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सत्यमेव जयते
केन्द्रीय रेशम बोर्ड
(वस्त्र मंत्रालय–भारत सरकार)
केरेबो कांप्लेक्स, बि.टी.एम. लेआउट
मडिवाला, बेंगलूरु–560068

Central Silk Board
(Ministry of Textiles - Govt. of India)
CSB Complex, BTM Layout
Madiwala, Bengaluru - 560 068

ADVT. NO. CSB/02/2025

Date: 22.11.2025

VACANCY CIRCULAR

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

#	Name of the Post	No. of Posts	Group	Scale of Pay	Place of Posting **
1	Joint Secretary (Technical)	3	A	Level-12 (Rs. 78800-209200)	Each 01 @ Kolkata, Guwahati and New Delhi
2	Deputy Director (Admn. & Accts.)	5	A	Level-11 (Rs.67700-208700)	Each 01 @ Bengaluru, Mysuru, Berhampore, Pampore and Ranchi
3	Deputy Director (Statistics)	1	A	Level-11 (Rs.67700-208700)	Bengaluru-01
4	Assistant Director (Admn. & Accts.)	6	A	Level-10 (Rs.56100-177500)	Bengaluru-02, Mysuru-01, Pampore-01, Guwahati-01 and Bilaspur-01
5	Assistant Director (Statistics)	2	A	Level-10 (Rs.56100-177500)	Bengaluru -02

**** Place of posting given above is tentatively indicated.**

2. **ELIGIBILITY CONDITION :**

I. **JOINT SECRETARY (TECHNICAL)**

Officers of the Central or State Government ;

(a) (i) holding analogous posts on a regular basis; or
(ii) with five years of regular service in the post of Level-11 in the pay matrix (Rs.67700-208700) or equivalent and

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

JOB DESCRIPTION:

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

II. DEPUTY DIRECTOR (ADMINISTRATION AND ACCOUNTS)

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

(a) (i) holding analogous post on a regular basis; or
(ii) with five years regular service in the post of Level-10 (Rs.56100-177500) of the Pay Matrix or equivalent and

(b) Possessing the Bachelor's degree from a recognized University or Institute.

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

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JOB DESCRIPTION:

The work assigned includes recruitments and promotion, Modified FCS, Modified ACP, compassionate appointments, maintenance of reservation rosters and Personal Information System, Annual Performance Appraisal Reports, staff deployment, seniority and confirmation, VIP references relating to service matters, Transfer Policy, disciplinary cases, Law and Labour matters, Grievance matters, submission of periodical returns to different authorities and maintenance of immovable property returns. Preparation of Budget, Finalisation of Annual Accounts , Computerisation of Accounts and its implementation , Accounting of transactions of Central Office , Follow up with AG audit in completion of Audit , Scrutiny of Monthly / Annual Accounts , Opening of LCs and arrangement of foreign exchange , Preparation of salary of Central Office Officers and Staff , Finalisation of Pension and follow up with Bank and Units , Accounting and sanction of advance of GPF of CSB , Accounting of GSLIS , Settlement of various bills like TA/LTC/Medical, etc. of Central Office , Appointment of AMAs for all employees of CSB , Tax Deduction at Source , Auditing of Accounts of all CSB Units , Scrutiny of reference files on various subjects , Assisting the AG Audit Team at the time of auditing the Accounts of CSB , Review of Audit Reports.

III. **DEPUTY DIRECTOR (STATISTICS)**

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

(a) (i) holding analogous posts on a regular basis; or
(ii) with five years of regular service in the post of Level-10 in the pay matrix (Rs.56100-177500) of the Pay Matrix or equivalent and

(b) possessing the Bachelor's degree in Statistics from a recognised University.

