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

- ◆ Formulation of Central and Centrally sponsored sericulture development programmes, monitoring and implementation.
- ◆ Co-ordination with State Sericulture Departments on development of silk industry in States.
- ◆ Visit to sericultural areas, review of plan schemes and assistance to private entrepreneurs.
- ◆ Co-ordinating activities of different Sections
- ◆ Parliament Questions
- ◆ Preparation of Agenda and Explanatory Notes for the Board Meeting and Standing Committee Meeting.
- ◆ Scrutiny of construction proposals received from Outstations.
- ◆ Co-ordinating visits of various Committees including Parliamentary Committees.
- ◆ Implementation of Centrally sponsored Schemes / Projects.
- ◆ Preparation of Projects / Schemes / Special Projects, Implementation, monitoring and evaluation.
- ◆ Visit to sericultural areas.
- ◆ To represent CSB in the State Programme Approval and Monitoring Group meeting.
- ◆ Acting as a liaison officer between Central Silk Board and Ministry of Textiles.

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**II. JOINT DIRECTOR (ADMINISTRATION)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with five years of regular service in the post of Level-11 in the pay matrix (Rs.67700-208700) or equivalent and
- (b) Possessing the Bachelor's degree from a recognized University or Institute.



- (c) The maximum age limit of applicants for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

The Joint Director (Administration) will be responsible for Administration/Establishment, Law & Labour and vigilance Sections. The preliminary duty of Joint Director (Administration) is to ensure all activities are done effectively and efficiently so that all other operations will function well. He/She should be well conversant with Central Government Rules and Regulations with working knowledge of computer. The duties and responsibilities of the Joint Director (Administration) includes:-

- ◆ Long-term strategic planning in recruitment and promotion/assessment policy of scientific/technical and administrative staff;
- ◆ Compassionate appointments
- ◆ Maintenance of reservation rosters, personal information system, Annual Performance Appraisal Reports, Seniority, Confirmation and immovable property returns
- ◆ Implementation of Transfer Policy
- ◆ Deputation of Staff
- ◆ VIP references related to service matters
- ◆ Handling of Labour issues, Vigilance, disciplinary & Legal/Court cases;
- ◆ Submission of statutory reports within the stipulated period;
- ◆ Framing of policies related to administration to ensure positive interaction between administrative staff & other personnel and also to address the issues of staff;
- ◆ To report to the Member Secretary on all administrative related issues and also responsible for making correspondence with the Ministry and other departments;
- ◆ Outsourcing of contractual staff and security.
- ◆ Acting as a liaison between the employees and higher officers when it comes to administrative issues; and
- ◆ Any other responsibilities as and when assigned by Competent Authority.

**III. DEPUTY DIRECTOR (FINANCE)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with five years of regular service in the post of Level-10 in the pay matrix (Rs.56100-177500) or equivalent and
- (b) Possessing the following educational qualification:
- (i) qualified Chartered Accountant from the Institute of Chartered Accountants of India; or



- (ii) qualified Cost Accountant from the Institute of Cost Accountants of India; or
  - (iii) qualified Company Secretary from the Institute of Company Secretaries of India; or
  - (iv) Master of Business Administration; or
  - (v) Master's degree in Commerce from a recognized University or institute
- (c) The maximum age limit of applicants for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

- ◆ 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.
- ◆ 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.

**IV. DEPUTY DIRECTOR (ADMINISTRATION AND ACCOUNTS)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous post on a regular basis; or
- (ii) with five years regular service in the post of Level-10 (Rs.56100-177500) of the Pay Matrix or equivalent and
- (b) Possessing the Bachelor's degree from a recognized University or Institute.
- (c) The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

The work assigned 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. 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.

#### **V. DEPUTY DIRECTOR (OFFICIAL LANGUAGE)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with five years of regular service in the post of Level-10 in the pay matrix (Rs.56100-177500) of the Pay Matrix or equivalent and
- (b) Possessing the following educational qualification:-
- (i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or  
(ii) Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or  
(iii) Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or  
(iv) Master's degree from a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or  
(v) Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and  
(vi) Diploma or certificate course from a recognised institute or University in translation from Hindi to English and vice versa
- (c) The maximum age limit of applicants for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.



**JOB DESCRIPTION:**

- ◆ Responsible for implementation of the Official Language Policy of the Government both in Central Office and Research Institutes and Extension Units.
- ◆ Inspection of Research Institutes / Extension Units to oversee the implementation of Official Language Policy of the Government.
- ◆ Training, vetting of translation, publication of Hindi journals, organising Workshops on Official Language, arranging Meetings & Seminars on Official Language, etc.,
- ◆ Assisting the Member-Secretary on issues connected with implementation of Official Language Policy of the Government.

**VI. DEPUTY DIRECTOR (PUBLICITY)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with five years of regular service in the post of Level-10 in the pay matrix (Rs.56100-177500) of the Pay Matrix or equivalent and
- (b) possessing the Bachelor's degree from a recognised University in Journalism or Bachelor's degree from a recognised University with Diploma in Journalism from a recognised institute or University.
- (c) The maximum age limit of applicants for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

Publication of Indian Silk. Co-ordination, collection and compilation of articles/ information, editing, proof reading, designing, printing and mailing of the publications. Liaison with Printing Press, Authors, Advertisers and Subscribers. Conducting surveys and interviews. Convening the meetings of Sub-Group on Indian Silk. Sub-editing, proof reading of articles for the Board's publications. Writing of articles. Monitoring of implementation of Official Language. Monitoring RTI issues

**VII. DEPUTY DIRECTOR (STATISTICS)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with five years of regular service in the post of Level-10 in the pay matrix (Rs.56100-177500) of the Pay Matrix or equivalent and
- (b) possessing the Bachelor's degree in Statistics from a recognised University



