

## **THE TEXTILES COMMITTEE'S EMPLOYEES (RECRUITMENT) REGULATIONS 2015**

In exercise of powers conferred by Clause (c) of sub section (2) of Section 23 of the Textiles Committee Act, 1963 (41 of 1963), and in supersession of the Textiles Committee's Employees (Recruitment) Regulations 1968 except as respects things done or omitted to be done under the above Regulations, the Textiles Committee, with previous sanction of the Central Government, hereby makes the following regulations, namely:-

### **SHORT TITLE:**

These Regulations may be called the Textiles Committee's Employees (Recruitment) Regulations 2015

They shall come into force on the date of their publication in the Official Gazette.

### **DEFINITION:**

In these regulations, unless the context otherwise requires:-

"Act" means the Textiles Committee Act, 1963 (No.41 of 1963)

"Appointing authority" in relation to the post means the authority empowered to appoint a person to that post

"Employee" means such officers and staff appointed by the Committee on regular basis in accordance with these Regulations or any earlier Regulations on the subject.

"Committee" means the Textiles Committee

"Select List" means the list drawn up by the Departmental Promotion Committee for Promotion to appropriate grades.

"Head of the Department" means the Director in the concerned Departments of the Committee.

All words and expressions used but not defined in these regulations and defined in the Act shall have the meanings respectively assigned to them in the Act.

## **METHOD OF RECRUITMENT & OTHER MATTERS:**

The method of recruitment and other matters relating to the various posts under the Committee shall be as specified in **Schedule I** annexed to these Regulations. The pay scales and number of posts mentioned in the Schedule are subject to change as may be sanctioned. For Direct Recruitment advertisement will be released in National Newspapers and the Employment News. For recruitments through deputation method, the notice will be issued in the Employment News and the vacancy will be circulated to the various Central Secretariat Offices of the Ministry / Department of the Central Government as per standard mailing list. The age limit for Direct Recruitment / Deputation posts will be reckoned as on the last date for receipt of applications.

## **CLASSIFICATION OF EMPLOYEES:**

The employees of the Committee shall be classified as Group A, B & C as per the Grade Pay drawn in the relevant pay bands by the extension of provisions for classification of employees of the Central Government drawing similar Grade Pay in relevant pay bands.

## **DISQUALIFICATION:**

No person,

Who have entered into or contracted a marriage with a person having spouse living;

or

Who having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to any said post under the Committee;

**provided that the Committee, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there were other grounds for so doing, exempt any person from the operation of this rule**

## **METHOD OF RECRUITMENT:**

Method of recruitment for various categories of posts in the Committee shall be as per provisions in Schedule I to these Regulations.

## **PROMOTION COMMITTEE:**

The Rules regarding functioning of Departmental Promotional Committee shall be as per the instructions contained in the Government of India DOPT OM No.22011/5/86-Estt(D) dated 10<sup>th</sup> April 1989 as amended from time to time. In case of anything not contained in these Regulations or these Regulations are silent on any point on the subject, the said Government of India Rules will be followed. The ACRs/APARs for the last five years of the eligible candidates for promotion will be considered. The benchmark for promotion will be as follows:

Promotion to the posts upto the grade pay of Rs.6600/- - "Good"

Promotion to the posts above the grade pay of Rs.6600/- - "Very Good"

The composition of the Departmental Promotion Committees shall be as given in **Schedule II** to these Regulations. The Committee shall follow the instructions issued by the Central Government regarding co-opting of women members / minority committee members / SC/ ST members in the DPC / Selection Committee.

The field of selection for promotion to a post shall include only persons eligible for promotion according to the method of recruitment prescribed for the post in the attached **Schedule I**. The zone of consideration by way of the number of candidates to be placed before the Departmental Promotion Committee with reference to the available vacancies shall be as per instructions on the subject issued by the Department of Personnel & Training (DOPT), Government of India. The list of all such candidates duly certified as correct by the Assistant Secretary (Personnel) shall be placed before the Promotion Committee.

The following documents are essentially required to be placed before the Departmental Promotion Committee through the Assistant Secretary (Personnel) and Secretary for Group A & B posts and through Assistant Secretary (Personnel) for Group C posts in respect of eligible employees to be considered for promotion:

A note to the DPC indicating the vacancy position in the relevant post with the particulars of reservation if any for SC/ST categories as per rules.

List of eligible candidates  
Vigilance Clearance Certificate  
Integrity Certificate  
ACRs /APARs for the last five years

Report containing qualifications / skill clearance test / requisite experience as per the recruitment rules.

The inter se seniority list in the case of multiple feeder categories who are eligible for consideration, if provided in the recruitment rules.

The Promotion Committee shall after the assessment of the service records of the eligible candidates as contained the ACRs / APARs shall record its findings against each candidate and give specific recommendation as “fit” or “unfit” for promotion in respect of each candidate.

The list of persons recommended for promotion by the Promotion Committee shall be submitted through the Secretary to the Appointing Authority for approval, after which the Select List will become valid for operation. Where Secretary himself is the Appointing Authority, he shall consider the select list for approval. The Appointing Authorities in the Committee are as given the **Schedule III** to these Regulations.