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

JOB DESCRIPTION:

Collection, compilation and analysis of data relating to sericulture, field units, surveys and preparation of notes, reviews and Reports. MIS Base, Forecasting & Analysis. Updation of MIS-Kit & Note on Exports, Review of Sericulture. Publication of monthly and annual Export & Import review. Market Intelligence (Collection of Price data, transactions, forecasting trends, etc.) and publication of the same. Updation of ITC (HS) classification. Silkwaste issues. Coordination in updating of all master notes to MoT. Sericulture in States - Status reports & Profile on Sericulture, Compilation of

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all State level Schemes and Plans, Assistance pattern, Targets and Progress Reports. Coordination in the State level Coordination Committee Meetings with reference to production of raw silk (Mulberry & Vanya). Planning Commission References (Annual & Five Year Plans) – Physical Targets and achievement reports, Employment data updation and Exports. Designing, Analysis & Interpretation of Research Data.

IV. ASSISTANT DIRECTOR (ADMN. & ACCTS.)

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

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

(b) Possessing the following educational qualification:

(i) qualified Chartered Accountant from the Institute of Chartered Accountants of India; or
(ii) qualified Cost Accountant from the Institute of Cost Accountants of India; or
(iii) qualified Company Secretary from the Institute of Company Secretaries of India; or
(iv) Master of Business Administration; or
(v) Master's degree in Commerce from a recognized University or institute

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

JOB DESCRIPTION:

The work assigned includes recruitments and promotion, Modified FCS, Modified ACP, compassionate appointments, maintenance of reservation rosters and Personal Information System, Annual Performance Appraisal Reports, staff deployment, seniority and confirmation, VIP references relating to service matters, Transfer Policy, disciplinary cases, Law and Labour matters, Grievance matters, submission of periodical returns to different authorities and maintenance of immovable property returns. Preparation of Budget, Finalisation of Annual Accounts , Computerisation of Accounts and its implementation , Accounting of transactions of Central Office , Follow up with AG audit in completion of Audit , Scrutiny of Monthly / Annual Accounts , Opening of LCs and arrangement of foreign exchange , Preparation of salary of Central Office Officers and Staff , Finalisation of Pension and follow up with Bank and Units , Accounting and sanction of advance of GPF of CSB , Accounting of GSLIS , Settlement

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of various bills like TA/LTC/Medical, etc. of Central Office , Appointment of AMAs for all employees of CSB , Tax Deduction at Source , Auditing of Accounts of all CSB Units , Scrutiny of reference files on various subjects , Assisting the AG Audit Team at the time of auditing the Accounts of CSB , Review of Audit Reports.

V. ASSISTANT DIRECTOR (STATISTICS)

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

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

(b) Possessing the Bachelor's degree in Statistics from a recognized university.

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

JOB DESCRIPTION:

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

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3. **HOW TO APPLY:**

Willing and eligible officers may submit their applications in the prescribed form (annexed) along with detailed CV (giving the details of past assignments and the work handled by the officer) **through proper channel**, so as to reach the Member- Secretary, Central Silk Board, CSB Complex, B.T.M. Layout, Madivala, Hosur Road, Bangalore – 560 068 preferably within **60 days** from the publication of the same in the Employment News.

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4. While forwarding the applications, the Controlling Authority should also send the following documents:

(i) Cadre clearance in respect of the Applicant;

(ii) Up-to-date Annual Performance Appraisal Report Dossier in original of the applicant or clear and legible photocopies of the APARs of the last 5 years duly attested by the Competent Authority;

(iii) Integrity Certificate;

(iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the Officer concerned ; and

(v) A Certificate indicating major / minor penalties imposed, if any, on the candidate during the last 10 years. If no penalty has been imposed, a Nil statement may invariably be furnished.

[Separate certificate should be furnished in respect of Sl.No. (iii) to (v)]

5. The application received after the last date or incomplete or those not received through proper channel will not be considered.

6. If required in the opinion of the Selection Committee, the short listed candidates may be called for Personal Discussion on a given date and time at Head Quarters, Bengaluru. No TA/DA shall be paid for appearing for Personal Discussion.

