



केन्द्रीय ऊन विकास बोर्ड, वस्त्र मंत्रालय, भारत सरकार
Central Wool Development Board, Ministry of Textiles, Govt. of India

123, भगत की कोठी, श्री कृष्णा मन्दिर के सामने, पाली रोड़, जोधपुर - 342 001 (राजस्थान)

123, Opposite Shree Krishna Mandir, Bhagat Ki Kothi, Pali Road, Jodhpur. 342 001 (Rajasthan)

फोन नं. Phone No.- 0291-2433967, 2616328

ई-मेल E-mail: woolboard-textiles@gov.in व वेबसाईट Website: www.woolboard.nic.in

No. CWDB/Estt./Post/2024-25/

Date: 29/11/2024

Advertisement Notice

Applications are invited from dynamic, effective and experienced eligible candidates for filling up following post.

S.N	Post	No. of Vacancy	Category	Age Limit (as on 01.01.2025)	Pay scale	Place of work	Selection method
1.	Administrative Officer	01	General (UR)	21 to 35 years	Pay Band 9300-34800 Grade Pay 4600/- (level-7) as per 7 th CPC	Jodhpur (Rajasthan)	Written test and interview
2.	Accountant	01	General (UR)	21 to 30 years	Pay Band 9300-34800 Grade Pay 4200/- (level-6) as per 7 th CPC	Jodhpur (Rajasthan)	Written test and interview

Application along with supporting document should reach this office by date-13.01.2025 addressed to the **Executive Director**, Jodhpur on above address “**application for the post of Administrative Officer or Accountant**” should be mentioned on the envelope. For the application format and other general conditions visit our website- www.woolboard.nic.in

Interested individuals are requested to fill in the application form available on the website www.woolboard.nic.in and submit along with supporting certificates.

Executive Director



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ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE OFFICER & ACCOUNTANT

Applications are invited from eligible candidates for filling up the one post of Administrative Officer and one post of Accountant in Central Wool Development Board, as per details given below-

A POST FOR ADMINISTRATIVE OFFICER-

S. N	Post	No. of Vacancy	Category	Age Limit (as on 01.01.2025)	Pay scale	Place of work	Selection method
1.	Administrative Officer	01	General (UR)	21 to 35 years	Pay Band 9300-34800 Grade Pay 4600/- (level-7) as per 7 th CPC	Jodhpur (Rajasthan)	Written test and interview

ELIGIBILITY CRITERIA

Essential Qualification:-

- Degree from a recognized University or equivalent Institution.
- At least three years experience in a supervisory capacity in Personnel/Administration matters in Central /State govt. Department/Public Sector undertaking or an autonomous body or a Commercial/Industrial Organization of repute.

Desirable:-

Familiarity in matters relating to staff welfare measures, office & management, and Industrial relations work.

B. POST OF ACCOUNTANT

S. N	Post	No. of Vacancy	Category	Age Limit (as on 01.01.2025)	Pay scale	Place of work	Selection method
1.	Accountant	01	General (UR)	21 to 30 years	Pay Band 9300-34800 Grade Pay 4200/- (level-6) as per 7 th CPC	Jodhpur (Rajasthan)	Written test and interview

ELIGIBILITY CRITERIA:

Essential Qualification:-

- i. B. Com from a recognized University or equivalent Institution.
- ii. At least three (03) years experience in commercial accounts including reconciliation and final accounts / experience in handling cash or record.

Desirable:

Associated Chartered Accounts/Chartered Accountant

Test /Examination scheme-

- a) The recruitment shall be through Written Examination Test followed by personal interview.
- b) The scheme of Written Examination Test and Personal Interview shall be as under:-

Sl. No.	Test	Marks	Syllabus
1.	Paper- General English, General Knowledge & Reasoning	100	graduate level
2.	Personal Interview	50	

- c) The written Examination Test shall be English medium and objective type only.
- d) Only those candidates, who are shortlisted after Written Test shall be called for personal Interview. The date and venue for the same shall be notified latter.
- e) No TA/DA is admissible for appearing in Test & Interview.
- f) Any Physical correspondence / E-communication/ quarries from individual candidate regarding Written Exam, Interview and final result shall not be entertained by this office. Short listed /successful candidates will be informed by speed post and E mail. General notification regarding written Examination, Interview and final result shall also be uploaded on Official website of CWDB hands applicant are advise to regularly checked the E mail and Official web site of CWDB i.e. www.woolboard-textiles@gov.in.