Promotion shall be made strictly in the order as approved by the appointing authority. Where, however, for reasons to be recorded by the Secretary, it is not administratively convenient to make local promotions in short term vacancies (not more than 3 months' duration) in the order of the approved list, he may obtain the orders of appointing authority to fill such vacancies on an adhoc basis by persons whose names are lower down in the approved list. If a person in the select list is not interested in taking up the short term appointment, the Secretary may recommend for approval of an employee outside the select list to meet the exigencies of the service. Such short term / purely adhoc appointments will not bestow any claims for regular appointment or seniority in the grade.

#### **SELECTION PROCESS AND SELCTION COMMITTEE FOR DIRECT RECRUITMENT / DEPUTATION:**

While the candidates fulfilling the essential requirements mentioned in the advertisement will be considered, in the event of large number of candidates, based

on the number of posts advertised, the Secretary with the approval of the Chairman has the right to call any number of candidates for interview. In such cases, the Secretary shall get the candidates short-listed / screened to be called for interview by constituting an internal screening committee. If the Secretary so feels, external expert for this purpose can also be invited to assist the screening committee.

In order to keep the number of candidates interviewed within practical limits, Scrutiny Committee may, if it deems fit, reject a candidate if the candidate had failed to win the same post in the previous two attempts, even if he meets the short listing criteria except when there is a significant new achievement justifying an exception.

The Selection Committee for direct recruitment shall be as given in **Schedule IV** to these Regulations. The Selection Committee will devise the method of selection keeping in view the necessity to assess the credentials of the candidates with reference to the job description for the post for which selection is being made. Where necessary, the selection committee may subject the candidates to a written test before interview. For the technical posts, the Selection Committee shall also test the Technical Skill of the candidates.

The Selection Committee has the power to award upto 5% marks each out of the total marks for higher qualification in the case of candidates for Group A & B posts and extracurricular activities in respect of the candidates for Group C posts. The marks for recognized higher education will be the one which is in the addition to and at a higher level, relevant to the basic qualifications prescribed for the post and it will be restricted to one higher qualification only. The 5% marks allocated for extracurricular activities will be distributed as under:

5% marks in full will be awarded if the candidate has participated in any game / NCC at National level as well as international level

If the candidate has participated in zonal or interstate level or inter-university level then the marks will be awarded @ 3% only

If the candidate has participated at inter District level then marks will be awarded @ only 1%

The Selection Committee shall verify and record the genuineness of the higher qualification / extra curricular activities of the candidate before awarding the marks.

The employees of the Committee shall be eligible for age relaxation to the extent of 5 (five) years for Direct Recruitment in case such employee has completed 3 years regular service as on the last date for receipt of applications.

The maximum age limit for candidates applying for posts under deputation method for posts included in Schedule I to these Regulations shall be 56 years. The normal period of deputation shall be three years. The period of deputation will be reviewed after one year for his/ her continuance in the post. However, the deputation can be curtailed by either the Committee or the incumbent by giving 3 months notice. In case a suitable substitute is not available within the said three months, the Committee if it so desires will have the option to relieve the incumbent after two more months.

The application fee for direct recruitment shall be as may be decided by the Committee. If such a fee is levied, relaxation in fee shall be given to the special category of candidates as per Government of India Rules.

**ASSURED CAREER PROGRESSION:**

The ACP / MACP Scheme as notified by the Central Government from time to time for its employees shall be extended to the employees of the Committee subject to fulfillment of the conditions prescribed for giving such benefit.

**SAVING:**

Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules shall also not affect the recruitments already made. Recruitment to be made subsequent to notification of these Recruitment Regulations will be governed by these Regulations only. The employees who are presently incumbents in the posts mentioned in the Schedule I hereto after regular selection except those on contract basis shall be deemed to have been appointed on regular basis to their respective posts from the date of their appointment.

**AMENDMENT TO RECRUITMENT REGULATIONS:**

These rules may be amended by the Committee with the previous sanction of the Central Government. However, the Appointing Authority, on the recommendations of the Screening Committee will have the power, for reasons to be recorded in writing, to relax the age limit and educational qualifications in individual meritorious cases, if such a candidate is recommended for appointment to any post under the Committee.

1.	Name of post	<b>DIRECTOR (EP&amp;QA)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-4, Rs.37400 - 67000 + Grade Pay Rs.8700/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Nil
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Joint Director (EP&QA) with five years of regular service in PB 3 + Grade pay of Rs.7600/- failing which combined service of 10 years in the posts of Joint Director (EP&QA) and Deputy Director (EP&QA) with minimum 2 years of service as Joint Director (EP&QA).
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II</b>

1.	Name of post	<b>JOINT DIRECTOR (EP&amp;QA)</b>
2.	Number of posts	03
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 - 39100 + Grade Pay Rs.7600/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Nil
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Deputy Director (EP&QA) with five years of regular service in the pay band of PB 3 + Grade pay of Rs.6600/-
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per the Schedule-II</b>

1.	Name of post	<b>DEPUTY DIRECTOR (EP&amp;QA)</b>
2.	Number of posts	14
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 - 39100 + Grade Pay Rs.6600/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Nil
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % By Promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Assistant Director (EP&QP) with five years of regular service in the pay band of PB 3 + Grade pay of Rs.5400/-
12.	If a Departmental Promotion Committee exists, what is its composition	

