



भारत सरकार/Government of India  
वस्त्र मंत्रालय/Ministry of Textiles  
हथकरघा विकास आयुक्त का कार्यालय  
O/o Development Commissioner for Handlooms

## बुनकर सेवा केंद्र

### Weavers' Service Centre

15-ए मामा परमानंद मार्ग, मुंबई-400004  
15-A, Mama Parmanand Marg, Mumbai-400004  
दूरभाष क्र. : 23691238/2361 0923  
dirwzscmum@yahoo.in  
Tele-23691238/23610923  
dirwzscmum@yahoo.in

### Notice Inviting Applications

**Advertisement No. WSCM/02/23:** Applications are invited from suitable and eligible candidates for filling up of the following General Central Services post by the following mode of recruitment by the Weavers Service Centre, 15 A, Mama Parmanand Marg, Mumbai, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles for initially posting at the following Weavers Service Centre, West Zone:

Sr. No.	Name of Post	Pay Matrix	No. of Vacancy	Mode of recruitment
1.	Stenographer Gr. 1	Pay band -2, Rs. 9300-34800/- Grade pay of 4200/- / Level-6 (7th CPC)	01	Deputation

For details about qualification, age limit, selection process and application form etc. please log on the website: [www.handlooms.nic.in](http://www.handlooms.nic.in). Last date of receipt of application will be 60 days from the date of publication of the advertisement in Employment News.

EN 31/88

Director (West Zone)



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No.WSCM/ADMN./1(9)/ 1349

Date: 16 OCT 2023

### CIRCULAR

Sub: Filling up of **one** vacancy of Stenographer Gr. I in Level-6 of Pay Matrix as per 7<sup>th</sup> CPC (Pre-revised scale PB-2 of Rs.9300-34800/-with Grade Pay of Rs.4200/-) General Central Service Group 'B' Non-Gazetted, Ministerial, in the Weavers' Service Centres in West Zone **on deputation.**

1. Weavers' Service Centre, Mumbai is inviting applications to fill up **one** vacancy of Stenographer Gr. I, General Central Service Group 'B' (Non-Gazetted) Ministerial post, in the Ministry of Textiles, Office of the Weavers' Service Centres in West Zone - Mumbai as detailed below **on deputation** :

S.No.	Name of post	Pay Band + Grade Pay	Place of vacancy & No. of vacancies.
1	Stenographer Gr. I	Level-6 of Pay Matrix as per 7 <sup>th</sup> CPC (Pre-revised PB-2 of Rs.9300-34800/- with Grade Pay Rs.4200/-).	Mumbai - 1

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

Officers holding the post of Stenographer under the Central Government:-

- (A) (i) holding analogous posts on regular basis in the parent cadre/Department; or  
(ii) With ten years regular service in the grade rendered after appointment thereto on a regular basis in pay band-1, Rs.5200-20200/- plus grade pay of Rs.2400/- (Level - 4 of Pay Matrix as per 7<sup>th</sup> CPC) or equivalent in the parent cadre/Department.

Note: The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(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 organisation or Department of the Central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications).

**Note:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended in the corresponding grade or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. Terms and conditions of deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later on.

4. The official selected will have transfer liability within the West Zone and will be considered for posting where vacancy exists at the time of selection of the candidate.

5. The applications (in duplicate) in the enclosed prescribed proforma (Annexure-I) along with proof of educational qualification and experience, in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified/countersigned by the Head of office or an officer authorized to sign on his behalf, along with the following documents: -

- (i) Cadre clearance in respect of the applicant.
- (ii) Up-to-date clear and legible photocopies of the APARs for the last 5 years at least up to 2021-22 duly attested by Gazetted Officer.
- (iii) Integrity certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
- (iv) Vigilance clearance certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned;  
{Separate certificate should be furnished in respect of S.No.(iii) to (iv) above}

No action will be taken on advance copies of applications or applications not received through proper channel along with necessary clearance/certificates.

6. Nomination of the officials who volunteer for the post once accepted by Competent Authority will not be permitted to withdraw their names later.

7. The applications (in duplicate) in the enclosed prescribed proforma (Annexure-I) along with documents mentioned above should be forwarded through proper channel to the **Weavers' Service Centre, 15-A, Mama Parmanand Marg, Mumbai - 400004; Tel: 23691238/23610923; before /11/2023 i.e. 60 days from the date of issue of this circular.** Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.

  
Director (WZ)

Self-attested  
passport size  
photographs

**ANNEXURE-I**  
**CURRICULUM VITAE PROFORMA**

1	Name and Address (in Block Letters)	
2	Date of Birth (in Christian era)	
3	i) Date of Retirement under the Central Government Rules ii) Date of entry into Govt. service.	
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 as mentioned in the vacancy circular/advertisement	Qualifications/Experience possessed by the Officer.
	Essential	Essential
	A. Qualification	A. Qualification
	B. Experience	B. Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue Advertisement in the Employment News</p> <p><b>5.2</b> In the case of Degree ad Post Graduate Qualifications, Elective/main subject and subsidiary subject may be indicated by the candidate.</p>		
6	Please state clearly whether in the light of entries made by you above you meet the requirement of the post.	
<p><b>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate(as indicated in the Bio-data ) with reference to the post applied.</b></p>		

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).

**\*Important:** Pay-band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/Pay scale of the post held on regular basis to be mentioned. Details of

ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office / Institution	Pay, Pay Band and Grade Pay Drawn under ACP/MACP Scheme	From	To

8	Nature of Present employment i.e. temporary or quasi-permanent or permanent.		
9	In case the present employment is held on deputation, please state:		
(a) The date of initial appointment	(b) Period of appointment on deputation.	(c) Name of the parent Office/ Organisation to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation

**9.1 Note:** In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Certificate and Integrity certificate.

**9.2 Note:** Information under Column 9(c) & 9(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintain a lien in his parent cadre / organisation.

10	If any post held on Deputation in the past by the applicant, date of return from last deputation and other details.		
11	Additional details about present employment: (Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Govt. (b) State Govt. (c) Union Territory Govt. (d) Public Sector Undertakings (e) Universities (f) Recognised Research Institutions (g) Semi Govt. (h) Autonomous Organization		
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14	Total Emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15	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. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
16	<b>Achievements:</b> The candidate is requested to indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17	Whether belongs to SC/ST	

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.

Encl: 1) Proof of educational qualification  
2) Proof of experience

Signature of the candidate

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Certification by the Employer/Cadre Controlling Authority.**

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/he will be relieved immediately.

2. Also certified that -

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum \_\_\_\_\_
- (ii) His/Her integrity is certified.
- (iii) His/Her photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/Minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)