- (c) The maximum age limit of applicants for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

Collection, compilation and analysis of data relating to sericulture, field units, surveys and preparation of notes, reviews and Reports. MIS Base, Forecasting & Analysis. Updation of MIS-Kit & Note on Exports, Review of Sericulture. Publication of monthly and annual Export & Import review. Market Intelligence (Collection of Price data, transactions, forecasting trends, etc.) and publication of the same. Updation of ITC (HS) classification. Silk waste issues. Coordination in updating of all master notes to MoT. Sericulture in States - Status reports & Profile on Sericulture, Compilation of all State level Schemes and Plans, Assistance pattern, Targets and Progress Reports. Coordination in the State level Coordination Committee Meetings with reference to production of raw silk (Mulberry & Vanya). Planning Commission References (Annual & Five Year Plans) - Physical Targets and achievement reports, Employment data updation and Exports. Designing, Analysis & Interpretation of Research Data.

**VIII. ASSISTANT DIRECTOR (ADMN. & ACCTS.)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with three years of regular service in Level-7 in the pay matrix (Rs.44900-142400) or equivalent and
- (b) Possessing the following educational qualification:
- (i) qualified Chartered Accountant from the Institute of Chartered Accountants of India; or  
(ii) qualified Cost Accountant from the Institute of Cost Accountants of India; or  
(iii) qualified Company Secretary from the Institute of Company Secretaries of India; or  
(iv) Master of Business Administration; or  
(v) Master's degree in Commerce from a recognized University or institute
- (c) The maximum age-limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

The work assigned 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. 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.

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**IX. ASSISTANT DIRECTOR (STATISTICS)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with three years of regular service in Level-7 in the pay matrix (Rs.44900-142400) or equivalent and
- (b) Possessing the Bachelor's degree in Statistics from a recognized university.
- (c) The maximum age-limit for appointment by deputation shall not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

MIS Base, Forecasting & Analysis. Updation of MIS-Kit & Note on Exports, Review of Sericulture. Publication of monthly and annual Export & Import review. Market Intelligence (Collection of Price data, transactions, forecasting trends, etc.) and publication of the same. Updation of ITC (HS) classification. Silk waste issues. Coordination in updating of all master notes to MoT. Sericulture in States - Status reports & Profile on Sericulture, Compilation of all State level Schemes and Plans, Assistance pattern, Targets and Progress Reports. Coordination in the State level Coordination Committee Meetings with reference to production of raw silk (Mulberry & Vanya). Planning Commission References (Annual & Five Year Plans) - Physical Targets and achievement reports, Employment data updation and Exports. Designing, Analysis & Interpretation of Research Data.

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**X. ASSISTANT DIRECTOR (PUBLICITY)**

Officers of the Central Government or statutory or autonomous organisations functioning under the Central Government;

- (a) (i) holding analogous posts on a regular basis; or  
(ii) with three years of regular service in Level-7 in the pay matrix (Rs.44900-142400) or equivalent and





- (b) Possessing the Bachelor's degree from a recognized university in Journalism or Bachelor's degree from a recognized University with Diploma in Journalism from a recognized institute or University.
- (c) The maximum age limit of applicants for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

Publication of Indian Silk. Co-ordination, collection and compilation of articles/ information, editing, proof reading, designing, printing and mailing of the publications. Liaison with Printing Press, Authors, Advertisers and Subscribers. Conducting surveys and interviews. Convening the meetings of Sub-Group on Indian Silk. Sub-editing, proof reading of articles for the Board's publications. Writing of articles. Monitoring of implementation of Official Language. Monitoring RTI issues

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**XI. ASSISTANT ENGINEER**

- a) Officials of the Central or State Government or autonomous bodies holding analogous post.
- b) Qualification: II Class Bachelor's degree in Civil Engineering from a recognized University. Experience Candidates preferred.
- c) The maximum age limit of Applicants for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

**JOB DESCRIPTION:**

- ◆ To look after Civil / Electrical / Mechanical / Workshop / Cold Storage.
- ◆ Repair and maintenance of residential and non-residential buildings including mulberry plots, roads, water supply and sanitary installations, sewerage and drainage system.
- ◆ Preparation of estimates and execution of works, repair and maintenance of electrical installations, DG sets and water pump sets, cold storages, etc.

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**3. 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.



4. 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;
  - (vi) 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)]
5. The application received after the last date or incomplete or those not received through proper channel will not be considered.
6. 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.
7. Applicant will not be permitted to withdraw his/her name after selection.
8. The selected candidates will be appointed on deputation basis for a period of 3(Three)/02 (Two) years as applicable against the post, which may be extended further in the event of administrative exigencies with the approval of the Competent Authority.
9. 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.
10. Merely fulfilling minimum essential qualification shall not entail the candidate for calling for Interview.
11. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.



12. Candidates desirous of applying for more than one post must apply separately.
13. CSB shall verify the documents submitted by a candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are false at any stage, even after the appointment of the candidate has a clandestine antecedents/background and has suppressed the said information, then he/she may be repatriated to his/her parent department.

**Sd/-**

(Rajiv S. Kittur, IRS)

Joint Director (Administration)



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

**Application Form for the post of**

**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 Level & Basic Pay					
16	Total emolument per month now drawn					
17	Date of Joining in Service					
18	Date of Retirement					
19. Academic Qualifications						
Level	Institute/ University	Year	Subject(s) with major field	Class/ Division/ Grade/ Marks	Remarks	
Graduation						
Masters						
Others						
20. Employment Record & Experience in Relevant Field						
Employment Record (Starting from the present position)						
Designation	Pay Scale/ Pay Band with Grade Pay	Nature of 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. 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/MACP? 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	