



कामधे दुखतमानाम्।
प्राणिनाम् अग्निनाशनम्॥



सत्यमेव जयते

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/2017-18

Date:- 09th August, 2017

VACANCY CIRCULAR

Applications are invited in prescribed format from suitable officers, working under the Central Govt./State Govt./Statutory Authorities/Autonomous bodies, for filling up 19 (nineteen) posts of Directors (Group "A" posts) on deputation basis including short term contract in KVIC in the Pay Band-3 Rs.15600-39100 with Grade pay of Rs.7600/-(pre-revised) (Revised pay as per 7th CPC pay matrix table 12) under the Ministry of MSME, Govt of India.

Last date for submission of Application: 5th September, 2017

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

Dy. Chief Executive officer (Adm. & HR)
Khadi & Village Industries Commission
Mumbai-400 056



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुम्बई - 400 056
Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai 400 056
Tel: 022-26714320/22/25, 022-26713528/29
Fax:022-26711003, Website: www.kvic.org.in



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**Directorate of Administration & H.R.
Khadi and Village Industries Commission**

Ministry of Micro, Small, & Medium Enterprises

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"Gramodaya" 3 Irla Road, Vile Parle (West),
Mumbai-400 056

No. KVIC/Adv./vacancy/2017-18

Date:- 09th August, 2017

VACANCY CIRCULAR

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Last date for submission of Application: 31st August, 2017

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

Dy. Chief Executive officer (Adm. & HR)
Khadi & Village Industries Commission
Mumbai-400 056



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JOB DESCRIPTION AND ELIGIBILITY FOR THE POST OF DIRECTOR:

1.	Name of the Post	Director on deputation								
2.	Status	Group 'A' Gazetted								
	No. of posts	19 (nineteen)								
3.	Scale of Pay	Pay Band-3 Rs.15600-39100 with Grade pay of Rs.7600/- (pre-revised) (Revised pay as per 7 th CPC pay matrix table 12)								
4.	Eligibility	<p>1. Officers of the Central Government/State Government/ Statutory Authorities/Autonomous Bodies:</p> <p>(a) (i) Holding analogous posts on regular basis; or</p> <p>(ii) With five years' regular service in a post in Pay Band 3 (Rs.15600-39100) with Grade Pay of Rs.6600/-; or</p> <p>(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</p> <p>(iv) With ten years' regular service in a post in Pay Band 2 (Rs.9300-34800) with Grade Pay of Rs.4800/-; with the following</p> <p>(b) <u>Educational qualification :</u></p> <table border="1"><tr><td>(i)</td><td>Bachelor of Engineering/Bachelor of Technology from a recognized University; or</td></tr><tr><td>(ii)</td><td>Chartered Accountant; or</td></tr><tr><td>(iii)</td><td>Masters degree in any subject from a recognized University; or</td></tr><tr><td>(iv)</td><td>Bachelors degree in Law from a recognized University; and</td></tr></table> <p><u>Note : 1 :</u> 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.</p> <p><u>Note: 2 :</u> 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.</p> <p><u>Note: 3 :</u> Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>	(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
(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									

5.	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
6.	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.
7.	Duties attached to the post	<p><u>The duties of Director will depend on the place of posting and may vary.</u></p> <ol style="list-style-type: none"> 1. Will be responsible for dealing with all function of personnel management, Administrative matters including recruitment, promotion, selection, departmental proceeding etc. Administrative Co-ordination relating to field offices of KVIC and also to aid and advise the Commission in such administrative matters, as may be required. 2. Will be responsible for contesting court cases filed in different Courts/ Tribunals against KVIC and take all necessary steps in this behalf. He shall interpret various Statutory Rules and Regulations and also tender legal opinion apart from Drafting and vetting various legal documents. 3. 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. 4. Will be responsible for performing supervisory role in collection of data, analysis, preparation of Annual Reports, replies to Parliament question etc. Interaction with Local Authorities/VIP, co-ordination with Ministry. 5. Will be responsible for performing supervisory role in conduct of Audit, maintenance of Accounts, CAG Audit para, Budget, finance conducting of Standing Finance Committee planning meeting etc. <p>The incumbent preferably should be conversant with I.T. related matters and also be well versed to handle I.T. matters.</p> <ol style="list-style-type: none"> 7. As State/Divisional Office Incharge may require to plan, implement, monitor all the scheme of KVIC in State/Divisional office. 8. Will be responsible : <ol style="list-style-type: none"> i) To manage Print/Outdoor/ Electronic & Social media marketing campaign and day-to-day activities including Development of relevant contents, topics to reach target groups of KVIC and Edit publicity and Advertising. ii) Create and Edit Publicity Material. iii) Ensuring implementation of Govt. Guidelines with respect to media relations. iv) Design, create and manage promotion and social ad-campaigns, manage efforts in building and developing Press Media relations online reviews and reputations.
8.	Location of post	Head Quarter Mumbai or any other State/Divisional Offices in the country as per requirements.

BIO-DATA/CURRICULUM VITAE PROFORMA

Pass Port size
Photograph

1. Name and Address (in Block Letters)	
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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	C) Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential 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)

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/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- 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

(Employer/ Cadre Controlling Authority with Seal)