1.	Name of post	<b>ASSISTANT DIRECTOR (EP&amp;QA)</b>
2.	Number of posts	26
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 - 39100 + Grade Pay Rs.5400/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	35 years
7.	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <p>i) Bachelor Degree in Textile Technology / Manufacture or equivalent from a recognized university/Institute</p> <p>ii) At least 5 years experience in a position of responsibility in Textiles Industry. (or) At least 5 years experience, in which, minimum two years experience in a position of responsibility in Textile Industry and remaining years of experience in Quality Inspection/Production of specification for textiles</p> <p><b>Desirable:</b> Master Degree in textile Manufacture / Technology</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits, one year for promotion
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	75% by Promotion 25% by Direct recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Quality Assurance Officer (EP&QA) with five years of regular service in the pay band of PB-2, Rs.9300 – 34800 + Grade pay of Rs.4800/-
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule II &amp; IV</b>

1.	Name of post	<b>QUALITY ASSURANCE OFFICER(EP&amp;QA)</b>
2.	Number of posts	83
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade Pay Rs.4800/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	30 years
7.	Educational and other qualification required for direct recruits	Bachelor Degree in Textile Technology / Manufacture from a recognized University/Institute with at least two years experience in a position of responsibility in Textile Industry
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	NA
9.	Period of probation, if any	<b>One</b> Year for direct recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule IV</b>

1.	Name of the post	<b>DIRECTOR (LABS)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-4, Rs.37400 - 67000 + Grade Pay Rs.8700/-
5	Whether selection post or Non – selection post	Selection Post
6	Age limit for direct recruitments	50 Years (Maximum)
7	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Ph. D in Physics / Chemistry or Textile Technology from a recognized university/Institute.</li> <li>2. 10 years of experience at senior / executive / supervisory level in a laboratory engaged in testing preferably of textiles.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Five years of experience in research &amp; development / testing.</li> <li>2. Fully conversant with the work of various laboratory equipment (Physical, Chemical, Ecological &amp; Spectroscopic) relevant to the Textile Industry.</li> <li>3. Exposure to accreditation of laboratories.</li> <li>4. Candidate should be conversant with the work of various test methods and equipment employed in textile quality analysis, quality system accreditation of laboratories, consultancy, training</li> </ol>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9	Period of probation, if any	<b>Two</b> year for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion failing which by Direct Recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<b>Promotion:</b> From the post of Joint Director (Labs) with five years of regular service in the pay band of PB 3+ grade pay of Rs.7600/- failing which combined service of 10 years in the grade of Joint Director (Labs) and Deputy Director (Labs) with minimum 2 years of service in the grade of Joint Director.
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of the post	<b>JOINT DIRECTOR (LABS)</b>
2.	Number of posts	02
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 - 39100 + Grade Pay Rs.7600/-
5	Whether selection post or Non – selection post	Selection Post
6	Age limit for direct recruitments	45 Years (Maximum)
7	Educational and other qualification required for direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Ph. D in Physics / Chemistry or Textile Technology from a recognized university/Institute.</li> <li>2. Seven years of experience at senior executive / supervisory level in a laboratory engaged in testing preferably of textiles.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Three years of experience in research &amp; development / testing and</li> <li>2. Fully conversant with the work of various laboratory equipment (Physical, Chemical, Ecological &amp; Spectroscopic) relevant to the Textile Industry.</li> <li>3. Exposure to accreditation of laboratories.</li> <li>4. Candidate should be conversant with the work of various test methods and equipment employed in textile quality analysis, quality system accreditation of laboratories, consultancy, training</li> </ol>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9	Period of probation, if any	Two years for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion failing which by deputation failing both by direct recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<p><b>Promotion</b> : From the post of Deputy Director with five years of regular service in the pay band of PB 3 + Grade pay of Rs. 6600/-.</p> <p><b>Deputation</b> : Officers of Central / State Governments / PSU / Statutory / Autonomous organizations</p> <ol style="list-style-type: none"> <li>a) i) Holding analogous post , <b>or</b> ii) With 5 years regular service in posts in PB-3 with GP of Rs. 5400/- or equivalent and</li> <li>b) Possessing the educational qualification of Masters Degree in Physics / Chemistry (Doctorate degree desirable) or Bachelors Degree in Textile Technology (Masters degree desirable) with minimum 3 years of experience at a supervisory level engaged in research / development / testing relevant to textile industry. Should be conversant with the work of various items of laboratory equipment (physical, chemical and Ecological &amp; Spectroscopic) and also the techniques and methods employed for testing and quality assessment in textiles.</li> </ol>
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of the post	<b>DEPUTY DIRECTOR (LABS)</b>
2.	Number of posts	04
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs. 15600 - 39100 + Grade Pay Rs. 6600/-
5	Whether selection post or Non – selection post	Non Selection Post
6	Age limit for direct recruitments	NA
7	Educational and other qualification required for direct recruits	NA
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9	Period of probation, if any	Nil
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by promotion
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<b>Promotion :</b> From the post of Assistant Director (Labs) with five years of regular service in the pay band of PB 3 + Grade pay of Rs. 5400/-
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per the Schedule-II</b>

1.	Name of the post	<b>ASSISTANT DIRECTOR (LABS)</b>
2.	Number of posts	10
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs. 15600-39100 + Grade pay Rs. 5400/-
5	Whether selection post or Non – selection post	Selection Post
6	Age limit for direct recruitments	35 Years (Maximum)
7	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <p>1a. First class Masters Degree in Science in the discipline of Physics / Chemistry / Textile Technology or equivalent / Bio Technology / Bio Chemistry / Micro Biology / Textile Chemistry / Applied Chemistry from a recognized university/Institute.</p> <p style="text-align: center;">AND</p> <p>1b. After post graduation minimum 3 years practical experience in any reputed analytical laboratory in Testing/Research.</p> <p style="text-align: center;">OR</p> <p>2a. Masters Degree in Textile Technology from a recognized university/Institute</p> <p style="text-align: center;">AND</p> <p>2b. After post graduation minimum 2 years practical experience in any reputed analytical laboratory in textile Testing/Research.</p> <p><b>Desirable:</b> Experience in Research and Development on Textiles.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9	Period of probation, if any	Two years for direct recruits, One year by promotion
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	75% by Promotion and the remaining 25% by direct recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<b>Promotion :</b> From the post of Quality Assurance Officer (Lab) with five years of regular service in the pay band of PB 2- Rs. 9300-34800/ + Grade pay of Rs. 4800/-
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of the post	<b>QUALITY ASSURANCE OFFICER(LAB)</b>
2.	Number of posts	42
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs. 9300-34800 + Grade pay Rs. 4800/-
5	Whether selection post or Non – selection post	NA
6	Age limit for direct recruitments	30 years (Maximum)
7	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <p>1a. At least second class Masters Degree in Science in the discipline of Physics / Chemistry / Bio Technology / Bio Chemistry / Micro Biology / Textile Chemistry / Applied Chemistry from a recognized university/Institute.</p> <p style="text-align: center;">AND</p> <p>1b. Minimum <b>one</b> year practical experience in any reputed analytical laboratory in textile testing.</p> <p style="text-align: center;">OR</p> <p>2a. Bachelors degree in Textile Technology from a recognized university/Institute.</p> <p style="text-align: center;">AND</p> <p>2b. After graduation minimum 2 year practical experience in any reputed analytical laboratory in testing/Research.</p> <p><b>Desirable:</b> Familiarity with the work of various test methods and equipment employed in textile quality analysis.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9	Period of probation, if any	<b>One year</b> for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	75% of vacancies by Promotion and the remaining 25% by direct recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<b>Promotion :</b> From the post of Jr. QAO with Five years regular service in the pay band of PB 2- Rs. 9300-34800/ + Grade pay of Rs. 4200/-
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of the post	<b>JR. QUALITY ASSURANCE OFFICER (LAB)</b>
2.	Number of posts	31
3.	Classification	Group-C
4.	Scale of pay	PB-2, Rs. 9300-34800 + Grade pay Rs. 4200/-
5	Whether selection post or Non – selection post	NA
6	Age limit for direct recruitments	28 years (Maximum)
7	Educational and other qualification required for direct recruits	<p>(a) Masters Degree in Science with Physics / Chemistry / Biochemistry / Microbiology from a recognized university/Institute</p> <p style="text-align: center;">OR</p> <p>(a) First class Bachelor degree with Physics / Chemistry / Bio Technology / Bio Chemistry / Micro Biology / Textile Chemistry / Applied Chemistry as one of the subjects at the graduation level</p> <p style="text-align: center;">AND</p> <p>(b) 2 year practical experience in any reputed analytical laboratory in testing/Research.</p> <p style="text-align: center;">OR</p> <p>(a) Bachelors degree in Textile Technology AND after graduation one year practical experience in any reputed analytical laboratory in textile testing.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9	Period of probation, if any	<b>Six months</b> for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-IV</b>

1.	Name of post	<b>DIRECTOR (MR)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-4, Rs.37400 - 67000 + Grade Pay Rs.8700/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	50 years (Maximum)
7.	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Doctorate Degree in Economics/Statistics from a recognized university/Institute.</li> <li>2. Ten years experience in organising research and studies on textile trade with expertise in international trade, Intellectual Property Rights, bilateral trade / tariff / non-tariff agreements and issues on World Trade Organisation.</li> </ol> <p><b>Desirable:</b> Knowledge on statistical software packages like SPSS, Stata, etc</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion failing which by deputation failing both by direct recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<p><b>Promotion:</b> From the post of Joint Director (MR) with five years of regular service in the pay band of PB 3+ grade pay of Rs.7600/- failing which combined service of 10 years in the grade of Joint Director (MR) and Deputy Director (MR) with minimum 2 years of service in the grade of Joint Director.</p> <p><b>Deputation:</b> Officers of Central / State Governments / PSU / Statutory / Autonomous organisations</p> <ol style="list-style-type: none"> <li>a) i) holding analogous post , or ii) with 5 years regular service in posts in PB-3 with GP of Rs.7600/- or equivalent; AND</li> <li>b) Possessing the educational qualification of First Class Post Graduate Degree /Doctorate Degree desirable in Statistics / Economics with 10 years experience in organising research and studies on textile trade and marketing with expertise in International Trade, Intellectual–Property Rights, bilateral trade / tariff / non-tariff agreements and issues on World Trade Organisation</li> </ol> <p>Desirable knowledge on statistical software package like SPSS</p>
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of post	<b>JOINT DIRECTOR (MR)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs. 15600 - 39100 + Grade Pay Rs. 7600/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	<b>100% By Promotion</b>
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<p><b>Promotion:</b> Promotion from the post of Deputy Director (MR) with five years of regular service in the pay band of PB 3 + Grade pay of Rs.6600/- failing which combined service of 10 years in the grade of Dy. Director(MR) and MRO with minimum 2 years of service in the grade of Dy. Director (MR).</p> <p><b>Deputation:</b> Officers of Central / State Governments / PSU / Statutory / Autonomous organisations a) i) holding analogous post , or ii) with 5 years regular service in posts in PB-3 with GP of Rs.6600/- or equivalent AND b) Possessing the educational qualification of First Class Post Graduate Degree /Doctorate Degree desirable in Statistics / Economics with 10 years experience in organising research and studies on textile trade and marketing with expertise in International Trade, Intellectual Property Rights, bilateral trade / tariff / non-tariff agreements and issues on World Trade Organisation</p> <p>Desirable knowledge on statistical software package like SPSS</p>
12.	If a Departmental Promotion Committee exists, what is its composition	As per <b>Schedule-II</b>