General instructions:-

1. The Applications form as well envelope containing the same should be clearly inscribed with **“APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER /ACCOUNTANT”**
2. The application duly filled in prescribed Performa in English should be accompanied by self-attested copies of documents.
3. The Applications are to be sent to the **Executive Director, Central Wool Development Board, Jodhpur**. Application should reach on above address on or before 13.01.2025.
4. If applicant, presently working in a Govt. / Semi Govt. /Public Sector undertaking/Autonomous Bodies etc. must apply through proper channel along with **“No Objection Certificate”** from present employer during the time of the Written Test, failing which you may not be allowed for the recruitment process.
5. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
6. The CWDB reserves the right to enhance the criteria of short listing over and above the essential and desirable qualification and experience advertised, to optimize the number of candidate(s) to be called for interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the

minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.

7. The CWDB reserves the right not to fill the above posts herein advertised in case suitable candidates are not found. Bringing in any influence will be treated as a disqualification for the post.
8. The qualification prescribed above should have been obtained from recognized university/Institutions. Candidates shall have to produce original documents at the time of interview.
9. Prescribed age should not exceed as on **1st January, 2025** for the above post.
10. The selected candidate for the above post will be governed by the Central Wool Development Rules and regulations
11. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. CWDB shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

DISQUALIFICATION:-

The applications which are:-

- a) Incomplete,
- b) Not supported by duly self-attested copy of relevant documents in support of their Educational qualification with marks, Date of Birth, Caste Certificate, Experience certificate etc.,
- c) Not accompanied by recent passport size photograph not accompanied by relevant certificate issued by competent authority wherever applicable
- d) Received after prescribed last date,
- e) Not received through proper channel wherever applicable,
- f) From the applicants again whom any criminal case is pending,

Shall not be entertained and shall be out rightly rejected.

The Candidature of Candidate found to be resorting to any sort of malpractice/canvassing, will be out rightly rejected.

FINAL AUTHORITY ABOUT ELIGIBILITY-

1. The decision of the Executive Director, CWDB in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and no query or correspondence in this regard shall be entertained.
2. Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Jodhpur.

PERIOD OF PROBATION-

1. The appointment to the above posts shall be on probation for a period of two (2) years from the date of joining.

Application along with supporting document should reach this office by date-13.01.2025 addressed to the Executive Director, Jodhpur on above address "application for the post of Administrative Officer or Accountant" should be mentioned on the envelope. For the application format and other general conditions visit our website- www.woolboard.nic.in

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Executive Director

Application form format

1. Post applied for:-----Affix your passport size
Photograph
2. Date of Advertisement- -----
3. Name of Applicant:-----
4. Father's/Husband's Name-----
5. Date of Birth ----- Gender-----
6. Age as on 01.01.2025 -----Years-----Months-----Days
7. Permanent Address (in Block Letter)
8. Postal address-----PIN-----
(for communication)
9. Marital Status-----Valid Email address-----
10. Nationality-----
11. Telephone/Mobile Number-----
12. Category: SC\ST\OBC\Sikh minority/PWD(VI/LD/HH/LV)/General/others-----
13. Educational Qualification: (Start from Secondary onwards)

Examination Passed	Year of Passing	School/Board/College/University	% of Marks & Division	Subject offered
Essential				

Your Familiarity with Computers and IT system (Mark one or more as appropriate)

() Never used () Basic use like email/net surfing etc. () Word Processor/Spreadsheets () Proficiency in

14. Experience Details-

Name of organization	Post held	Period		Total length of experience in years	Salary drawn/Basic Pay/scale of Pay	Nature of duties (in detail)
		From	To			

15. Training undergone, if any:

16. Any other information that you may like to furnish in support of your suitability for the post (Like additional academic qualification, Professional training and work experience)

17. Remarks :

CERTIFICATE

I,-----,have carefully gone through the vacancy circular/advertisement and I hereby declare that all statements made in this Application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the Examination, my candidature / appointment is liable to be cancelled at any stage of recruitment I here by certified that there is no criminal case against me.

Date:

Place:

Signature of the Applicant

Residential address

Mobile no:

Important Instructions-

1. Candidates are advised to read the Advertisement Carefully before filling the Application form