7. Applicant will not be permitted to withdraw his/her name after selection.

8. The selected candidates will be appointed on deputation basis for a period of 3(Three) years as applicable against the post, which may be extended further in the event of administrative exigencies with the approval of the Competent Authority.

9. The pay and other terms & conditions of deputation will be governed as per the instructions of the Department of Personnel & Training (DoP&T) issued from time-to-time in this regard.

10. Merely fulfilling minimum essential qualification shall not entail the candidate for calling for Interview.

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11. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.

12. Candidates desirous of applying for more than one post must apply separately.

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

(Rajiv S Kittur)
Joint Director (Admn.)

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

Application Form for the post of _____ on Deputation Basis

Photograph

PART-I

(To be filled by the Applicant)

1	Name (in Block Letters)		
2	Gender	Male / Female / Others	
3	Marital Status	Married / Unmarried	
4	Date of birth (Date-Month-Year)		
5	Age as on closing date for receipt of application in India (Years/Months/Days)		
6	Father's Name		
7 (a)	Full postal address for correspondence with pin Code		
(b)	Permanent address		
8	Contact details (Mandatory)	Mobile No.	
		Tel. No.	
		Fax No.	
		E-mail ID	
9	Are you a citizen of India by birth / domicile?		
10	a) Category (SC/ST/OBC/General)		

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	b) whether belongs to Minority Community?	Yes / No
	c) Whether belongs to Persons with Disabilities category, If Yes, please indicate whether	Yes / No OH | VH | HH | Percentage
11	Preferred place of posting	1. 2.
12	Name of the post (presently holding)	
13	Name of the Office/ Institution/ Organization	
14	Present place of posting	
15	Present Level & Basic Pay	
16	Total emolument per month now drawn	
17	Date of Joining in Service	
18	Date of Retirement	

19. Academic Qualifications

Level	Institute/ University	Year	Subject(s) with major field	Class/ Division/ Grade/ Marks	Remarks
Graduation					
Masters					
Others					

20. Employment Record & Experience in Relevant Field

Employment Record (Starting from the present position)

Designa-tion	Pay Scale/ Pay Band with Grade Pay	Nature of Work	Organizat ion	Place of posting	Period (From-To)	Actual Duration (Years & Months)

21. Nature of present employment i.e. Ad-hoc or Temporary or Quasi – Permanent or Permanent	

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22. In case the present employment is on deputation / contract basis, please state	
a. The date of initial appointment b. Period of appointment on deputation / contract c. Name of the parent Office / organization to which you belong	
23. Additional details about present employment Please state whether working under (Indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous Organization d. Others	
24. Are you in Revised Scale of Pay as per VII CPC recommendations? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
25. Are you holding a pay scale under ACP/MACP? If yes, please state pay scale attached to regular post held by you.	
26. Additional information, if any which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications(ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)	
I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a citizen of India by birth/domicile.	
Signature of the applicant with date	

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Part –II

(to be filled by the Cadre Controlling Authority of the applicant)

1. Certified that the particulars given above by the applicant are correct as per the records available in the Department / Office of .....

2. It is also certified that Shri/Ms/ Dr..... is clear from Vigilance Angle and no disciplinary proceedings are pending or contemplated against him/ her.

3. It is also certified that integrity of Shri/Ms/ Dr..... is .....

4. The attested copies of the Annual Confidential reports (ACRs/ Annual Performance Appraisal Reports (APARs) for the last 5 years, i.e. 2019-20 to 2023-24 are enclosed along with NRC for the period ..... (if ACR/APAR for period of more than 3 years is not available/recorded then ACRs/APARs prior to 2019-2020 for the matching period need to be forwarded along with No Report Certificate (NRC))

5. No major/minor penalties have been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed (Strike out whichever is not applicable)

6. It is hereby certified further that this Department / Office shall have no objection to the relieving of said officer in case Shri/Ms/Dr.....is selected for the post of.....

(Name, Signature & Telephone No.
of the officer with official Stamp)

Place:
Date: