

**URGENT**  
**TIME BOUND**

No. 2(1)/2025-Coir 167  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Coir Section  
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Room No. 436, 4<sup>th</sup> Floor  
Udyog Bhavan, New Delhi  
Dated - 10.02.2025

**Subject - Amendment of Recruitment Rules of Coir Board, a statutory body under Ministry of Micro, Small and Medium Enterprises - reg.**

The undersigned is directed to refer to DoP&T's OM No. AB-4017/61/2008-Estt.(RR) dated 13.10.2015 and to send herewith proposal for framing/amendment of Recruitment Rules of Coir Board, a statutory organisation under this Ministry set up in terms of the provisions of the Coir Industry Act 1953, on the website of the respective Ministries/Department for 30 days for inviting comments of the stakeholders.

2. The draft RRs of various posts of Coir Board are hereby uploaded on the website of this Ministry for inviting comments of the stakeholders.

3. It is requested to kindly go through the draft Recruitment Rules and furnish comments, if any, to this Ministry within 30 days from the date of issue of this communication on following emails:

- (i) pk.singh23@gov.in and,
- (ii) shaubhik.b@gov.in.

  
(P.K. Singh)

Under Secretary to the Government of India  
Tel. No. 011 - 23062573

To

All concerned (through website)

Copy to:-

1. Director, NIC, M/o MSME - with a request to request to place the Draft Recruitment Rules on the official website of M/o MSME.
2. Secretary, Coir Board - with a request to request to place the Draft Recruitment Rules on the official website of Coir Board.

**COIR BOARD (SERVICES) AMENDMENT BYE LAWS (2024) (revised proposals)**

**AMENDED COMPREHENSIVE REVISION PROPOSALS**

**(ACRP)**

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**GOVERNMENT OF INDIA  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES**

**New Delhi,**

**Dated ....., 2025**

**1. Short title and commencement:-**

- (1) These bye-laws may be called the Coir Board (Services) Amendment Bye-laws, 2025.
- (2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions:-**

In these Bye-laws, unless the context otherwise requires-

- (a) “appointing authority”, in relation to a Board’s employee, means-
  - (i) The authority empowered to make appointment to the post which the Board’s employee for the time being holds, or
  - (ii) The authority which appointed the Board’s employee to the post which, he/she for the time being holds;
- (b) “Board’s employee” means any person employed under the Board, but excludes Chairman and Secretary who are appointed by the Central Government;
- (c) “qualifying service” means the service after the completion of the period of probation;
- (d) “Schedule” means the Schedule appended to these bye-laws;
- (e) “Service” means service under the Board.

**3. Number of posts, classification and scales of pay :-**

The number of posts, their classification and the scales of pay attached thereto, shall be as specified in columns 2 to 4 of the Schedule annexed to these bye-laws.

#### **4. Method of recruitment, age limit, qualifications etc :-**

The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 10 of the Schedule aforesaid. Under Colum 6 (Age limit for direct recruits) the following points shall remain common for all the posts.

- (a) Relaxable for Government servants up to 5 years in accordance with the instructions and orders issued by the Central Government from time to time.
- (b) Age limit for employees of Coir Board is 55 years. The benefit of age relaxation in respect of employees of Coir Board shall be available to only those employees who were appointed in Coir Board, before the notification of these rules, to a post covered under these rules.
- (c) The crucial date for determining the age limit in the case of candidates sponsored by the Employment Exchanges shall be the last date up to which the Employment Exchanges are asked to sponsor the names.
- (d) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India

Under Colum 7 (Educational and other qualifications required for direct recruits) the following point shall remain in common for all the posts.

“The qualification(s) regarding experience is/are relaxable at the discretion of the appointing authority in the case of candidates belonging to the SC/ST if at any state of selection the appointing authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them”.

#### **5. Appointing Authority :-**

- (i) The Secretary shall, with the approval of the Chairman, prepare a list of eligible candidates from the applicants for being considered for appointment under the Board and place such list before the appointing authority competent to make appointments under the Board.
- (ii) In respect of posts maximum pay of which exceeds the Level-11(Rs.67700-208700) in the Pay Matrix per mensum, appointments shall be made by the Chairman, with the approval of the Central Government.

(iii) In respect of posts which are not covered by clause (ii), the appointments shall be made by the Chairman from the merit Rank List satisfying the reservations, quota, if any, as admissible as per rules/Departmental Promotion Committee.

Provided that, the Board may relax age Limit, educational qualifications and such other requirements specified in the Schedule as it may think fit in the case of a dependent of an employee, who dies while in service of the Board.

#### **6. Disqualification :-**

No person,

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this bye-law.

#### **7. Medical Certificate :-**

A medical certificate of fitness from a competent authority, in conformity with the rules framed by the Central Government for employment under them, shall be required from every person at the time of his/her entry to the service.

#### **8. Seniority :-**

Seniority of a Board's employee in any grade shall be determined as under :-

- (i) Employees appointed in a substantive capacity in each grade shall rank senior to such employees as are appointed in a temporary or officiating capacity.
- (ii) The relative seniority of all direct recruits shall be determined in the order of merit in which they are selected for appointment, persons regularly appointed as a result of the earlier selection being senior to those appointed as a result of subsequent selection.
- (iii) The relative seniority of persons promoted to the various grades shall be determined in the order of selection for such promotions.
- (iv) The relative seniority of direct recruits and promotees shall be determined on the basis of the general Service Rules applicable for fixation of such seniority and also the amendments/modifications effected for the same by the Competent Authority from



time to time.

Provided that once the seniority of various persons appointed to a grade in accordance with the quotas prescribed for direct recruitment, promotion etc. has been determined, their confirmation in that grade shall also be made in the order of their seniority. This shall not, however, affect reservation and other concessions required to be provided for the Scheduled Castes / Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

- (v) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

#### **9. Period of Probation:-**

Every employee appointed to a post by direct recruitment or by promotion shall be on probation for a period as applicable as per the instructions being issued by the Central Govt. from time to time.

In the event of non availability of Officers in the appropriate grade/level, as indicated for DPC constitution, against each posts, in Column no.12, Chairman, Coir Board may decide regarding constitution of DPCs with equivalent grade/level Officers from outside/other Organizations.

#### **10. Termination or completion of probation:-**

The appointing authority may terminate the services of a Board's employee appointed to a post by direct recruitment or revert a Board's employee appointed to a post by promotion, during or at the end of probation/ extended period of probation if his/her work in that post is found to be unsatisfactory. If his/her work is found to be satisfactory during the period of probation the appointing authority may, as soon as possible, on completion of the prescribed period of probation, declare that he/ she has completed his/her probation satisfactorily.

**11. Other conditions of service:-**

The conditions of service of the employees of the Board in respect of matters, for which no provision has been made in these bye-laws, shall be the same as, for the time being, applicable to the Officers of the Central Government of corresponding status.

**12. Power to relax:-**

Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these bye-laws in respect of any class or category of persons.

**13. (i) Interpretation:-**

If any question arises relating to the interpretation of these bye-laws, it shall be referred to the Central Government who shall decide the same.

**(ii) Whenever the Pay Scales/ Pay Matrix are revised on the basis of the decisions of the Ministry, there placed scales will be considered on par with the notified scales in the Recruitment Rules for processing promotion proposals, till rectification of the revised scales in the Recruitment Rules concerned.**

**14. Saving:-**

Nothing in those rule shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes Ex Servicemen and other special categories of persons, in accordance with the orders of the Central Government issued from time to time in this regard.

**15. Repeal:-**

The Bye laws as earlier, notified vide Gazette of India Notification No.S.O.4481,dated 21<sup>st</sup> November,1983 and subsequently amended bye-laws, if any and in force, immediately before the commencement of these bye-laws are hereby repealed:

Provided that any order made or action taken under the bye-laws so repealed shall be deemed to have been made or taken under the corresponding provisions of these bye-laws.

## Schedule

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Director (Research, Development, Training &amp; Extension)</b>	One (2024)	Group A	<b>Pay Level-12 (Rs. 78800-209200)</b>	Selection	<p>Not exceeding fifty years</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangti Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
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7	8	9	10
<p>i. Doctorate in any branch of Textile Technology /Mechanical Engineering /Applied Chemistry/ Polymer Technology/ Micro Biology/ Biotechnology from a recognized University with 10 years experience in research &amp; development</p> <p>ii. Desirable: Experience in the field of coir or any other natural fibre</p>	No	1 year for Direct Recruits	<p>i) By Promotion failing which</p> <p>ii) By deputation including short-term contract; failing both</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>

<b>In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>i) Joint Director (Research.)/ Joint Director (Technical)/ Zonal Director Grade I (Erstwhile Regional Officer) with 5 years of regular service in Pay Level -11 as per 7<sup>th</sup> CPC pay matrix.</p> <p>ii) Possessing Post graduate degree in any branch of Textile Technology or Textile Chemistry or Mechanical Engineering or Applied Chemistry or Polymer Technology or Microbiology or Biotechnology from a recognized university with 10 years experience in the fields of research &amp; development or training or extension work in the field of coir or any other natural fibre or altogether</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Joint Secretary from Ministry of MSME- Chairman</li> <li>2. Two Officer from Ministry of MSME not below the level of Director- Member.</li> </ol>	Not Applicable

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation:**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

(a) (i) holding analogous posts on regular basis; or

(ii) with five years' regular service in a post in Pay Level 11.

(b) possessing the educational qualifications as prescribed for direct recruits in column (7).

Note 1: 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 organisation shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of application.

Note 2: 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.		
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Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Joint Director (Planning)</b>	One (2024)	Group A	<b>Pay Level-11(Rs.67700-208700)</b>	Selection	Not exceeding forty years  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
Post Graduate degree in Commerce/Economics /StatisticsofarecognizedUniversitywith7years post qualification experience in formulation and implementation of plan programmes relating to	No	2 years for Direct Recruits	i) By Promotion failing which ii) By deputation including short-term contract; failing both iii) By direct recruitment.

industry, preferably village and small industries.			Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies
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<b>In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p><b>Promotion:</b></p> <p>Officers of Coir Board in the post of Deputy Director, Development Officer, Administrative Officer, Marketing and Publicity Officer, Zonal Director Grade II (Erstwhile Showroom Manager Grade I) in the Pay Level-10 as per 7th CPC pay matrix. with 5 years regular service in the post having a degree in any discipline from a recognized University.</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Director - Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 12 - Members</li> </ol>	<p>Not Applicable</p>



promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/ Statutory Authorities/Autonomous Bodies :

(a) (i) holding analogous posts on regular basis; or  
(ii) with five years' regular service in a post in Pay Level 10 or  
(iii) With seven years regular service in Level 9 or

(iv) with Eight years' regular service in a post in Pay Level 8; or  
(v) with Nine years' regular service in a post in Pay Level 7; or

(b) possessing the educational qualifications as prescribed for direct recruits in column (7).

Note 1: The period of deputation (ISTC), including the period of deputation held against another excadre post immediately preceding this appointment in the same or some other organisation 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.

Note 2: 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. Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Joint Director (Technical)</b>	One (2024)	Group A	<b>Pay Level-11(Rs.67700-208700)</b>	Selection	Not exceeding forty years  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
Master Degree in Textile Technology / Textile Chemistry/Mechanical Engineering /Applied Chemistry/ Polymer Technology / Micro Biology / Biotechnology from a recognized University with 7 years experience in	No	2 years for Direct Recruits	i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.  Note: Vacancy caused by the incumbent being away on deputation or long illness or

<p>research &amp; development</p> <p>Desirable: Experience in the field of coir or any other natural fibre</p>			<p>study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>
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In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p><b>Promotion:</b></p> <p>Senior Scientific Officer, Senior Scientific Officer (Polymer Technology/Mechanical Extraction/ Microbiology/Product Diversification) of Coir Board in the Pay Level-10 as per 7th CPC pay matrix with five years regular service in the post.</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Director-Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 12 - Members</li> </ol>	<p>Not Applicable</p>

promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract(ISTC):**

Officers of the Central Government/State Government/ Statutory Authorities/Autonomous Bodies :

- (a) (i) holding analogous posts on regular basis; or
- (ii) with five years' regular service in a post in Pay Level 10 or
- (iii) With seven years regular service in Level 9 or
- (iv) with Eight years' regular service in a post in Pay Level 8; or
- (v) with Nine years' regular service in a post in Pay Level 7;or
- (b) Possessing the educational qualifications as prescribed for direct recruits in column (7).

Note 1: The period of deputation (ISTC), including the period of deputation held against another excadre post immediately preceding this appointment in the same or some other organisation 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.

Note 2: 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. Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Zonal Director Grade-I (Erstwhile Regional Officer)</b>	Three (2024)	Group A	<b>Pay Level-11(Rs.67700-208700)</b>	Selection	Not exceeding forty years  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
i) Post Graduate Degree in any discipline from a	No	2 years for Direct	i) By Promotion failing

<p>recognized University with 7 years post qualification experience in formulation and implementation of Plan programmes relating to industry, preferably village and small industries.</p> <p>ii) Preference will be given to those who are having the experience in the relevant fields of coir industry/ micro enterprises or other agro industries.</p>		Recruits	<p>which</p> <p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>
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In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p><b>Promotion:</b></p> <p>Officers of Coir Board in the post of Deputy Director, Development Officer, Administrative Officer, Marketing and Publicity Officer, Zonal Director Grade II (Erstwhile Showroom Manager Grade I) in the Pay Level-10 as per 7th CPC pay matrix. with 5 years regular service in the post having a degree in any discipline from a recognized University.</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Director - Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 12 - Members</li> </ol>	Not Applicable

Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract(ISTC):**

Officers of the Central Government/State Government/ Statutory Authorities/Autonomous Bodies :

- (a) (i) holding analogous posts on regular basis; or
- (ii) with five years' regular service in a post in Pay Level 10 or
- (iii)withseven years regular service in Level 9 or
- (iv) with Eight years' regular service in a post in Pay Level 8; or
- (v) with Nine years' regular service in a post in Pay Level 7;or

(b) possessing the educational qualifications as prescribed for direct recruits in column (7).

Note 1: The period of deputation (ISTC), including the period of deputation held against another excadre post immediately preceding this appointment in the same or some other organisation 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.

Note 2: 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. Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.



Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Senior Accounts Officer (Internal Audit)</b>	*One (2024)	Group A	<b>Pay Level-11(Rs.67700-208700)</b>	Selection	Not exceeding forty years  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
Post Graduate degree in Commerce from a recognized University with 10 years post qualification experience in accounts branch either in Govt. Service or from a Public/ Private Limited Company in a managerial position.  OR  A qualified registered Chartered/Cost Accountant/ /Cost	No	2 years for Direct Recruits	i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.  Note: Vacancy caused by the

<p>Management Accountant/MBA (Finance) with 3 years post qualification experience either in Govt. service or from a Public/ Private Limited Company</p> <p style="text-align: center;">OR</p> <p>Statement of Auditing Standards (SAS) with 5 years post qualification experience either in Govt.service or from a Public/ Private Limited Company</p>			<p>incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>
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<p><b>In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made</b></p>	<p><b>If a Departmental Promotion Committee exists, what is its composition</b></p>	<p><b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b></p>
11	12	13
<p><b>Promotion:</b></p> <p>Combined 9 years regular service in the pay level 7 as per 7<sup>th</sup> CPC in the post of Accounts Manager or Accounts Officer (Internal Audit)/ Accounts Officer of which there shall be a minimum regular service of 3 years as Accounts Officer (Internal Audit)/ Accounts Officer</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Director - Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 12 - Members</li> </ol>	<p>Not Applicable</p>

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/ State Government/ Statutory Authorities/ Autonomous Bodies :

- (a) (i) holding analogous posts on regular basis; or
- (ii) with five years' regular service in a post in Pay Level 10 or
- (iii) with seven years regular service in Level 9 or
- (iv) with Eight years' regular service in a post in Pay Level 8; or
- (v) with Nine years' regular service in a post in Pay Level 7; or
- (b) possessing the educational qualifications as prescribed for direct recruits in column (7).

Note 1: 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 organisation 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.

Note 2: 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. Note 3: Similarly, the deputationists shall not be eligible for consideration for

appointment by promotion.		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Administrative Officer</b>	*One (2024)	Group A	<b>Pay Level-10(Rs.56100-177500)</b>	Selection	<p>Not exceeding thirty five years</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10

<p>A Bachelor's Degree from a recognized University with 10 years post qualification experience in administrative works either in Govt. service or from a Public/ Private Limited Company.</p> <p style="text-align: center;">OR</p> <p>Masters Degree in Business Administration with specialization in Human Resource Development from a recognized University with 5 years post qualification experience in supervisory capacity either in Govt. service or from a Public/Private Limited Company.</p>	No	2 years	<p>i) By Promotion failing which</p> <p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>
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<b>In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p><b>Promotion</b></p> <p>Section Officer/ Research Officer in the Pay Level-7as per 7<sup>th</sup> CPC pay matrix with 5 years regular service in the post.</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Deputy Secretary - Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 11 - Members</li> </ol>	Not Applicable

promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
- (ii) with four years' regular service in a post in Pay Level 8; or
- (iii) with five years' regular service in a post in Pay Level 7; or
- (iv) with ten years' regular service in a post in Pay Level 6 ; and
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Development Officer</b>	Three (2024)	Group A	<b>Pay Level-10 (Rs.56100-177500)</b>	Selection	Not exceeding thirty five years  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
i) A Bachelor's degree in any discipline from a recognized University with 5 years post qualification experience in the field of planning and development either in Govt.service or from a Public/ Private Limited Company out of which 3 years	No	2 years	i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.

<p>should be in a supervisory capacity.</p> <p>ii) Preference will be given to those who are having the experience in the relevant fields of coir industry / micro enterprises or other agro industries</p>			<p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>
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In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p><b>Promotion</b></p> <p>Officers in Pay Level-7 as per 7<sup>th</sup> CPC pay matrix with minimum 5 years regular service in the post of Section Officer, Research Officer, Accounts Manager, Extension Service Officer, Hindi Officer, Designer possessing a degree in any discipline from a recognized University</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Deputy Secretary - Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 11- Members</li> </ol>	<p>Not Applicable</p>



structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

(a) (i) holding analogous posts on regular basis; or

(ii) with four years' regular service in a post in Pay Level 8;

or

(iii) with five years' regular service in a post in Pay Level 7;

or

(iv) with ten years' regular service in a post in Pay Level 6 ;

and

(b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Deputy Director</b>	Three (2024)	Group A	<b>Pay Level-10 (Rs.56100-177500)</b>	Selection	Not exceeding thirty five years  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
i) A Bachelor's degree in any discipline from a recognized University with 5 years post qualification experience in the field of planning and development either in Govt.service or from a Public/ Private Limited Company out of which 3 years should be in a supervisory capacity.	No	2years	i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.  Note: Vacancy caused by the incumbent being away on deputation or long illness or

<p>ii) Preference will be given to those who are having the experience in the relevant fields of coir industry / micro enterprises or other agro industries</p>			<p>study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>
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<b>In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p><b>Promotion</b></p> <p>Officers in Pay Level-7 as per 7<sup>th</sup> CPC pay matrix with minimum 5 years regular service in the post of Section Officer/ Research Officer/ Accounts Manager/ Extension Service Officer/ Hindi Officer/ Designer/ Stores Officer possessing a degree in any discipline from a recognized University.</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Deputy Secretary - Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 11 - Members</li> </ol>	<p>Not Applicable</p>

<p>Commission.</p> <p><b>Deputation Including Short Term Contract (ISTC):</b></p> <p>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 four years' regular service in a post in Pay Level 8; or</p> <p>(iii) with five years' regular service in a post in Pay Level 7; or</p> <p>(iv) with ten years' regular service in a post in Pay Level 6 ; and</p> <p>(b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).</p> <p>Note 1: 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 organisation 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>Note 2: 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>Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Marketing &amp; Publicity Officer</b>	One (2024)	Group A	<b>Pay Level-10(Rs.56100-177500)</b>	Selection	Not exceeding thirty five years.  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
A Bachelor's degree in any discipline from a recognized University with 5 years post qualification experience in the field of publicity and public relations or marketing either in Govt. Service or in a	No	2 years	i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.

Public/Private Limited Company out of which 3 years should be in a supervisory capacity			Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies
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<b>In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p><b>Promotion</b></p> <p>Officers in Pay Level-7 as per 7<sup>th</sup> CPC pay matrix with minimum 5 years regular service in the post of Section Officer/ Research Officer/ Accounts Manager/ Extension Service Officer/ Hindi Officer/ Designer possessing a degree in any discipline from a recognized University</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Deputy Secretary - Chairman.</li> <li>2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 11 - Members</li> </ol>	<p>NotApplicable</p>

a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
- (ii) with four years' regular service in a post in Pay Level 8; or
- (iii) with five years' regular service in a post in Pay Level 7; or
- (iv) with ten years' regular service in a post in Pay Level 6 ; and
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible

for consideration for appointment by promotion.		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Zonal Director Grade-II (Erstwhile Showroom Manager Grade-I)</b>	Three (2024)	Group A	<b>Pay Level-10 (Rs.56100-177500)</b>	Selection	Not exceeding thirty five years.  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications	Period of probation, if	Method of recruitment-whether by direct recruitment or promotion or deputation or
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	prescribed for direct recruits will apply in the case of promotes	any	absorption and percentage of the posts to be filled by various methods
7	8	9	10
<p>1 A Bachelor's degree in any discipline from a recognized University with 7 years post qualification experience in formulation and implementation of Plan programmers relating to industry, preferably village and small industries.</p> <p>2 Preference will be given to those who are having the experience in the relevant fields of coir industry / MSME enterprises</p>	No	2 Years	<p>i) By Promotion failing which</p> <p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies</p>

In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p><b>Promotion</b></p> <p>Showroom Manager Grade II/ Showroom Manager Gr II cum PRO in Pay Level-7 as per 7<sup>th</sup> CPC pay matrix with minimum 5 years regular service in the post.</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <p>1. Officer from Ministry of MSME not below the level of Deputy Secretary - Chairman.</p>	Not Applicable

Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
- (ii) with four years' regular service in a post in Pay Level 8; or
- (iii) with five years' regular service in a post in Pay Level 7; or
- (iv) with ten years' regular service in a post in Pay Level 6 ; and
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

2. Two Officers from Coir Board/ other Central Govt. organizations not below pay level 11 - Members

<p>Note 2: 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>Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>	
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Senior Scientific Officer</b>	One (2024)	GroupA	<b>Pay Level-10 (Rs.56100-177500)</b>	Selection	<p>Not exceeding thirty five years</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various</b>
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7	8	9	methods 10
<p>Masters Degree in Mechanical Engineering/ Textile Technology from a recognized University with 2 years post qualification experience in Machine and structural fabrication either in Govt. Sector or in a Public/Private Limited Company.</p> <p style="text-align: center;">OR</p> <p>Degree in Mechanical Engineering./Textile Technology from a recognized University with 5 years post qualification experience in Machine and structural fabrication either in Govt. sector or Public/Pvt. Ltd. Company in the stream.</p> <p>Preference will be given to those who are having the experience in the relevant fields of coir industry / micro enterprises or other agro industries</p>	NotApplicable	2years	<p>i) By Promotion failing which</p> <p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>

In case of recruitment by promotion or deputation or absorption, grade from which promotion, deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p><b>Promotion</b></p> <p>Assistant Director (Training) / Stores Officer in the Pay Level-7(Rs.44900-142400) as per 7<sup>th</sup> CPC pay matrix having Degree in Mechanical Engineering or Textile Technology from a recognized University with 5 years regular service in the post.</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Deputy Secretary - Chairman.</li> <li>2 Two Officers from Coir Board/ other Central Govt.</li> </ol>	NotApplicable

OR

Scientific Assistant (Mechanical Processing/Engineering) in the Pay Level-6 (Rs.35400-112400) as per 7<sup>th</sup> CPC pay matrix with 10 years regular service in the post having a degree in Mechanical Engineering or Textile Technology from a recognized University.

Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
- (ii) with four years' regular service in a post in Pay Level-8; or
- (iii) with five years' regular service in a post in Pay Level-7; or
- (iv) with ten years' regular service in a post in Pay Level 6 ;  
and
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

organizations not below pay level 11 - Members

<p>Note 1: 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 organisation 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>Note 2: 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>Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Senior Scientific Officer (Product Diversification)</b>	One (2024)	Group A	<b>Pay Level-10(Rs.56100-177500)</b>	Selection	Not exceeding thirty five years  Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu

					and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
<p>Master's Degree in Textile Technology of a recognized University/Institute with 2 years post qualification experience in spinning/weaving textiles OR Bachelor's degree in Textile Technology of a recognized University/ Institute with 5 years experience in spinning/weaving/finishing of textiles</p> <p>Preference will be given to those who are having the experience in the relevant fields of coir industry / micro enterprises or other agro industries.</p>	Not Applicable	2 years	<p>i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>

In case of recruitment by promotion or deputation or absorption, grade from which	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be
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promotion, deputation or absorption to be made		consulted in making recruitment
11	12	13
<p><b>Promotion</b></p> <p>Extension Service Officer/ Dyeing Master/ Assistant Director (Training) /Stores Officer in the Pay Level-7(Rs.44900-142400) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post and possessing qualification mentioned below</p> <p>Degree in Textile Technology/ Polymer Technology/ Microbiology/ Biotechnology from a recognized University/ Institute and having 5 years experience in weaving /spinning /quality inspection/ imparting training in coir and coir reinforced plastics/weaving coir matting/ mats.</p> <p style="text-align: center;">OR</p> <p>Degree in Chemistry/ Technology/Engineering from a recognized University and Diploma Course in Coir Technology under NSQF (Level-4)/ Advance training course from a recognized training institute from a recognized training institute with 5 years experience in the field of spinning/ weaving/ quality inspection/imparting training in coir and coir reinforced plastics/ weaving coir matting/mats</p> <p><b>Or</b></p> <p>Scientific Assistant (Polymer Technology, Microbiology in Pay Level 6 as per 7<sup>th</sup> CPC Pay Matrix with 10 years regular service in the post and possessing qualification mention below:</p>	<p>Group 'A' Departmental Promotion Committee for considering confirmation:</p> <ol style="list-style-type: none"> <li>1. Officer from Ministry of MSME not below the level of Deputy Secretary - Chairman.</li> <li>2 Two Officers from Coir Board/ other Central Govt. organizations not below pay level 11 - Members</li> </ol>	<p style="text-align: center;">Not Applicable</p>



Degree in Textile Technology/ Polymer Technology/ Microbiology/ Biotechnology from a recognized University/ Institute and having 5 years experience in weaving /spinning /quality inspection/imparting training in coir and coir reinforced plastics/weaving coir matting/ mats.

OR

Degree in Chemistry/ Technology/Engineering from a recognized University and Diploma Course in Coir Technology under NSQF (Level-4) / Advance training course from a recognized training institute with 5 years experience in the field of spinning/ weaving/ quality inspection/imparting training in coir and coir reinforced plastics/weaving coir matting/mats.

Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016, the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the

corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
- (ii) with four years' regular service in a post in Pay Level 8; or
- (iii) with five years' regular service in a post in Pay Level 7; or
- (iv) with ten years' regular service in a post in Pay Level -6 ; and
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Accounts Officer (Internal Audit )</b>	One (2024)	Group B	<b>Pay Level-7(Rs.44900-142400)</b>	Selection	Not exceeding 30 years  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or by promotion or absorption and percentage of the posts to be filled by various methods
7	8	9	10
<p>M.Com from a recognized University with 2 years post qualification experience in the accounts branch either in Govt. service or from a Public/Private Limited Company.</p> <p><b>OR</b></p> <p>Degree in Commerce from a recognized University with 5 years post qualification experience in the accounts branch either in Govt. service or from a Public/Private Limited Company.</p>	No	2 years for Direct Recruits	<p>i) By Promotion failing which</p> <p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>

In case of recruitment by promotion/ absorption, grade from which promotion/ deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p>Accounts Manager with 5 years regular service in Pay Level-7 (Rs.44900-142400) as per 7<sup>th</sup> CPC Pay Matrix.</p> <p>or</p> <p>Section Officer/ Research Officer in Pay Level-7 (Rs. 44900-</p>	<p>i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman.</p>	Not Applicable

<p>142400) as per 7<sup>th</sup> CPC Pay Matrix having Degree in Commerce from a recognized University with 5years regular service in the post</p> <p><b>Deputation Including Short Term Contract (ISTC):</b></p> <p>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 Level 6</p> <p>(b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).</p> <p>Note 1: 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 organisation 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>Note 2: 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>Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>	<p>ii) Two Officers from Coir Board/ other Central Govt. organizations not below pay level 10 - Members.</p>	
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Accounts Officer</b>	One (2024)	GroupB	<b>Pay Level-7(Rs.44900-142400)</b>	Selection	Not exceeding 30 years  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or by promotion or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
M.Com from a recognized University with 2 years post qualification experience in the accounts branch either in	No	2 years for Direct Recruits	i) By Promotion failing which

<p>Govt.service or from a Public/Private Limited Company.</p> <p style="text-align: center;"><b>OR</b></p> <p>Degree in Commerce from a recognized University with 5 years post qualification experience in the accounts branch either in Govt.service or from a Public/Private Limited Company.</p>			<p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ deputation or absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>i) Accounts Manager with 5 years regular service in Pay Level-7 (Rs.44900-142400) as per 7<sup>th</sup> CPC Pay Matrix.</p> <p>(ii) Section Officer/ Research Officer in Pay Level-7 (Rs. 44900-142400) as per 7<sup>th</sup> CPC Pay Matrix having Degree in Commerce from a recognized University with 5 years regular service in the post.</p> <p><b>Deputation Including Short Term Contract (ISTC):</b></p> <p>Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;</p>	<p>i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman.</p> <p>ii) Two Officers from Coir Board/ other Central Govt. organizations not below pay level 10 - Members.</p>	Not Applicable

<p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with five years' regular service in a post in Pay Level 6</p> <p>(b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).</p> <p>Note 1: 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 organisation 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>Note 2: 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>Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>		
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Accounts Manager</b>	*Two (2024)	Group B	<b>Pay Level-7(Rs.44900-142400)</b>	Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or by promotion or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
M.Com from a recognized University/ Institute with 3 years post qualification experience in accounts either in Govt.	No	2 years for Direct Recruits	i) By Promotion failing which ii) By deputation including short-term contract; failing which

<p>Service or in a Public/Private Limited Company.</p> <p style="text-align: center;">OR</p> <p>Degree in Commerce from a recognized University with 5 years post qualification experience in the accounts branch either in Govt. Service or in a Public/Private Limited Company.</p>			<p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ deputation absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Assistant/ Investigator/ Co-operative Inspector/ Liaison Officer/ Senior Stenographer/ Senior Auditor in the Pay Level- 6 (Rs.35400-112400) as per 7<sup>th</sup> CPC Pay Matrix having 5 years regular service in the post possessing a Post Graduate Degree/Bachelor's Degree in commerce from a recognized University.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>

revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
  - (ii) with five years' regular service in a post in Pay Level 6
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
Section Officer	Thirteen (2024)	Group B	Pay Level-7(Rs.44900-142400)	Non Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or by promotion or absorption and percentage of the posts to be filled by various methods
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	i) By Promotion failing which by ii) Deputation including short term contract

In case of recruitment by promotion/ absorption,	If a Departmental Promotion	Circumstances in which Union Public
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grade from which promotion/ absorption to be made	Committee exists, what is its composition	Service Commission is to be consulted in making recruitment
11	12	13
<p>Assistant/ Co-operative Inspector/ Liaison Officer/ Investigator/ Senior Stenographer/ Hindi Translator/ Senior Auditor in the Pay Level-6 (Rs.35400-112400) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p> <p><b>Deputation Including Short Term Contract (ISTC):</b></p> <p>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 Level 6</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>

(b) possessing a bachelor's degree.

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Research Officer</b>	Three (2024)	Group B	<b>Pay Level-7(Rs.44900-142400)</b>	Non Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or by promotion or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	iii) ByPromotionfailing which by iv) Deputation including short term contract

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Assistant/ Co-operative Inspector/ Liaison Officer/ Investigator/ Senior Stenographer/ Hindi Translator/ Senior Auditor in the Pay Level-6 (Rs.35400-112400) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p> <p><b>Deputation Including Short Term Contract (ISTC):</b></p> <p>Officers of the Central Government/State</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (PayLevel-10) as Members.</p>	<p>Not Applicable</p>



<p>Government/Statutory Authorities/Autonomous Bodies;</p> <p>(c) (i) holding analogous posts on regular basis; or</p> <p>(ii) with five years' regular service in a post in Pay Level 6</p> <p>(d) possessing a bachelor's degree.</p> <p>Note 1: 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 organisation 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>Note 2: 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>Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>		
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Private Secretary</b>  (interchangeable with Section Officer Post)	<b>One (2024)</b>	GroupB	<b>Pay Level-7(Rs.44900-142400)</b>	Non Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or by promotion or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	i) By Promotion failing which by ii) Deputation including short term contract

<b>In case of recruitment by promotion/absorption, grade from which promotion/absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13

<p>Assistant/ Co-operative Inspector/ Liaison Officer/ Investigator/ Senior Stenographer/ Hindi Translator/ Senior Auditor in the Pay Level-6 (Rs.35400-112400) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post possessing a certificate in Stenography (Lower) or 100 w.p.m. shorthand and 40 w.p.m. in typewriting in English OR a typing speed of 35 w.p.m. in English on computer issued by recognized institute of Central/ State Govts.</p> <p>(35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>
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**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

(e) (i) holding analogous posts on regular basis; or

(ii) with five years' regular service in a post in Pay Level 6

(b) possessing a bachelor's degree and a certificate in Stenography(Lower) or 100 w.p.min short hand and 40 w.p.m in typewriting in English OR atyping speed of 35w.p.m.inEnglish on computer issued by recognized institute of Central/ State Govts.

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Hindi Officer</b>	*One (2024)	Group B	<b>Pay Level-7(Rs.44900-142400)</b>	Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment - whether by direct recruitment or by promotion or by absorption and percentage of the posts to be filled by various methods
7	8	9	10
<p>Masters degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Masters degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Masters degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Masters degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Masters degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; and</p> <p>Possessing recognised Diploma or Certificate course in translation from Hindi to English and vice versa or three</p>	No	2 years for Direct Recruits	<p>i) By Promotion failing which</p> <p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>

<p>years' experience of translation work from Hindi to English and vice versa in a Central or State Government, including Government of India Undertaking.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>			
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Hindi Translators in Pay Level-6 (Rs.35400-112400) as per 7<sup>th</sup> CPC Pay Matrix with five years regular service in the grade.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>

January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (f) (i) holding analogous posts on regular basis; or
- (ii) with five years' regular service in a post in Pay Level 6
- (g) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

Note 2: 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.

Note 3: Similarly, the deputationists shall not be eligible for consideration for appointment by



promotion.		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Designer</b>	*One (2024)	Group B	Pay Level-7(Rs.44900-142400)	Not Applicable	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational	Period of probation, if	Method of recruitment- whether by direct recruitment
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	<b>qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>any</b>	<b>or promotion or deputation or absorption and percentage of the post to be filled by various methods</b>
7	8	9	10
<p>Bachelor's Degree in Fine Arts/ Designs obtained from any recognized Universities/Institutions with 3 years post qualification experience in the same field/ area in Govt. sector/ Public/ Private Limited Company.</p> <p style="text-align: center;">OR</p> <p>Diploma in Fine Arts/ Designs obtained from any recognized Universities /Institutions with 5 years experience in the same field/area in Govt. sector/ Public/ Private Limited Company.</p>	Not Applicable	2 years	<p>i) By Promotion failing which</p> <p>ii) By deputation including short-term contract; failing which</p> <p>iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>

<b>In case of recruitment by promotion/ absorption, grade from which promotion/deputation/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Employees in Pay Level 6 (Rs.35400-112400) as per 7 <sup>th</sup> CPC Pay Matrix with 5 years regular service in the post and possessing a Diploma in Fine Arts/ Designs obtained from any recognized Universities/Institutions with 2 years experience in the same field.	<p>i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director</p>	Not Applicable

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
  - (ii) with five years' regular service in a post in Pay Level 6
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

(PayLevel-10) as Members.

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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Showroom Manager Grade. II</b>	Six (2024)	Group B	<b>Pay Level-7(Rs.44900-142400)</b>	Selection	Not exceeding 30 Years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A Bachelor's degree from a recognized University / Institute with 5 years post qualification experience in Marketing activities of any products either in Govt.service or in a Public/Private Limited Company.	Not Applicable	2 years for Direct Recruits	ii) By Promotion; failing which by deputation including short term contract; failing both i) By directrecruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ deputation absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Showroom Manager Gr-III in the Pay Level 6(Rs.35400-112400) as per 7 <sup>th</sup> CPC PayMatrixwith 5 years regular service in the post and possessing a degree from a recognized University in any discipline.  Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered	i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman. ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members	Not Applicable

provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
- (ii) with five years' regular service in a post in Pay Level 6
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.		
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Showroom Manager Grade-II-Cum-PRO</b>	One	Group B	<b>Pay Level-7 (Rs.44900-142400)</b>	Selection	Not exceeding 30 Years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for</b>	<b>Whether age and</b>	<b>Period of</b>	<b>Method of recruitment-whether by</b>
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<b>direct recruits</b>	<b>educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>probation, if any</b>	<b>direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A Bachelor's degree from a recognized University / Institute with 5years post qualification experience in Marketing activities either in Govt.service or in a Public/Private Limited Company	Not Applicable	2 years for Direct Recruits	i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.  Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ deputation/absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Showroom Manager Gr-III in the Pay Level 6 (Rs.35400-112400) as per 7 <sup>th</sup> CPC Pay Matrix with 5 years regular service in the post.  Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or	i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman.  ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members	Not Applicable



eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
  - (ii) with five years' regular service in a post in Pay Level 6
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limitf or direct recruits</b>
1	2	3	4	5	6
<b>Extension Service Officer</b>	*Eight (2024)	Group B	<b>Pay Level-7 (Rs.44900-142400)</b>	Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
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7	8	9	10
<p>A Bachelor's degree in any discipline from a recognized University and Diploma Course in Coir Technology under NSQF(Level-4)/ Advanced Training Course from a recognized institute with 5 years post qualification experience in the field of spinning, weaving or wet processing of coir from any Govt. service or any Public/ Pvt. Ltd. Companies.</p> <p style="text-align: center;">OR</p> <p>Diploma in Textile Technology/Textile Engineering from a recognized University or Institute with 5 years post qualification experience in spinning/weaving/dyeing/extension work/ quality inspection of coir products from Govt. sector or a Public/Pvt.Ltd. Companies.</p>	No	2 years for Direct Recruits	<p>i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.</p>

<b>In case of recruitment by promotion/absorption, grade from which promotion/deputation/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Technical Assistant Testing/ Technical Assistant	i) An Officer of the Board in the level	Not Applicable

<p>Spinning/ Dyeing Assistant/ Inspector/ Technical Assistant (Dyeing)/ Machine Operator-Dye House / Mechanic Grade –I / Draughtsman/ Boiler Operator in the Pay Level-5 as per 7<sup>th</sup> CPC Pay Matrix with:</p> <p>Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute and 5years regular service in the feeder post.*</p> <p style="text-align: center;">OR</p> <p>Diploma inTextile Technology from a recognized Institute with 5 years regularserviceinthe post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p> <p><b>Deputation Including Short Term Contract (ISTC):</b></p> <p>Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;</p>	<p>ii) of Joint Director (Pay Level-11), as Chairman.</p> <p>Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	
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<p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with five years' regular service in a post in Pay Level 6</p> <p>(b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).</p> <p>Note 1: 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 organisation 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>		
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\*Qualifying service as per existing RR is 3 years

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Stores Officer</b>	*One (2024)	Group B	<b>Pay Level-7(Rs.44900-142400)</b>	Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications</b>	<b>Whether age and educational</b>	<b>Period of</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or</b>
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<b>required for direct recruits</b>	<b>qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>probation, if any</b>	<b>absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A bachelor's degree in Mechanical Engineering/TextileTechnology/Textile Chemistry from a recognized University or Institute with 3year post qualification experience in a Research Institute. Candidates should be conversant with the technical stores purchase and maintenance of inventories.	No	2 years for Direct Recruits	i) By Promotion failing which ii) By deputation including short-term contract; failing which iii) By direct recruitment.  Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of the Central Govt./ State Govt./Statutory/ Autonomous bodies.

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ deputation absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Scientific Assistant (Engineering/ Microbiology/Mechanical Processing/ Polymer Technology) in the Pay Level-6 (Rs.35400-112400) as per 7 <sup>th</sup> CPC Pay Matrix having Degree or Diploma in Mechanical Engineering/ Textile Technology/TextileChemistry/ Polymer Technology/ Microbiology/ Biotechnology from a recognized Institute with 5 years regular service in thepost.*	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.  ii) Two Officers of the Board in the level of DeputyDirector (Pay Level-10) as Members	Not Applicable
Note 1: Where juniors who have completed their qualifying or eligibility		

service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

**Deputation Including Short Term Contract (ISTC):**

Officers of the Central Government/State Government/Statutory Authorities/Autonomous Bodies;

- (a) (i) holding analogous posts on regular basis; or
- (ii) with five years' regular service in a post in Pay Level 6
- (b) possessing the educational qualifications as prescribed for direct recruits for the respective cadres in column (7).

Note 1: 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 organisation 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.

\*Qualifying service as per existing RR is 3 years



<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Senior Auditor (Internal Audit)</b>	*One (2024)	Group B	<b>Pay Level-6 (Rs.35400-112400)</b>	Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment- whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Any bachelor's degree in commerce/ A degree in any discipline having Accountancy as one subject from a recognized University with 3 years post qualification	No	2 years for Direct Recruits	i) By Promotion; failing which by ii) By direct recruitment.

experience in the accounts wing including audit work in Govt. service or Public/Private Limited Company			
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<b>In case of recruitment by promotion/absorption, grade from which promotion/absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Junior Auditor/ Junior Stenographer/ Upper Division Clerk in the Pay Level-4 (Rs. 25500-81100) as per 7<sup>th</sup> CPC having bachelor's degree in commerce/ Any degree in any discipline with Accountancy as one subject from a recognized University having 5 years regular service in the post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	<p>Not Applicable</p>

*Qualifying service as per existing RR is 8 years					
Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Assistant</b>	Twenty Six (2024)	Group B	<b>Pay Level-6 (Rs.35400-112400) #</b>	Non Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and</b>
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	<b>promotees</b>		<b>percentage of the posts to be filled by various methods</b>
7	8	9	10
i) Bachelor's Degree from a recognized University or equivalent	No	2 years	i) 50% by promotion ii) 50% by direct recruitment
ii) Preference will be given to candidates with Certificate course in Computer Application from a recognized institute not less than six months duration.			

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Upper Division Clerk/ Junior Stenographers/Junior Auditors in the Pay Level-4 (Rs.25500-81100) as per 7 <sup>th</sup> CPC Pay Matrix possessing a bachelor's degree with 5 years regular service in the respective posts*.  Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.  ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members	Not Applicable

<p>grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*Qualifying service as per existing RR is 5 years

# Pay Scale upgraded as per the judgement of Hon'ble High Court of Kerala dated 22.01.2008 in WP© No 26926 of 2005.

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Investigator</b>	*Three (2024)	Group B	<b>Pay Level-6 (Rs.35400-112400) #</b>	Non Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in

					Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
i) Bachelor's Degree from a recognized University or equivalent  ii) Preference will be given to candidates with Certificate course in Computer Application from a recognized institute not less than six months duration.	No	2 years	i) 50% by promotion and ii) 50% by direct recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Upper Division Clerk/ Junior Stenographers/Junior Auditors in the Pay Level-4 (Rs.25500-81100) as per 7 <sup>th</sup> CPC Pay Matrix possessing a bachelor's degree	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.	Not Applicable

<p>with 5 years regular service in the respective posts*.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	
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\*Qualifying service as per existing RR is 5 years

# Pay Scale upgraded as per the judgement of Hon'ble High Court of Kerala dated 22.01.2008 in WP© No 26926 of 2005.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Co-operative Inspector</b>	Two (2024)	Group B	<b>Pay Level-6 (Rs.35400-112400) #</b>	Non Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
i) Bachelor's Degree from a	No	2 years	i) 50% by promotion



<p>recognized University or equivalent.</p> <p>ii) Preference will be given to candidates with Certificate course in Computer Application from a recognized institute not less than six months duration.</p>			<p>ii) 50% by direct recruitment</p>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Upper Division Clerk/ Junior Stenographers/ Junior Auditors in the Pay Level-4 (Rs.25500-81100) as per 7<sup>th</sup> CPC Pay Matrix possessing bachelor's degree with 5 years regular service in the respective posts*.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>	<p>i) An Officer of the Board in the level of Deputy Director (Pay Level -10), as Chairman.</p> <p>ii) Two Officers of the Board in Pay level -7) as Members.</p>	<p>Not Applicable</p>

<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*Qualifying service as per existing RR is 5 years

# Pay Scale upgraded as per the judgement of Hon'ble High Court of Kerala dated 22.01.2008 in WP© No 26926 of 2005.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Liaison Officer</b>	One (2024)	GroupB	<b>Pay Level-6 (Rs.35400-112400) #</b>	Non Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
i) Bachelor's Degree from a	No	2 years	i) 50% by promotion

<p>recognized University or equivalent.</p> <p>iii) Preference will be given to candidates with Certificate course in Computer Application from a recognized institute not less than six months duration.</p>			<p>ii) 50% by direct recruitment</p>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Upper Division Clerk/Junior Stenographers/Junior Auditors in the PayLevel-4 (Rs.25500-81100) as per 7<sup>th</sup> CPC Pay Matrix possessing a bachelor's degree with 5 years regular service in the respective posts*.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (PayLevel-10) as Members</p>	<p>Not Applicable</p>

Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.		
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\*Qualifying service as per existing RR is 5 years

# Pay Scale upgraded as per the judgement of Hon'ble High Court of Kerala dated 22.01.2008 in WP© No 26926 of 2005.

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Senior Stenographer</b>	*Two (2024)	GroupB	<b>Pay Level-6 (Rs.35400-112400) #</b>	Selection	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh,

					Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Bachelor's Degree from a recognized University or equivalent with 120 w.p.m. in Stenography and 45w.p.m. in typewriting with 2 years post qualification experience in Stenography work either in Govt. Service or in a Public/ Private Limited Company with a certificate course in computer not less than 6 months duration and recognized by Central/ State Govt.	No	2 years	i) By Promotion; failing which ii) By direct recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Junior Stenographers/ Upper Division Clerk/ Junior Auditor in the Pay Level-4 (Rs.25500-81100) as per 7 <sup>th</sup> CPC Pay Matrix possessing bachelor's degree with 5years regular service in the post and having a certificate showing 100 w.p.m.in stenography and 40 w.p.m. in type writing KGTE or equivalent typing speed (KDPH) in English on computer issued by a state / Central Govt recognized institute.	<ul style="list-style-type: none"> <li>i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman.</li> <li>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</li> </ul>	Not Applicable

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

\*Qualifying service as per existing RR is 5 years

# Pay Scale upgraded as per the judgement of Hon'ble High Court of Kerala dated 22.01.2008 in WP© No 26926 of 2005.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Hindi Translator</b>	*Three (2024)	Group 'B'	<b>Pay Level-6 (Rs.35400-112400) #</b>	Selection.	Not exceeding 30 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	1 0
Post Graduate degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium	Not applicable	Two years.	i) By Promotion; failing which



<p>of examination at the degree level; or</p> <p>Post Graduate degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level; or Masters degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level; or</p> <p>Post Graduate degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; and</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government, including Government of India Undertaking.</p>			ii) By direct recruitment
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Employees of the Board in Pay Level - 4 (Rs.25500-81100) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the Board with a:</p> <p>Bachelor's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination</p> <p>Or</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	Not applicable

Bachelor's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination;

Or

Bachelor's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination;

Or

Bachelor's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject; and

Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government, including Government of India Undertaking.

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay

Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.		
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# Pay Scale upgraded as per the judgement of Hon'ble High Court of Kerala dated 22.01.2008 in WP© No 26926 of 2005

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Showroom Manager Grade-III</b>	*Twenty (2024)	Group B	<b>Pay Level-6 (Rs.35400-112400)</b>	Non Selection	Not exceeding 30 years.  (relaxable up to thirty five years for Government servants ).  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and

					Spiti Districts and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A Bachelor's Degree from a recognized University with 3 years' post qualification experience in Marketing either in Govt.Sector or in a Public/Private Limited Company	No	2 years	i) 50% by promotion failing which by Direct Recruitment ii) 50% by Direct Recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Assistant Showroom Managers in the Pay Level- 4 (Rs.25500-81100) as per 7 <sup>th</sup> CPC Pay Matrix with 5 years regular service in the post. *	i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman. ii) Two Officers of the Board in the level of Deputy Director (Pay	Not Applicable

<p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>Level-10) as Members</p>	
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<p><b>Scientific Assistant Microbiology</b></p>	<p>One (2024)</p>	<p>GroupB</p>	<p><b>Pay Level-6 (Rs.35400-112400)</b></p>	<p>Non Selection</p>	<p>Not exceeding 30 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India</p>

					(except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
<p>Masters Degree in Microbiology/ Biotechnology/ Biochemistry/ Botany/Agriculture/Horticulture from a recognized University with 1 year post qualification experience in a Microbiological laboratory/ chemical laboratory of a Scientific Institute or a Govt. Organisation or Public/ Pvt.Ltd.Company.</p> <p>OR</p> <p>Degree in Microbiology/ Biotechnology/ Biochemistry/ Botany/ Agriculture/ Horticulture from a recognized University with 5 years post</p>	No	2 years	<p>i) By Promotion; failing which</p> <p>ii) By direct recruitment</p>

<p>qualification experience in a Microbiological laboratory/ chemical laboratory of a Scientific Institute or a Govt. Organisation or Public/ Pvt. Ltd. Company.</p>			
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Weaving Instructor/ Technical Assistant (Brush Making)/ Shift Supervisor/ Spinner/Mechanic Grade II/ Extension-cum Training Assistant/ Junior Inspector/ Dyeing Supervisor/ Turner/ Head Jobman in the Pay Level-4 (Rs.25,500-81,100) as per 7<sup>th</sup> CPC Pay Matrix with 5years regular service with degree in Microbiology/ Biochemistry/ Biotechnology/ Botany /Agriculture/ Horticulture from a recognized University and 3 years experience in Microbiological/ Biochemistry/ Biotechnology/ Botany laboratory/ Agriculture/ Horticulture of a Scientific Institute or a Govt. Organisation or a Public/Pvt. Ltd. Company.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	<p>Not Applicable</p>

<p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Scientific Assistant Polymer Technology</b>	One (2024)	Group B	<b>Pay Level-6 (Rs.35400-112400)</b>	Non Selection	<p>Not exceeding 30 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates</p>



					in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
<p>Degree in Polymer Technology/ Rubber Technology / Plastic Technology of a recognized University or Institute with 1 year post qualification experience in processing of polymers on Coir products or processing rubber/ plastics compositions from an organization either in Govt.sector or a Public/Pvt.Ltd. Company.</p> <p style="text-align: center;">OR</p> <p>Diploma in Polymer Technology/ Rubber Technology/ PlasticTechnology from a recognized Institute with 5years experience in processing of polymers on Coir products or processing rubber/ plastics compositions from an organization either in Govt.sector or a Public/Pvt.Ltd. Company.</p>	No	2 years	<p>i) By Promotion; failing which</p> <p>ii) By direct recruitment</p>

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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Weaving Instructor/ Technical Assistant (Brush Making)/ Shift Supervisor/ Spinner/ Mechanic Grade II/ Extension-cum Training Assistant/ Junior Inspector/ Dyeing Supervisor/ Turner/ Head Jobman in the Pay Level-4 (Rs.25,500-81,100) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post with degree in Chemistry or diploma/ degree in Polymer/ Rubber Technology/Plastic Technology from a recognized University having 3 years experience in processing of polymers on Coir products or processing rubber/ plastics compositions from an organization either in Govt. sector or in a Public /Pvt.Ltd. Company.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>	<p>i) An Officer of the Board in the level of Joint Director (PayLevel-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	<p>Not Applicable</p>

<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Technical Assistant Spinning</b>	One (2024)	Group C	<b>Pay Level-5 (Rs.29200-92300)</b>	Selection	Not exceeding 27 years  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and

					Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A Bachelor's Degree from a recognized University with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute with 3 years experience or diploma in Textile Technology/Textile Chemistry/ Handloom Technology from a recognized University/ institute having 3 years experience in spinning work in a textile mill/coirunit/societies owned either by Govt. or Public / Pvt. Ltd.Co.	No	2 years	i) By Promotion; failing which ii) By direct recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Weaving Instructor/ Technical Assistant (Brush Making)/ Shift Supervisor/ Spinner/ Mechanic Grade II/ Extension-cum Training Assistant/ Junior Inspector/ Dyeing Supervisor/ Turner/ Head Jobman in the Pay Level-4 (Rs.25500-81100) as per 7 <sup>th</sup> CPC Pay Matrix with Diploma in Textile	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman. ii) Two Officers of the Board in the level of Deputy Director	Not Applicable

<p>Technology/Handloom Technology/ Textile Chemistry/Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute/ Diploma in Mechanical Engineering with Advanced Coir Technology having 5 years regular service in the post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	(Pay Level-10) as Members	
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Inspector</b>	Three (2024)	Group C	<b>Pay Level-5 (Rs.29200-92300)</b>	Selection	Not exceeding 27 years  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangti Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A Bachelor's degree in any discipline from a recognized University	No	2 years	i) ByPromotion; failingwhich

<p>with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute with 3 years post qualification experience in work connected with quality inspection of coir and coir products or any other textile materials from an Organization under the Govt. or Public/Pvt.Ltd.Co.</p> <p style="text-align: center;">OR</p> <p>Diploma in Textile Technology/Textile Chemistry/Handloom Technology from a recognized University / institute with 5 years post qualification experience in work connected with quality inspection of coir and coir products or any other textile materials from an Organization under the Govt. or Public/ Pvt.Ltd. Co</p>			ii) By direct recruitment
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Weaving Instructor/ Technical Assistant (Brush Making)/ / Spinner/ Mechanic Grade II/ Extension-cum Training Assistant/ Junior Inspector/ Dyeing Supervisor/ Turner/ Head Jobman in the Pay Level-4(Rs.25500-81100) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post and having:</p> <p>Diploma in Textile Technology//Textile Chemistry/ Handloom Technology from a recognized University / Institute having 3 years post qualification experience in spinning/dyeing/weaving/imparting training/ inspection of coir materials/ brush making/extension work/testing in coir industry from an organization under the Govt. or Public /Pvt.Ltd.Co.</p> <p style="text-align: center;">OR</p> <p>Diploma Course in Coir Technology under NSQF (Level-4)/</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	Not Applicable

<p>Advanced Training Course from a recognized training institute having 5 years post qualification experience in spinning/dyeing/ weaving/ imparting training /inspection of coir materials/ brush making/ extension work/ testing in coir industry from an organization under the Govt. or Public/Pvt.Ltd.Co.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*The post has been upgraded to the Level-6 (Rs.35400-112400) by Chairman, Coir Board at par with other similar posts in Administration and showroom stream. Recently an audit observation on this upgradation granted at the level of Chairman, Coir Board has been issued by Principal Director of Commercial Audit Chennai.



Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Machine Operator-Dye House</b>	One (2024)	Group C	<b>Pay Level-5 (Rs.29200-92300)</b>	Selection	Not exceeding 27 years  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Degree/ Diploma in Mechanical Engineering/Textile Technology/ Handloom Technology from a recognized University/ Institute with three years post qualification experience in a Workshop owned by Govt.or Public / Pvt. Ltd. Co.	No	2years	i) By Promotion; failing which ii) By direct recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Extension Cum Training Assistant / Weaving Instructor/ Spinner/ Junior Inspector/ Dyeing Supervisor/ Head Jobman/ Mechanic Grade-II/ Shift Supervisor/ Technical Assistant (BM)/Turner in the Pay Level-4 (Rs.25500-81100) as per 7<sup>th</sup> CPC Pay Matrix with a pass in secondary school certificate or equivalent and ITI/NCVT/NAC certificate in the trade of Machinist/Fitter from a recognized Institute or Diploma in Mechanical Engineering/TextileTechnology/ Handloom Technology from a recognized University /Institute with 5 years regular service in the post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11),as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members</p>	Not Applicable

<p>completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Mechanic Grade –I</b>	Two (2024)	Group C	<b>Pay Level-5 (Rs.29200-92300)</b>	Selection	<p>Not exceeding 27 years</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba</p>

					district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Degree/Diploma in Mechanical Engineering from a recognized University/ Institute with three years post qualification experience as a Mechanic in an Industrial establishment/reputed workshop, preferably in a textile mill/coir unit, under Govt.sector or a Public/Pvt.Ltd.Co.	No	2years	i) ByPromotion; failing which ii) By direct recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Extension Cum Training Assistant / Weaving Instructor/ Spinner/ Junior Inspector/ Dyeing Supervisor/ Head Jobman/ Mechanic Gr-II/ Shift Supervisor/ Technical Assistant (BM)/Turner in the Pay Level-4 (Rs.25500-81100) as per 7 <sup>th</sup> CPC Pay Matrix with ITI/NCVT/NAC Certificate in the trade of Fitter/ Machinist/ Turner/ Welder from a recognized Institute or	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman. ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members	Not Applicable

Diploma in Mechanical Engineering from a recognized Institute with 5 years regular service in the post.

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Upper Division Clerk</b>	*Twenty One (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Non Selection	<p>Not exceeding 27 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>

<b>Educational and other qualifications required for direct</b>	<b>Whether age and educational qualifications</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or</b>
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<b>recruits</b>	<b>prescribed for direct recruits will apply in the case of promotees</b>		<b>absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
i) Bachelor's Degree from a recognized University or equivalent. ii) Preference will be given to candidates having a Certificate course in computer of not less than 6 months duration, recognized by Central/ State Govt.	Not Applicable	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Lower Division Clerk/ Hindi Typist/ Gestetner Operator (Junior) in the Pay Level-2 (Rs.19900-63200) as per 7 <sup>th</sup> CPC Pay Matrix with 5years regular service in the post.*  In the case of Gestetner Operator (Junior), a certificate issued by the Central/ State Govts. concerned in 30 w.p.m in type writing in English/ 25 w.p.m in Hindi or a typing speed of 35w.p.m.in English on computer.	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman. ii) Two Officers of the Board in the level of Deputy Director (PayLevel-10) as Members.	Not Applicable
Note 1: Where juniors who have completed their qualifying or		

<p>eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*Qualifying service as per existing RR is 5 years



<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Junior Stenographer</b>	*Three (2024)	GroupC	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
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	<b>case of promotees</b>		
7	8	9	10
<p>Bachelor's Degree from a recognized University or equivalent.</p> <p>A certificate in Stenography (Lower) or 80 w.p.min shorthand and 30 w.p.m in typewriting in English OR a typing speed of 35w.p.m.in English on computer issued by recognized institute of Central/ State Govts.</p> <p>(35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)</p> <p>OR</p> <p>Diploma in commercial practice issued by State/ Central Govt. institutes or equivalent.</p>	No	2 years for Direct Recruits	<p>i) By Promotion; failing which</p> <p>ii) By direct recruitment</p>

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Any employee of the Board in the Pay Level-2 (Rs.19900-63200) as per 7 <sup>th</sup>	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as	Not Applicable

<p>CPC Pay Matrix having 5 years regular service in the post with pass in 12<sup>th</sup> standard or equivalent and having 80 w.p.m.in stenography and 30w.p.m.in typewriting KGTE in English or equivalent / certificate issued by a recognized institute showing typing speed of 35w.p.m. in English on computer (35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>ii) Chairman. Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Junior Auditor</b>	*One (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
Any degree in Commerce from a recognized University with 2 years post qualification experience in the accounts branch of a Govt.Sector or in Public/Pvt.Ltd. Company.	No	2 years for Direct Recruits	i) ByPromotion; failing which ii) By direct recruitment

In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p>Lower Division Clerk/ Hindi Typist/ Gestetner Operator (Junior) in the Pay Level-2 (Rs.19900-63200) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post.*</p> <p>In the case of Gestetner Operator (Junior), certificate issued by the Central/StateGovts. concerned in 30 w.p.m in typewriting in English/25w.p.m in Hindi or a typing speed of 35w.p.m. in English on computer.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

<p>completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Shift Supervisor</b>	One 2024	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	<p>Not exceeding 27 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal</p>

					Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
<p>A Bachelor's Degree from a recognized University</p> <p>With Advanced training Course /NSQF- Level-4 from a recognized institute with 3 years post qualification experience <i>from a Govt. sector or a Public/ Pvt. Ltd. Co.</i> in processing of coir.</p> <p>OR</p> <p>DiplomainTextileTechnology from a recognized Institute with 5years post qualification experience <i>from a Govt.sector or a Public/Pvt.Ltd. Co.</i>in a textile mill.</p>	No	2 years for Direct Recruits	<p>i) By Promotion; failing which</p> <p>ii) By direct recruitment</p>

OR			
Diploma in Mechanical Engineering from a recognized University with 5 years post qualification experience <i>from a Govt.sector or a Public/Pvt.Ltd. Co.in supervising power loom factory.</i>			

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Boiler Attender/Dyeing Maistry/ Electrician/Fabrication Maistry/Fitter Mechanic/Helper (Mechanic (Mech)/ Lab Assistant / Machine Operator / Blacksmith / Recordsman/ Spinning Maistry/ Training Assistant/ Turner/ Weaver/ Weaving Maistry in the Pay Level-2 (Rs.19900-63200) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post having Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute/ Diploma in Textile Technology/ Mechanical Engineering from a recognized institute and 1 years post qualification experience in power loom weaving/spinning/needled felting from a Govt.sector or Public/Pvt. Ltd. Co.*</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable



<p>qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*Qualifying service as per existing RR is 3 years

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Spinner</b>	One (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date

					prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A Bachelor's degree in any discipline from a recognized University with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized institute with 3 years post qualification experience in coir spinning from a Govt. sector or a Public/Pvt.Ltd. Co.	No	2 years for Direct Recruits	i) ByPromotion; failingwhich ii) By directrecruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Boiler Attender/Dyeing Maistry/Electrician/Fabrication Maistry/Fitter Mechanic/Helper (Mechanic (Mech)/ Lab Assistant / Machine Operator / Blacksmith / Recordsman/ Spinning Maistry/ Training Assistant/ Turner/ Weaver/ Weaving Maistry in the Pay Level-2 (Rs.19900-63200) as per the 7<sup>th</sup> CPC PayMatrix with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute with 5years regular service in the post.*</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>

\*Qualifying service as per existing RR is 3 years

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Mechanic Grade II</b>	Two (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or
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	<b>prescribed for direct recruits will apply in the case of promotees</b>		<b>absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
<p>Diploma in Mechanical Engineering from a recognized University with 3 years post qualification experience as a Mechanic in an Industrial establishment/reputed workshop, preferably in a textile mill / coir unit, in the Govt. sector or from a Public/Pvt.Ltd.Co.</p> <p style="text-align: center;">OR</p> <p>ITI certificate in Fitter/ Machinist/ Turner/ Welder/ Carpenter from a recognized Institute with 5 years post qualified experience as a Mechanic in an Industrial establishment/reputed workshop, preferably in a textile mill / coir unit, under Govt. sector or from a Public/Pvt. Ltd. Co.</p>	No	2 years for Direct Recruits	<p>i) By Promotion; failing which</p> <p>ii) By direct recruitment</p>

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Boiler Attender/ Dyeing Maistry/Electrician/Fabrication Maistry/Fitter Mechanic/Helper (Mechanic (Mech))/ Lab Assistant / Machine Operator / Blacksmith / Recordsman/ Spinning Maistry/ Training Assistant/ Turner/ Weaver/ Weaving Maistry in the Pay Level-2(Rs.19900-63200) as per 7<sup>th</sup> CPC Pay Matrix with ITI certificate of Fitter/Machinist/Turner/Welder or Diploma in Mechanical Engineering with 5 years regular service in the post with 1 years post qualification experience in the relevant trade or 1 years post</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

<p>experience in maintenance /repair/ fabrication/ assembling of coir processing machinery or in turning/welding/smithy from a Govt.sector or Public /Pvt.Ltd.Co.*</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*Qualifying service as per existing RR is 3 years

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Extension-cum Training Assistant</b>	Two (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>

7	8	9	10
A Bachelor's degree from a recognized University with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized institute with 3 years post qualification experience in a supervisory capacity in coirspinning/ dyeing/weaving from a Govt. service or Public /Pvt.Ltd. Co.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment

In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p>Boiler Attender/ Dyeing Maistry/Electrician/Fabrication Maistry/Fitter Mechanic/Helper (Mechanic (Mech)/ Lab Assistant / Machine Operator / Blacksmith / Recordsman/ Spinning Maistry/ Training Assistant/ Turner/ Weaver/ Weaving Maistry in the Pay Level-2(Rs.19900-63200) as per 7<sup>th</sup> CPC Pay Matrix with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized institute with 5 years regular service in the post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable



<p>have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*Qualifying service as per existing RR is 3 years

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Junior Inspector</b>	Six (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date

					prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
<p>A Bachelor's degree in any discipline from any recognized University or equivalent examination with Certificate of Diploma Course in Coir Technology under NSQF (Level-4) /Advanced Training Course from a recognized training institute with 2 years post qualified experience in activities relating to processing /manufacturing of coir or coir products under Govt.organization or aPublic/Pvt. Ltd. Co.</p> <p style="text-align: center;">OR</p> <p>Diploma in Textile Technology/Textile Chemistry/ Handloom Technology from a recognized Institute with 3 years post</p>	No	2 years for Direct Recruits	<p>i) By Promotion; failing which</p> <p>ii) By direct recruitment</p>

qualified experience in work connected with quality inspection of coir and coir products or any other textile materials from an Organization under the Govt.or Public/ Pvt.Ltd.Co.			
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Boiler Attender/ Dyeing Maistry/Electrician/Fabrication Maistry/Fitter Mechanic/Helper (Mechanic (Mech)/ Lab Assistant / Machine Operator / Blacksmith / Recordsman/ Spinning Maistry/ Training Assistant/ Turner/ Weaver/ Weaving Maistry inthe PayLevel-2 (Rs.19900- 63200)as per 7<sup>th</sup> CPC PayMatrixwithDiploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute/ Diploma in Textile Technology/Textile Chemistry/ Handloom Technology from a recognized institute with 5 years regular service in the post.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>

<p>the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*Qualifying service as per existing RR is 3 years

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Driver (Senior)</b>	*Three (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	<p>Not exceeding 27 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
<p>A pass in 12<sup>th</sup> Standard with a valid Light Motor Vehicle license with a certificate in 5years experience in driving.</p> <p>(The candidates should qualify the driving skill test to be conducted by the Board.)</p>	No	2 years for Direct Recruits	<p>ii) By Promotion; failing which</p> <p>ii) By direct recruitment</p>

In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
<p>Driver (Junior)/Any employee of the Board in the Pay Level-2 (Rs.19900-63200) as per 7<sup>th</sup> CPC Pay Matrix with 5 years regular service in the post having a Valid Driving License (LMV).</p> <p>(Candidate should qualify the driving skill test to be conducted by the Board.)</p> <p>Note 1: Where juniors who have completed their qualifying or</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

<p>eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Assistant Showroom Manager</b>	*Twenty five(2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the

					closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Degree from a recognized University with 2 years post qualification experience in marketing either in Govt. organization or in a Public /Private Limited Company.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making</b>
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		<b>recruitment</b>
11	12	13
<p>Salesman in the Pay Level 2 (Rs.19900-63200) as per 7<sup>th</sup> CPC Pay Matrix having 5 years regulars service in the post.*</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	NotApplicable

\*Qualifying service as per existing RR is 3 years



Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Weaving Instructor</b>	One (2024)	Group C	<b>Pay Level-4 (Rs.25500-81100)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications	Whether age and educational	Period of	Method of recruitment-whether by
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<b>required for direct recruits</b>	<b>qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>probation, if any</b>	<b>direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Degree from a recognized University with certificate of Diploma Course in Coir Technology under NSQF (Level-4) / Advanced Training Course from a recognized training institute with 2 years post qualification experience in coir weaving/spinning/ needled felting under Govt. organization or Public/Pvt.Ltd. Companies.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By directrecruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Boiler Attender/ Dyeing Maistry/Electrician/Fabrication Maistry/Fitter Mechanic/Helper (Mechanic (Mech)/ Lab Assistant / Machine Operator / Blacksmith / Recordsman/ Spinning Maistry/ Training Assistant/ Turner/ Weaver/ Weaving Maistry inthePay Level-2(Rs.19900-63200) as per 7 <sup>th</sup> CPC Pay Matrix with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course fromCoir Board with 5 years regular service in the post and 1 year post qualification experience in spinning/weaving/needled felting from any Govt.service or a Public./Pvt .Ltd. Companies.*	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman. ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.	Not Applicable

<p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	
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\*Qualifying service as per existing RR is 3 years

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Lower Division Clerk</b>	Eighteen (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the

					closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
(i) Pass in 12 <sup>th</sup> standard or equivalent examination from a recognized Board/ University of State/ Central Government  (ii) A certificate issued by the Central/State Govts. in 30 w.p.m in type writing in English or a typing speed of 35 w.p.m.in English on computer (35w.p.m. correspond to 10500 KDPH on	No	2 years for Direct Recruits	<b>i)</b> 50% by promotion failing which by direct recruitment <b>ii)</b> 50% by Direct Recruitment

<p>an average of 5 key depressions for each word).</p>			
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Selection Grade Daftry/ Jamadar/ Gardener/ Group C Employee/Sweeper in the PayLevel-1(Rs.18000-56900) as per 7<sup>th</sup> CPC PayMatrix with 3 years regular service in the postwith a pass in secondary school certificate or equivalent possessing a typing speed of35w.p.m.in English or30w.p.m in Hindi on computer issued by a recognized institute.</p> <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)</p> <p><i>PS: In the case of candidates not possessing the certificate of type writing skill as above, those qualifying in the skill test to be conducted by the Board on computer,on availability of vacancies will also be considered for promotion on par with the certificate holders.</i></p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Hindi Typist*</b>	Two (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10

<p>Pass in 12<sup>th</sup> standard or equivalent examination from a recognized Board/ University of State/ Central Government</p> <p>(ii) A certificate of Type writing in Hindi(Lower) KGTE or equivalent issued by a recognized institute</p> <p>OR</p> <p>a certificate in typing speed of 30 w.p.m.in Hindi on computer issued by a recognized institute.(30 w.p.m. correspond to 9000 KDPH on an average of 5 key depressions for each word).</p>	No	2 years for Direct Recruits	<p><b>i) 50% by promotion failing which by direct recruitment</b></p> <p><b>ii) 50% by Direct Recruitment</b></p>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13



<p>Selection Grade Daftry/ Jamadar/Group C Employee in the Pay Level-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with 3 years regular service in the post with a pass in Secondary School certificate or equivalent possessing a certificate issued by the Central/State Govts. concerned in 30 w.p.m in type writing in English/25w.p.m in Hindi.</p> <p style="text-align: center;">OR</p> <p>Selection Grade Daftry/ Jamadar/ / Group C Employee in the PayLevel-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with 3 years regular service in the post with a pass in Secondary School certificate or equivalent possessing a typing speed of 35w.p.m.in English or30w.p.m in Hindi on computer.</p> <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5key depressions for each word)</p> <p><i>PS: In the case of candidates not possessing the certificate of typewriting skill as above, those qualifying in the skill test to be conducted by the Board on computer,on availability of vacancies will also be considered for promotion on par with the certificate holders.</i></p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p style="text-align: center;">Not Applicable</p>
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<p>prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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\*The Post of Hindi Typist is kept in this proposal because as per Resolution no 20012/1/2017- O.L.(Policy) dated 31.03.2017 sl no 23 any post of Hindi remaining vacant for more than a year, should not be abolished.

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Gestetner Operator (Jr)</b>	One (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt

					of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10

Pass in 12 <sup>th</sup> standard or equivalent examination from a recognized Board of State/ Central Government with Proficiency in handling Gestetner Machine. Sufficient knowledge of English.	No	2 years for Direct Recruits	<b>i) 50% by promotion</b> <b>ii) 50% by Direct Recruitment</b>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Selection Grade Daftry/ Jamadar/ Gardener/ Group C Employee/ Sweeper in the PayLevel-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with 3 years regular service in the post with a pass in Secondary School Certificate or equivalent possessing a certificate in typingspeed of 35 w.p.m.in English or 30 w.p.m in Hindi on computer issued by a recognized institute.</p> <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)</p> <p><i>PS: In the case of candidates not possessing the certificate of typewriting skill as above, those qualifying in the skill test to be conducted by the Board on computer, on availability of vacancies will also be considered for promotion on par with the certificate holders.</i></p> <p>Note 1: Where juniors who have completed their qualifying or eligibility</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

<p>service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Dyeing Maistry</b>	Two (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in

					Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
Pass in 12 <sup>th</sup> standard or equivalent examination from a recognized Board of State/ Central Government with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute and 3 years post qualification experience in coir processing from a Govt. Sector or a Public /Pvt. Ltd. Co.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment.

In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made	If a Departmental Promotion Committee exists, what is its	Circumstances in which Union Public Service
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	<b>composition</b>	<b>Commission is to be consulted in making recruitment</b>
11	12	13
<p>Bobbin Winder/Cops Winder/ Helper (PL)/ Demonstrator/ Helper (Dyeing)/ Miscellaneous Worker/ Field Attender (PD&amp;D) / Fieldman/ Hamal/ Helper(CP)/ Sorter / Sweeper(HC)/ Lascar-HC in the Pay Level-1(Rs.18000-56900) as per 7<sup>th</sup> CPC PayMatrix with Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized institute or Certificate course of Coir Artisans in Coir Technology under NSQF (Level 3)/ Artisans Training Course from a recognized training institute and 3 years regular service in the post and having 1 year post qualification experience in dyeing of coir from Govt.organization or Public/ Pvt. Co.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Spinning Maistry</b>	Two (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>



	<b>case of promotees</b>		
7	8	9	10
Pass in 12 <sup>th</sup> standard or equivalent examination from a recognized Board of State/ Central Government with Diploma Course in Coir Technology under NSQF (Level-4) )/Advanced Training Course from a recognized training institute and 3 years post qualification experience in coir processing from a Govt.organization or a Public /Pvt.Ltd.Co.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment.

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Bobbin Winder/Cops Winder/ Helper(PL)/Demonstrator/ Helper(Dyeing)/ Miscellaneous Worker/ Field Attender (PD&amp;D) /Fieldman/ Hamal/ Helper (CP)/ Sorter/ Sweeper (HC)/ Lascar-HC in the Pay Level-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with Diploma Course in Coir Technology under NSQF (Level-4) )/ Advanced Training Course or Certificate course of Coir Artisans in Coir Technology under NSQF (Level 3) / Artisans Training Course from a recognized training institute and 3 years regular service in the post and having 1 years post qualification experience in spinning of coir from Govt.organization or Public/Pvt.Co.</p> <p>*Abolished Posts</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

<p>eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Weaving Maistry</b>	One (2024)	GroupC	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and

					Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Pass in 12 <sup>th</sup> standard or equivalent examination from a recognized Board of State/ Central Government with Diploma Course in Coir Technology under NSQF (Level-4)/Advanced Training Course from a recognized training institute and 3 years post qualification experience in coir processing from a Govt.organization or a Public /Pvt. Ltd. Co.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment..

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13

<p>Bobbin Winder/Cops Winder/ Helper(PL)/ Demonstrator/ Helper (Dyeing)/ Miscellaneous Worker/ Field Attender (PD&amp;D) /Fieldman/ Hamal/ Helper(CP)/ Sorter/ Sweeper(HC)/ Lascar-HC in the Pay Level-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with Diploma Course in Coir Technology under NSQF (Level-4) / Advanced Training Course or Certificate course of Coir Artisans in Coir Technology under NSQF (Level 3)/ Artisans Training Course from a recognized training institute and 3 years regular service in the post and having 1 year post qualification experience in weaving of coir from Govt.organization or Public/Pvt. Co.</p> <p>*Abolished Posts</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Electrician</b>	One (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A pass in Secondary School Certificate or equivalent examination from a recognized	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment..

<p>Board of State/ Central Government with ITI/NCVT/NAC certificate in the trade of Electrician with wiring license with 5 years post qualification experience in wiring/ electrical maintenance in a reputed establishment.</p>			
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Bobbin Winder/Cops Winder/ Helper(PL)/ Demonstrator/ Helper(Dyeing)/ Miscellaneous Worker/ Field Attender (PD&amp;D) /Fieldman/ Hamal/ Helper(CP)/ Sorter / Sweeper(HC)/ Lascar-HC in the Pay Level-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with 3 years regular service in the post with ITI/NCVT/NAC certificate in the trade of Electrician with wiring license and 1 years post qualification experience in wiring/electrical maintenance and repair of machinery.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	<p>Not Applicable</p>

<p>qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Helper Mechanic (Mechanical)</b>	One (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	<p>Not exceeding 27 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura,</p>

					Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
A pass in Secondary School Certificate or equivalent examination from a recognized Board of State/ Central Government with ITI/NCVT/NAC certificate in the trade of Fitter /Mechanic/ Machinist with 2 years post qualification experience in repair/ maintenance of power operated machinery under Govt. organization or Public/Pvt.Ltd.Co.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment.

In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making
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		<b>recruitment</b>
11	12	13
<p>Bobbin Winder/Cops Winder/ Helper(PL)/ Demonstrator/ Helper (Dyeing)/ Miscellaneous Worker/ Field Attender (PD&amp;D) /Fieldman/ Hamal/ Helper (CP)/ Sorter/Sweeper(HC)/ Lascar-HC in the Pay Level-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with 3 years regular service in the post with ITI/NCVT/NAC certificate in the trade of Machinist / Fitter/ Mechanic</p> <p>*Abolished posts</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
Machine Operator	Two (2024)	Group C	Pay Level -2 (Rs.19900-63200)	Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
A pass in Secondary School Certificate or	No	2 years for Direct	i) By Promotion; failing which

equivalent examination from a recognized Board of State/ Central Government with ITI certificate in trade of Electrical/ Mechanical Machinist with 2 years post qualification experience in Electrically driven coir processing machinery under Govt. organization or Public/Pvt. Ltd. Co.		Recruits	ii) By direct recruitment.
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Bobbin Winder/ Cops Winder/ Helper(PL)/ Demonstrator/ Helper (Dyeing)/ Miscellaneous Worker/ Field Attender (PD&amp;D) /Fieldman/ Hamal/ Helper (CP)/ Sorter/Sweeper (HC)/ Lascar-HC in the Level-1(Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with 3 years regular service in the post and having ITI/NCVT/NAC certificate in the trade of Machinist/Turner/ Electrical/ Mechanical in the post with 2 year post qualification experience in operation of electrically driven coir processing machinery from a Govt. organization or Public/Pvt. Ltd. Co.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable

<p>for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Training Assistant</b>	Four (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Selection	<p>Not exceeding 27 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub</p>

					Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Pass in 12 <sup>th</sup> Standard or equivalent examination from a recognized Board of State/ Central Government with certificate in Advanced training Course /Diploma course in Coir Technology-NSQF-Level-4 Course from a recognized training institute.	No	2 years for Direct Recruits	i) By Promotion; failing which ii) By direct recruitment.

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Bobbin Winder/ Cops Winder/ Helper (PL)/ Demonstrator/ Helper (Dyeing)/ Miscellaneous Worker/ Field Attender (PD&D) / Fieldman/ Hamal/ Helper (CP)/ Sorter/Sweeper (HC)/ Lascar-HC in the Level-1(Rs.18000-56900) as per 7 <sup>th</sup> CPC Pay Matrix	i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman. ii) Two Officers of the Board in the level of Deputy Director (Pay	Not Applicable

<p>with a pass in secondary school certificate or equivalent having Diploma Course in Coir Technology under NSQF (Level-4)/ Advanced Training Course from a recognized training institute with 3 years regular service in the post.</p> <p>*Abolished Posts</p> <p>Need to consult with Adm offer</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>	<p>Level-10) as Members.</p>	
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<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Salesman</b>	Seventeen (2024)	Group C	<b>Pay Level -2 (Rs.19900-63200)</b>	Non Selection	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>

7	8	9	10
Pass in 12 <sup>th</sup> Standard or equivalent examination from a recognized Board of State/ Central Government University Desirable :Knowledge in Book keeping, Accountancy & Computer operation	No	2 years for Direct Recruits	<b>i) 50% by direct recruitment</b> <b>ii) 50% by promotion failing which by direct recruitment</b>

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
<p>Hamal Cum Stitcher in the Level 1 (Rs.18000-56900) as per 7<sup>th</sup> CPC Pay Matrix with 3 years regular service in the post with Pass in Secondary School Certificate or equivalent examination from a recognized Board of State/ Central Government having knowledge in Book keeping, Accountancy and computer operations.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on</p>	<p>i) An Officer of the Board in the level of Joint Director (Pay Level-11), as Chairman.</p> <p>ii) Two Officers of the Board in the level of Deputy Director (Pay Level-10) as Members.</p>	Not Applicable



<p>a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<p><b>Selection Grade Daftry</b></p>	<p>One (2024)</p>	<p>Group C</p>	<p><b>Pay Level-1 (Rs.18000-56900)</b></p>	<p>Not Applicable</p>	<p>Not exceeding 27 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba</p>

					district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
A pass in Secondary School certificate or equivalent examination from a recognized Board of State/ Central Government  Desirable: Knowledge in Computer operations	Not Applicable	2 years	<b>ByDirectRecruitment</b>

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Not Applicable	Not Applicable	Not Applicable

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Jamedar</b>	One (2024)	Group C	<b>Pay Level-1 (Rs.18000-56900)</b>	Not Applicable	<p>Not exceeding 27 years.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods
7	8	9	10
A pass in 8 <sup>th</sup> Standard or equivalent.	Not Applicable	2years	<b>By Direct Recruitment</b>

In case of recruitment by promotion/absorption, grade from which promotion/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
11	12	13
Not Applicable	Not Applicable	Not Applicable

Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether Selection post or Non Selection post	Age limit for direct recruits
1	2	3	4	5	6
<b>Gardener</b>	One (2024)	Group C	<b>Pay Level-1 (Rs.18000-56900)</b>	Not Applicable	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods

7	8	9	10
A pass in 8 <sup>th</sup> Standard or equivalent.	Not Applicable	2 years	<b>By Direct Recruitment</b>

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Not Applicable	Not Applicable	Not Applicable

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Group C Employee</b>	Eight (2024)	Group C	<b>Pay Level-1 (Rs.18000-56900)</b>	Not Applicable	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10

<p>A pass in Secondary School certificate or equivalent examination from a recognized Board of State/ Central Government</p> <p>Desirable: Knowledge in Computer operations</p>	Not Applicable	2 years	<b>By Direct Recruitment</b>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
NotApplicable	NotApplicable	NotApplicable



<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Sweeper</b>	One (2024)	Group C	<b>Pay Level-1 (Rs.18000-56900)</b>	Not Applicable	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10

A pass in 8 <sup>th</sup> Standard or equivalent.	Not Applicable	2 years	<b>By Direct Recruitment</b>
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<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Not Applicable	Not Applicable	Not Applicable

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Helper (Dyeing)</b>	Eight (2024)	Group C	<b>Pay Level-1 (Rs.18000-56900)</b>	Not Applicable	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh

					Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Pass in Secondary School Certificate or equivalent examination from a recognized Board of State/ Central Government with Certificate in Advanced Training Course/Diploma Course in Coir Technology - NSQF (Level-4) from a recognized training institute Or with Artisans Training / Certificate course of Coir Artisan in Coir Technology under NSQF (Level-3).from a recognized training institute	Not Applicable	2 years	Direct Recruitment

<b>In case of recruitment by promotion/ absorption, grade from which</b>	<b>If a Departmental Promotion Committee exists, what is its</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in</b>
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<b>promotion/ absorption to be made</b>	<b>composition</b>	<b>making recruitment</b>
11	12	13
NotApplicable	NotApplicable	NotApplicable

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Classification</b>	<b>Level in Pay Matrix</b>	<b>Whether Selection post or Non Selection post</b>	<b>Age limit for direct recruits</b>
1	2	3	4	5	6
<b>Helper (CP)</b>	One (2024)	Group C	<b>Pay Level-1 (Rs.18000-56900)</b>	Not Applicable	Not exceeding 27 years.  Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub Division of Chamba district of Himachal

					Pradesh, Andaman and Nicobar Islands and Lakshadweep).
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<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment-whether by direct recruitment or promotion or deputation or absorption and percentage of the posts to be filled by various methods</b>
7	8	9	10
Pass in Secondary School Certificate or equivalent examination from a recognized Board of State/ Central Government with Certificate in Advanced Training Course //Diploma Course in Coir Technology - NSQF (Level-4) from a recognized training institute Or with Artisans Training Course / Certificate course of Coir Artisan in Coir Technology under NSQF (Level-3) from a recognized training institute	Not Applicable	2 years	Direct Recruitment

<b>In case of recruitment by promotion/ absorption, grade from which promotion/ absorption to be made</b>	<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
11	12	13
Not Applicable	Not Applicable	Not Applicable

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