Directorate of Administration & H.R.
Khadi and Village Industries Commission
Ministry of Micro, Small, & Medium Enterprises
Government of India
"Gramodaya' 3 Irla Road, Vile Parle (West),
Mumbai-400 056

No. KVIC/Adv./Vacancy/2020-21 **Date: 1nd June 2020**

An Opportunity To be Associated with Nation's Pride Khadi

VACANCY ON DEPUTATION BASIS

Applications are invited on deputation basis including short term contract in prescribed format from suitable officers, working under the Central Govt./State Govt./Statutory Authorities/ Autonomous bodies having scale of pay at par with Central Govt. agencies, for filling up 18 (eighteen) posts of Directors (Group "A" posts) as per 7th CPC pay matrix table 12 and 16 (sixteen) posts of Deputy Directors (Group "A" posts) as per 7th CPC pay matrix table 11 as per the standard terms and conditions in KVIC under the Ministry of MSME, Govt of India.

The last date for submission of application through proper channel is **30.06.2020**.

The Forms and other details for applying to the above posts can be downloaded from our website i.e. www.kvic.org.in.

Director (Adm. & HR)
Khadi & Village Industries Commission
Mumbai-400 056

Khadi & Village Industries Commission
Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai 400 056
Tel: 022-26714320/22/25, 022-26713528/29
Website: www.kvic.org.in

Advertisement for the post of Director & Deputy Director on Deputation basis

The KVIC is charged with the planning, promotion, organisation and implementation of programs for the development of Khadi and other village industries in the rural areas in coordination with other agencies engaged in rural development wherever necessary.

The broad objectives that the KVIC has set before it are...

• The social objective of providing employment.
• The economic objective of producing saleable articles.
• The wider objective of creating self-reliance amongst the poor and building up of a strong rural community spirit.

To meet the above objectives, KVIC intends to invite application from dynamic Officers fulfilling the eligibility criteria and willing to work in the field offices and at Central Office, Mumbai on deputation basis for a period of three years. The eligibility criteria are as below:-

EDUCATIONAL QUALFICATION:

(i)	Bachelor of Engineering/Bachelor of Technology from a recognized University; or
(ii)	Chartered Accountant; or
(iii)	Masters degree in any subject from a recognized University; or
(iv)	Bachelors degree in Law from a recognized University; and
(v)	Twelve years experience in the relevant field for the post of Director and Ten years experience in the relevant field for the post of Deputy Director

The other details and terms of eligibility are as below:-

1.	Name of the Post	**Director**
a)	No. of posts	18 (eighteen)
b)	Status	Group 'A'
c)	Scale of Pay	Pay Band-3 Rs.15600-39100 with Grade pay of Rs.7600/- (pre-revised) (Revised pay as per 7th CPC pay matrix table 12)
d)	Eligibility	1. Officers of the Central Government/State Government/ Statutory Authorities/ Autonomous Bodies: (a) (i) Holding analogous posts on regular basis; or (ii) With five years' regular service in a post in Pay Band 3 (Rs.15600-39100) with Grade Pay of Rs.6600/-; or (iii) With seven years' regular service in a post in pay Band 3 (Rs.15600-39100) or Pay Band 2 (Rs.9300-34800) with Grade Pay of Rs.5400/-; or (iv) With ten years' regular service in a post in Pay Band 2 (Rs.9300-34800) with Grade Pay of Rs.4800/-;

