



केन्द्रीय ऊन विकास बोर्ड, वस्त्र मंत्रालय, भारत सरकार

Central Wool Development Board, Ministry of Textiles, Govt. of India

123, भगत की कोठी, कृष्णा मन्दिर के सामने, पाली रोड, जोधपुर - 342 001 (राजस्थान)  
123, Opposite 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](mailto:woolboard-textiles@gov.in) व वेबसाइट Website: [www.woolboard.nic.in](http://www.woolboard.nic.in)

No. CWDB/Estt./Deputation /2022-23/

Date:

The Central Wool Development Board intends to fill up post of Administrative officer (Group 'B') in Level 7 as per 7th CPC (Pre-revised- Pay Band Rs. 9300-34800 plus Grade Pay of Rs. 4600/- on purely deputation in the Central Wool Development Board, Ministry of Textiles, Jodhpur, Rajasthan.

Post : Administrative Officer (Group 'B')

No. Of Post : One ( 1 )

Pay: Level 7 as per 7<sup>th</sup> CPC (Pre-revised – Pay Band Rs. 9300-34800 plus Grade Pay of Rs. 4600/- (Central Govt.)

Central Group 'B' services, State/Central Civil Services, Autonomous/Govt. PSU/ Statutory organizations: -

(a) Holding analogous post on regular basis in the parent cadre/Department

**Desirable: -**

1. Having knowledge of office procedure, General Financial Rules & PMFS
2. Experience in accounts, Administration & Establishment work in Govt. Office/ PSU/ Autonomous org. / statutory org.
3. Administrative Officer is expected to handle all administration work & also functions as Drawing & Distribution Officer.

The last date of submission of Application is 45 Days from publication of the Advertisement on website: [www.woolboard.nic.in](http://www.woolboard.nic.in)

Performa for submission of application is available on website.

PROFORMA FOR THE POST OF ADMINISTRATIVE OFFICER

1.	Name and Address (In Block Letters)		
2.	Date of Birth		
3.	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	Qualifications/ Experience possessed by the officer
	Essential	(1)	
		(2)	
		(3)	
		(4)	
	Desirable	(1)	
		(2)	
		(3)	
6.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post		

7. Details of Employment, in chronological order, enclose a separate sheet duly Authenticated if the space below is insufficient.

Office/Institution	Post held	From	To	Level of pay as per VII CPC	Nature of duties (in detail)
8.	Nature of present employment i.e. Temporary or Quasi-Permanent or Permanent				
9.	In case the present employment is held on deputation basis, please state-				
	The date of initial appointment				
	Period of appointment on deputation				
	Name of the parent office/organization to which you belong				
10.	Additional details about present employment. Please state whether working under (Indicate the name of your employer against the relevant column) All India service. Central Group 'B' service, autonomous/statutory organizations, recognized research Institutions/PSU				
11.	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.				
12.	Total emoluments per month now draw				
13.	Additional information, if any, which you would				

	like to mention in support of yours suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (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)			
14	Whether belongs to SC/ST			
15	Remarks (The candidate may indicate information with regard to (i) Award/ Scholarship/Official Appreciation and (ii) any other information. (Note: Enclose a separate sheet if the space is insufficient)			

I have carefully gone through the vacancy circular/advertisement, I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address.....  
 .....

Date.....

Countersigned.....  
 Name, Designation & Rubber Stamp of officer certifying the above particulars.