

A-12026/1/2015-Estt
भारत सरकार / Government of India
वस्त्र मंत्रालय / Ministry of Textiles
स्थापना अनुभाग / Establishment Section

जीपीओए-3, 5वीं मंज़िल, नेताजी नगर, नई दिल्ली
GPOA Block-3, 5th Floor, Netaji Nagar, New Delhi
4 मई, 2026

CIRCULAR

Subject:- Filling up of the posts of Investigator (Group 'B' Ex-Cadre) (Level-6) in the Ministry of Textiles on deputation / transfer basis.

It is proposed to fill up one post of Investigator (Group 'B' Ex-Cadre) (Level-6) on deputation / transfer basis from amongst the following:

- i. Senior Secretariat Assistants of Central Secretariat Clerical Service and Stenographers Grade 'D' of Central Secretariat Stenographers Service who are having 5 years' regular service in the grade; and
- ii. Junior Secretariat Assistants / Computists or equivalent grades having 10 years' regular service in the grade (Provided Senior Secretariat Assistants / Stenographers Grade 'D' are not available).

2. The person selected will be appointed on deputation basis initially for 3 years. The pay of the person appointed to the post on deputation basis will be regulated in accordance with the instructions contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

3. It is requested that the application of eligible and willing official may be forwarded to the undersigned in the prescribed Proforma (Annexure-I) along with the attested photocopies of their APARs for the last five years, vigilance clearance, certificate to the effect that no major/minor penalty has been imposed during the last ten years and certification by the employer/ cadre controlling authority (Annexure-II), within 60 days from the date of publication of circular in the Employment News. Application received after the stipulated last date and without complete documents will not be considered. The candidate who apply for this post, will not be permitted to withdraw their candidature later on.


(अनुराग दीक्षित / Anurag Dixit)

अवर सचिव, भारत सरकार

Under Secretary to the Govt. of India

Email: usestb-tex@gov.in

To,

1. All Ministries/Departments of the Government of India.
2. All Attached and Subordinate offices of Ministry of Textiles.
3. All Sections in the Ministry of Textiles.
4. DAVP through cbcindia Portal for publishing the advertisement in Employment News.

Annexure-I

Application for the post of Investigator in Ministry of Textiles on Deputation Basis

1.	Name & Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service <hr/> ii) Date of retirement under Central/State Government Rules <hr/> iii) Date of regular appointment as SSA/ Steno Gr. 'D' / JSA/Computist	
Experience required as mentioned in the advertisement / vacancy circular		Experience possessed by the officer
Essential		Essential
A. Experience: <u>For Deputation:</u> (i) Senior Secretariat Assistants of Central Secretariat Clerical Service and Stenographers Grade 'D' of Central Secretariat Stenographers Service who are having 5 years' regular service in the grade; and (ii) Junior Secretariat Assistants / Computists or equivalent grades having 10 years' regular service in the grade (Provided Senior Secretariat Assistants / Stenographers Grade 'D' are not available).		

4.	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 for

5.	Nature of present employment i.e. Ad-doc or Temporary or Quasi-permanent or permanent		
6.	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/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>6.1 Note: In case of Officials already on deputation, the applications of such officials should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate with all details as in the enclosed proforma.</p> <p>6.2 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 / organization.</p>			
7.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
8.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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 Emolument	
9. Additional information , if any, relevant to the post you applied			

<p>for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to additional (i) professional training and (ii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
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I have carefully gone through the vacancy circular/ advertisement, and I understand the information in the application duly supported by documents in respect of 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 Candidate)

Contact No.:

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 the experience mentioned in the vacancy Circular No. A-12026/1/2015-Estt dated 04.05.2026. If selected, he/ she will be relieved immediately.

2. It is 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/APARs for the last 5 years (Assessment Year 2020-21 to Assessment Year 2024-25) 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)