2.	Name of the Post	**Deputy Director**
a)	No. of posts	16 (sixteen)
b)	Status	Group 'A'
c)	Scale of Pay	Pay Band-3 Rs.15600-39100 with Grade pay of Rs.6600/- (pre-revised) (Revised pay as per 7th CPC pay matrix table 11)
d)	Eligibility	1. Officers of the Central Government/State Government/ Statutory Authorities/Autonomous Bodies: (a) (i) Holding analogous posts on regular basis; or (ii) With five years' regular service in a post in Pay Band-3 (Rs.15600-39100) or Pay Band 2 (Rs.9300-34800) with Grade Pay of Rs.5400/-; or (iii) With six years' regular service in a post in Pay Band-2 (Rs.9300-34800) with Grade Pay of Rs.4800/-; or (iv) With seven years' regular service in a post in pay Band 2 (Rs.9300-34800) with Grade Pay of Rs.4600-; or (v) With ten years' regular service in a post in Pay Band 2 (Rs.9300-34800) with Grade Pay of Rs.4200/-.
3)	Age limit	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications
4)	Period of deputation	The period of deputation including the period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years.
5)	Duties attached to the post	The duties of Director and Dy. Director will depend on the place of posting where may vary. Some of the gist are:- 1. Will be responsible for planning and Developing Khadi/Village Industries activities/ Programmes as well monitoring and supervision of implementation of Khadi (Cotton/ Polyvastra/ Silk/Woollen) and village industries as detailed in our website (www.kvic.org.in) being implemented by the KVIC across the country as per scheme guidelines. Ensuring implementation of social security measures of the artisans involved in the Khadi / Village Industries Activities. Developing a perspective Plan/ Strategy for improving Khadi Production and Sales and Exhibition. Also development of V.I. activities. 2. As State/Divisional Office Incharge may require to plan, implement, monitor all the scheme of KVIC in State/Divisional office.
e)	Location of posting	Head Quarter Mumbai or any other State/Divisional Offices/ MDTC in the country as per requirements. The preference will be given to the officers who are willing to work at North Eastern Zone.

f)	Application to be forwarded through proper channel	Application completes in all respect duly forward through proper channel along with ACR's/ Vigilance Clearance report shall send to the :- Director (Administration & HR) Khadi & Village Industries Commission, Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai 400 056 (Maharashtra) To facilitate processing, the organization may send soft copy of application and documents by email to: **adm[dot]kvic[at]gov[dot]in**
g)	Last date	30.06.2020

Terms & Conditions:

Note : 1 : The period of deputation (ISTC), including the period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding fifty six years as on the closing date of receipt of application.

Note : 2 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note : 3 : Similarly, the deputationist's shall not be eligible for consideration for appointment by promotion.

Note : 4 : The conditions stipulated by the Ministry of Personnel Public Grievances & Pensions Department of Personnel & Training, Govt. of India, New Delhi on deputation/Foreign Service of Central Govt. employees vide DoPT OM No.6/8/2009-Estt.(Pay II) dtd. 17.06.2010 will be applicable. Further, any modification in guidelines by DoPT will also be applicable.

Note : 5 : KVIC reserves the right to post and transfer the officials including deputationist to any office of KVIC anywhere in India in the interest of the Commission.

Note : 6 : Deputationist should give a advance notice of 3 months if he/she desires for repatriation to his/her parent department. No repatriation or forwarding of application shall be considered before completion of one year service.

Note : 7 : No joining time is permissible for joining the post.

Note : 8 : KVIC reserves the right for shortlisting of candidates where will be at the sole discretion of the KVIC as per the requirement of the Commission. Mere fulfilling of the eligibility criteria does not entitle to call for interview.

Pass Port size Photograph

BIO-DATA/CURRICULUM VITAE PROFORMA

APPLIED FOR THE POST OF _____

1.(i) Name and Office Address (in Block Letters) (ii) Mob. No. (iii) Email ID	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/ State Government Rules	
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)	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and work experience of the post.	
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 Biodata) with reference to the post applied.	

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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied

*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. Adhoc or Temporary or Quasi-Permanent or Permanent	

9. In case the present employment is held 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation	
10. If any post held on Deputation in the past by the applicant, date of return from the 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 Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
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. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for 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) **(Note: Enclose a separate sheet, if the space is insufficient)**	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption' 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Date_____ Residential Address _____

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List of Documents Attached:

1. Matriculation Certificate Showing Date of Birth (Yes/ No)
2. Educational Qualification Certificate (Yes/ No)
3. Experience Certificate as per eligibility criteria for the post (Yes/ No)
4. Latest Pay Slip (Yes/ No)
5. ACR/ APAR for the last 5 years attached (Yes/ No)
6. Vigilance Clearance (Yes/ No)

ON LETTER HEAD

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/she will be relieved immediately within one month.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt._____

ii) His/ Her integrity is beyond doubt.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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. (as the case may be)

Countersigned

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(Employer/ Cadre Controlling Authority with Seal)