1.	Name of post	<b>DEPUTY DIRECTOR (MR)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs. 15600 - 39100 + Grade Pay Rs. 6600/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% By Promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Market Research Officer with five years of regular service in the pay band of PB 3 – 15600 - 39100/- + Grade pay of Rs.5400/-
12.	If a Departmental Promotion Committee exists, what is its composition	As per <b>Schedule-II</b>

1.	Name of post	<b>MARKET RESEARCH OFFICER (MRO)</b>
2.	Number of posts	04
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 – 39100 + Grade pay Rs.5400/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	35 years (Max)
7.	Educational and other qualification required for direct recruits	<p>i) 1<sup>st</sup> class Masters Degree in Economics / statistics/ MBA in International Business</p> <p>ii) Three years experience in research and studies on textile trade and conversant with International trade, Intellectual Property Rights, bilateral trade / tariff / Non-Tariff Barriers and issues relating World Trade Organisation (WTO).</p> <p><b>Desirable :</b></p> <p>1. Should have aptitude for analysing the Statistical Data and prepare research reports / papers.</p> <p>2. Knowledge on statistical software package like SPSS, Starta, etc</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two years for direct recruits one year by promotion
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	3 by promotion and the remaining 1 by Direct Recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Field Officer(MR) with five years of regular service in the pay band of PB 2 – 9300 - 34800/- + Grade pay of Rs.4800/-
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of post	<b>FIELD OFFICER (MR)</b>
2.	Number of posts	11
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade Pay Rs.4800/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	30 years(Max)
7.	Educational and other qualification required for direct recruits	<p>i) Post Graduate Degree with atleast 55% marks in Statistics / Economics / MBA in International Business or equivalent</p> <p>ii) Two year experience in data collection in manufacturing or trade or socio economics</p> <p><b>Desirable</b> : Knowledge of statistical software packages like SPSS, Strata, SAP, etc</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	<b>One</b> years for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	75% of the vacancies by promotion and the remaining 25% by Direct Recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Statistical Assistant(MR) with <b>five</b> years of regular service in the pay band of PB-2, Rs.9300 - 34800 + Grade Pay Rs.4200/-
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of post	<b>STATISTICAL ASSISTANT (MR)</b>
2.	Number of posts	22
3.	Classification	Group-C
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade Pay Rs.4200/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	27 years
7.	Educational and other qualification required for direct recruits	<p><b>Essential:</b></p> <p>i) Post Graduate in Economics/Statistics/MBA in International Business/Commerce</p> <p style="text-align: center;">OR</p> <p>ii) First class Graduate in Economics/Statistics/MBA in International Business/Commerce AND</p> <p>iii) One year experience in data processing/tabulation</p> <p><b>Desirable:</b> Desirable Knowledge of statistical software packages like SPSS, Strata, SAP, etc</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Six months for direct recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-IV</b>

1.	Name of post	<b>DIRECTOR (PROJECTS)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-4, Rs.37400 - 67000 + Grade Pay Rs.8700/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Nil
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Joint Director (EP&QA)/ Joint Director (LAB) with five years of regular service in the post of Joint Director (EP&QA/LAB) failing which combined service of 10 years in the posts of Joint Director (EP&QA/LAB) and Deputy Director (EP&QA/LAB) with minimum 2 years of service as Joint Director (EP&QA/LAB).
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II</b>

1.	Name of post	<b>DIRECTOR (TQM)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-4, Rs.37400 - 67000 + Grade Pay Rs.8700/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Nil
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By Promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Joint Director (EP&QA)/ Joint Director (LAB) with five years of regular service in the post of Joint Director (EP&QA/LAB) failing which combined service of 10 years in the posts of Joint Director (EP&QA/LAB) and Deputy Director (EP&QA/LAB) with minimum 2 years of service as Joint Director (EP&QA/LAB).
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule-II

1.	Name of post	<b>ASSISTANT SECRETARY (PERSONNEL / HOUSE KEEPING / ESTATE)</b>
2.	Number of posts	3
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 - 39100 + Grade Pay Rs.5400/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	One year by promotion
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 %Promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Superintendent with five years regular service or Private Secretary with ten years of regular service in the pay scale PB-2 Rs.9300-34800 + Grade Pay 4800/-
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule II</b>

1.	Name of post	<b>ASSISTANT SECRETARY (VIGILANCE)*</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 – 39100 + Grade pay Rs.5400/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	35 years
7.	Educational and other qualification required for direct recruits	Bachelors Degree in Law with two years experience of practicing in Civil Courts or with three years experience in the Legal affairs department of Central / State Government / Statutory body / autonomous body.  Experience in vigilance matters will be an added qualification
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Two Years for Direct Recruit and one year by promotion
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	By promotion failing which <b>by deputation</b> or by direct recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<b>Promotion:</b> Promotion from the regular post of Superintendent in the pay band of PB-2 9300-34800 + GP of Rs.4800/- with qualification and experience required for direct recruitment
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule II &amp; IV</b>

\*Existing Designation Vigilance Officer

1.	Name of post	<b>CHIEF ACCOUNTS OFFICER</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 - 39100 + Grade Pay Rs.7600/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Promotion failing which by deputation
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<p><b>Promotion:</b> Promotion from the post of Accounts Officer with five years regular service in the pay scale PB-3 Rs.15600-39100 + Grade Pay 5400/-</p> <p><b>Deputation:</b> Officers of Central/State Governments from accounts Dept i) holding analogous post or ii) with 5 years regular service in posts in PB-3 with GP of Rs.5400/-</p> <p>Preference will be given if the candidate for deputation has a Chartered Accountant or Cost Accountant Degree subject to fulfillment of other conditions</p>
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II & IV

1.	Name of post	<b>ACCOUNTS OFFICER</b>
2.	Number of posts	05
3.	Classification	Group-A
4.	Scale of pay	PB-3, Rs.15600 - 39100 + Grade Pay Rs.5400/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	35 years
7.	Educational and other qualification required for direct recruits	Essential: 1 <sup>st</sup> class post graduate in commerce  Desirable: Preference will be given for CA or Cost Acctt.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Promotion failing which by deputation  4 PR 1 DR
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	<b>Promotion:</b> Promotion from the post of Accountant with five years regular service in the pay scale PB-2 Rs.9300-34800 + Grade Pay 4800/-  <b>Deputation:</b> Officers of Central/state Government from accounts Dept i) holding analogous post or ii) with 5 years regular service in posts in PB-2 with GP of Rs.4800 / 4600/-
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II & IV

1.	NAME OF POST	<b>SUPERINTENDENT</b>
2.	Number of posts	09
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade Pay Rs.4800/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Promotion 100%
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Assistants with 5 years service in the pay scale PB-2 Rs.9300-34800 + Grade Pay 4200/-
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II

1.	Name of post	<b>ACCOUNTANT</b>
2.	Number of posts	08
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade Pay Rs.4800/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	30 years (Maximum)
7.	Educational and other qualification required for direct recruits	M.Com with three years experience in Accounts work in Government / Statutory / Autonomous bodies or any reputed organization.  <b>Desirable:</b> Work experience in Accounts related software.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months for direct recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	50% by DR and 50% by PR
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Assistants with five years service in the pay scale PB-2 Rs.9300-34800 + Grade Pay 4200/-
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II & IV

1.	Name of post	<b>ASSISTANT</b>
2.	Number of posts	19
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs.9300 – 34800 + Grade pay Rs.4200/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	NA
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100 % Promotion
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of UDC in the pay scale PB-1, Rs.5200 – 20200 + Grade pay Rs.2400/- with five years of service.
12	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II

1.	Name of post	<b>LIBRARIAN</b>
2.	Number of posts	1
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade Pay Rs.4200/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	30 years Maximum
7.	Educational and other qualification required for direct recruits	Essential Graduate in Lib Science of a recognized university or any Degree with Diploma in library Science from a recognized University.  <b>Desirable:</b> About two years experience as a Library Assistant / Library in-charge in a public or Govt Library
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule- IV</b>

1.	Name of post	<b>PRIVATE SECRETARY</b>
2.	Number of posts	02
3.	Classification	Group-C
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade Pay Rs.4800/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	27 years Maximum
7.	Educational and other qualification required for direct recruits	Graduate from a recognized University.  Skill Test certificate from Govt. recognized institutes with norms.  Dictation-10 minutes @100 wpm Transcription – 35 minutes English, 75 minutes Hindi (on computer)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which Direct Recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Stenographer Gr-I with five years of service in the pay scale PB-2, Rs.9300 - 34800 + Grade Pay Rs.4200/-
12	If a Departmental Promotion Committee exists, what is its composition	As per Schedule- IV

1.	Name of post	<b>STENOGRAPHER (GRADE-I)</b>
2.	Number of posts	5
3.	Classification	Group-B
4.	Scale of pay	PB-2, Rs.9300 - 34800 + Grade pay Rs.4200/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	25 years
7.	Educational and other qualification required for direct recruits	Graduate from a recognized University.  Skill Test certificate from Govt. recognized institutes with norms.  Dictation 10 minutes @100 wpm Transcription – 35 minutes English, 75 minutes Hindi (on computer)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II

1.	Name of post	<b>UPPER DIVISION CLERK</b>
2.	Number of posts	39
3.	Classification	Group-C
4.	Scale of pay	PB-1, Rs.5200 – 20200 + Grade pay Rs.2400/-
5.	Whether selection post or non-selection post	Non Selection post
6.	Age limit for direct recruitments	NA
7.	Educational and other qualification required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	NA
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	4/5 <sup>th</sup> (80%) of the vacancies through promotion from LDC's with five years service on Seniority cum fitness basis and the remaining 1/5 <sup>th</sup> (20%) through limited departmental competitive examination from amongst LDC with five years of regular service
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	As in column 10 above
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule I & IV

1.	Name of post	<b>LOWER DIVISION CLERK</b>
2.	Number of posts	59
3.	Classification	Group-C
4.	Scale of pay	PB-1, Rs.5200-20200 +Grade pay Rs.1900/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	25 years Maximum
7.	Educational and other qualification required for direct recruits	Graduate from a recognised Board / University with a typing speed of 35 wpm English or 30 wpm in Hindi on Computer (time allowed 10 min)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months for direct recruits
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	75% by Direct Recruitment 25% by promotion
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion on the basis of selection by limited Deptt examination from Group C staff (MTS) in the grade pay of Rs.1800, who possess the educational qualifications of 12 <sup>th</sup> std or HSC with 5 years regular service. who pass the skill test of typing on computer at 35 wpm in English or 30 wpm in Hindi
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule IV

1.	Name of post	<b>STAFF CAR DRIVER</b>
2.	Number of posts	07 (in the ratio of 30:30:40 in grade III, II & I)
3.	Classification	Group-C
4.	Scale of pay	PB-1, Rs.5200-20200 Grade pay : Grade III- Rs.1900 Grade II – Rs.2400, Grade I – Rs.2800
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	30 years for entry in Grade III (Max)
7.	Educational and other qualification required for direct recruits	i) 10 <sup>th</sup> Standard pass ii) Driving license (both light and heavy motor vehicles) iii) 3 years relevant experience iv) Candidates have to qualify in the driving test and skill test
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months for direct recruits for Grade III
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	100% by Direct Recruitment. However, departmental candidates in the Grade pay of Rs.1800 and who possess the driving license for light and heavy motor vehicles for more than three years and who pass the driving test and skill test can also participate in the selection process
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Staff car drivers Grade III will be eligible for promotion to Grade II and Grade II drivers will be eligible for promotion to Grade I after qualifying service in the respective grades and after passing the skill test as prescribed in the Rules applicable for Staff Car Drivers in the Central Government
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule-II &amp; IV</b>

1.	Name of post	<b>PUBLIC RELATIONS OFFICER (GRADE-I)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-3, 15600-39100 + Grade Pay Rs.5400 /-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	35 years, 50 years for departmental candidates.
7.	Educational and other qualification required for direct recruits	<p>i) 1<sup>st</sup> class degree in Journalism and mass communication.</p> <p>ii) Minimum three years experience in journalism, mass communication or public relation work in a Govt. Department / PSU/ Autonomous body</p> <p><b>For departmental candidates:</b> Graduate from recognised university preferably with journalism or mass communication with minimum ten years experience in public relation related activities.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Promotion failing which by direct recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of PRO Gr-II with five years of service in the pay scale PB-2, Rs.9300 - 34800 + Grade pay Rs.4800/-
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule- IV</b>

1.	Name of post	<b>PUBLIC RELATIONS OFFICER (GRADE-II)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB-3, 9300-34800 + Grade Pay Rs.4800 /-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	30 years 45 years for departmental candidates
7.	Educational and other qualification required for direct recruits	i) Degree in Journalism and mass communication. ii) Minimum three years experience in journalism, mass communication or public relation work in a Govt. Department / PSU/ Autonomous body  <b>For departmental candidates:</b> Graduate from recognised university preferably with journalism or mass communication with minimum Eight years experience in public relation related activities.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	6 months
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12.	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule- IV</b>

1.	Name of post	<b>HINDI TRANSLATOR</b>
2.	Number of posts	02
3.	Classification	Group-B
4.	Scale of pay	PB-2, 9300 – 34800 + Grade pay Rs.4600/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	30 years
7.	Educational and other qualification required for direct recruits	<p>i) a) Master's Degree of a recognized university or equivalent in Hindi or English or Hindi as a compulsory or elective subject or as a medium of examination at degree level</p> <p style="text-align: center;">Or</p> <p>b) Master's degree of a recognized university or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or a medium of examination at degree level</p> <p style="text-align: center;">Or</p> <p>c) Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at degree level</p> <p style="text-align: center;">and</p> <p>ii) Recognized Diploma or Certificate Course in translation from Hindi to English and Vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India undertaking.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12	If a Departmental Promotion Committee exists, what is its composition	<b>As per Schedule IV</b>

1.	Name of post	<b>ASSISTANT DIRECTOR (OL)</b>
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay	PB 3, 15600-39100 + Grade Pay Rs.5400/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	35 years
7.	Educational and other qualification required for direct recruits	<p>i) a) Master's Degree of a recognized university or equivalent in Hindi with English as a subject at degree level</p> <p style="text-align: center;">Or</p> <p>b) Master's degree of a recognized university or equivalent in English with Hindi as a subject at degree level.</p> <p style="text-align: center;">Or</p> <p>c) Master's degree of a recognized University or equivalent in any subject with Hindi and English subjects at the degree level.</p> <p style="text-align: center;">Or</p> <p>d) Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.</p> <p><b>Experience:</b> Five years experience of using / applying terminology (Terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature</p> <p style="text-align: center;">Or</p> <p>Five years experience of teaching in Hindi and English or research in Hindi or English</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Two years for direct recruits
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Promotion failing which by direct recruitment
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	Promotion from the post of Hindi Translator with eight years of service in the pay scale PB-2 Rs.9300-34800 + Grade Pay 4600/-
12	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II & IV

1.	Name of post	<b>MULTI TASKING STAFF (MTS)</b>
2.	Number of posts	82
3.	Classification	Group-C
4.	Scale of pay	PB – 1, 5200 – 20200 + Grade pay Rs.1800/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	25 years
7.	Educational and other qualification required for direct recruits	Pass in Matriculation from a recognized board
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12.	If a Departmental Promotion Committee exists, what is its composition	As per Schedule II

Note: The indicative list of duties for MTS in Government of India, DOP&T OM no.AB-14017/6/2009-Estt (RR) dated 30.04.2010 will be applicable for the erstwhile Group 'D' posts of Peon, Daftary, Gestetner Operator, Chowkidar etc.

1.	Name of post	<b>MAINTENANCE MECHANIC (ELECTRICAL)</b>
2.	Number of posts	01
3.	Classification	Group-C
4.	Scale of pay	PB – 1, 5200 – 20200 + Grade pay Rs.2400/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	27 years
7.	Educational and other qualification required for direct recruits	i) Diploma in Electrical course from recognized Institute and Board ii) Possessing license for attending electrical work / repairs iii) About two years experience in maintenance of electrical installation and equipments
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	NA
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12	If a Departmental Promotion Committee exists, what is its composition	As per Schedule IV

1.	Name of post	<b>PLUMBER</b>
2.	Number of posts	01
3.	Classification	Group-C
4.	Scale of pay	PB – 1, 5200 – 20200 + Grade pay Rs.1900/-
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruitments	27 years
7.	Educational and other qualification required for direct recruits	i) ITI or certificate course in plumbing ii) Two years experience in plumbing in large installation
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
9.	Period of probation, if any	Six months
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	NA
11	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	NA
12	If a Departmental Promotion Committee exists, what is its composition	As per Schedule IV

## SCHEDULE II

### CONSTITUTION OF DEPARTMENTAL PROMOTION COMMITTEES FOR PROMOTION OF EMPLOYEES OF THE COMMITTEE

#### For Group A Posts :

A. For the posts carrying GP 8700 and above

1.	<b>Vice Chairman</b> , Textiles Committee	Chairman
2.	A nominee of MoT not below the rank of Joint Secretary or equivalent from Central Govt. Department	Member
3.	Secretary, Textiles Committee / Director of TRAs whose Grade pay is above 8700/-	Member
4.	Additional Textile Commissioner O/o Textile Commissioner	Member

B. For the posts carrying GP 6600 and 7600

1.	<b>Vice Chairman</b> , Textiles Committee	Chairman
2.	A nominee of MoT not below the rank of Director/ Deputy Secretary or equivalent from MoT Department	Member
3.	Secretary, Textiles Committee	Member
4.	Joint Textile Commissioner O/o Textile Commissioner	Member

C. For the posts carrying GP 5400

1.	<b>Secretary</b> , Textiles Committee	Chairman
2.	Concerned Head of the Department of Textiles Committee	Member
3.	Member representing SC/ST/Minority	Member
4.	One Director/Joint Director in the Committee to be nominated by the Chairperson	Member

#### For Group B & C posts:

1.	Head of the Department concerned in which the post is to be filled up by promotion	Chairman
2.	One Joint Director / Deputy Director nominated by Secretary, Textiles Committee	Member
3.	Member representing SC/ST/Minority	Member
4.	Assistant Secretary	Member

**-Each committee shall consist of not less than three members. However member representing SC/ST/ Minority Community is must.**

**-Appropriate Officers from SC / ST / Minority Community / Women will be co-opted in the DPC keeping in view the Central Government instructions on the subject.**

## SCHEDULE IV

### COMPOSITION OF SELECTION COMMITTEE FOR MAKING DIRECT RECRUITMENT / SELECTION ON DEPUTATION / TRANSFER

#### For Group A Posts :

##### A. For the posts carrying GP 6600 and above

1.	<b>Vice Chairman</b> , Textiles Committee	Chairman
2.	A nominee of MoT not below the rank of Director/ Deputy Secretary or equivalent from MoT dept	Member
3.	Secretary, Textiles Committee	Member
4.	One Director of Textiles Committee in the GP 7600 and above in the Committee to be nominated by the Chairperson.	Member
5.	An outside expert of appropriate rank if so desired by the Chairman	Member

##### B. For the posts carrying GP 5400

1.	<b>Secretary</b> , Textiles Committee	Chairman
2.	Concerned Head of the Department of Textiles Committee	Member
3.	Member representing SC/ST/Minority	Member
4.	Any other Head of the Department to be nominated by Appointing Authority	Member

#### For Group B & C posts:

1.	Head of the Department concerned in which the post is to be filled up	Chairman
2.	One Joint Director / Deputy Director nominated by Secretary	Member
3.	Chief Accounts Officer or Accounts Officer	Member
4.	Member representing SC/ST/Minority	Member

### SCHEDULE III

#### APPOINTING AUTHORITIES IN THE COMMITTEE

a)	Appointment to Group A posts in the pay band carrying a Grade Pay of Rs.7600/- & above	:	<b>Main Committee Board</b>
b)	Appointment to Group A posts below the grade pay of Rs.7600/- and upto Rs.5400/-	:	Vice-Chairman
c)	Appointment to Group B & C post with grade pay upto Rs.4800	:	Secretary