



F.No. A-11013/1/2026-Estt-DIC-DIC-AN /289
A & N ADMINISTRATION
DISTRICT INDUSTRIES CENTRE
SRI VIJAYA PURAM

Phone:-03192-232601(O)
Email:gm-dicani@gov.in

Sri Vijaya Puram, dated the 22September, 2026

VACANCY CIRCULAR

Sub: - Vacancy Circular for appointment/filling up of 02 (two) sanctioned post of Industries Promotion Officer, in Level 6 of Pay Matrix (Rs.35400-122400) Group B(NG) post under the establishment of District Industries Centre, SVP on Deputation basis.

Applications are invited from the willing and eligible employees working under the Central / State /UT Govt. / Public Sector Undertakings and Autonomous Organizations for filling up of 02 (two) sanctioned post of Industries Promotion Officer under the Establishment of District Industries Centre on deputation basis as per the eligibility indicated against the post as detailed below :

1.	Name of Post	Industries Promotion Officer Group 'B (NG)'
2.	Scale of Pay	Pay matrix - Rs. 35400-122400/- Level - 6
3.	No. of Vacancy	02 (one)
4.	Eligibility Criteria	<u>Deputation:-</u> a. Officers of the Central Govt./State Govt./Union Territories/Public Sector Undertaking/ Autonomous Organization: i. Holding analogous post on regular basis; ii. With 3 years regular service in the post in the Level -6 (Rs. 35400-112400) iii. With 6 years regular service in the post in the Level -5 (Rs. 29,200-92,300) or equivalent and <u>Essential:</u> Master Degree in Economics (with Statistics)/Commerce (With Statistics)/ Mathematics (with Statistics)/Business Administration from a recognized University or Equivalent. OR Bachelor's Degree from recognized University in Economics (With Statistics)/Mathematics (With Statistics)/Accountancy/Statistics with Post Graduate Diploma in Project Management/Enterprise Resource Planning/Finance Management.
	Educational qualification	

		Desirable 2 years' experience in promotion of Small Scale Industries. Or 2 year's experience in collection, compilation, analysis and the interpretation of statistical data relating to Cottage and Small Scale Industries. Note:-1 Qualifications are relaxable at the discretion of the competent authority in case of candidates otherwise well qualified. Note:- 2 The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidates belonging to the 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 them.
5.	Duties & responsibilities	1. Promote industrial and entrepreneurial development. 2. Implement and monitor MSME schemes and programmes. 3. Guide entrepreneurs on Government schemes, registrations, and incentives. 4. Coordinate with Government departments, banks, and other stakeholders. 5. Organize awareness programmes and facilitate Ease of Doing Business (EoDB) initiatives. 6. Perform other duties assigned by the competent authority.

Terms and Conditions

1. The appointment shall be made on deputation basis in accordance with the applicable Recruitment Rules and the instructions issued by the Government of India/Department of Personnel & Training (DoPT), as amended from time to time.
2. The initial period of deputation shall be **one (01) year**, extendable in accordance with the applicable rules, subject to administrative requirements and satisfactory performance. The total period of deputation shall not ordinarily exceed **three (03) years**.
3. The selected officer shall have the option either to have his/her pay fixed in the deputation post or to draw the pay of the post held in the parent department plus Deputation (Duty) Allowance, as admissible under the rules.
4. The selected officer shall be entitled to pay, allowances, leave, and other service benefits as admissible under the relevant rules and orders in force from time to time.
5. The maximum age limit for appointment on deputation shall not exceed **56 years** as on the closing date for receipt of applications.
6. The officer selected for deputation shall not ordinarily be permitted to withdraw his/her candidature after selection. The lending authority shall relieve the selected officer within **one month** from the date of issue of the appointment order.

7. The appointment shall be subject to vigilance clearance, integrity certificate, and verification of service records and other documents as prescribed.
8. The deputation may be terminated before the expiry of the approved tenure in accordance with the applicable Government of India/DoPT instructions.

The employees who are eligible and willing may submit their applications in the prescribed proforma annexed herewith, addressed to the General Manager, District Industries Centre, Udyog Parisar, Middle Point, Sri Vijaya Puram- 744101 through proper channel along with (1) Vigilance clearance, (2) Integrity Certificate signed by the Head of the Department and (3) attested copies of ACRs/APARs for the preceding 05 years latest from the date of publication in the Daily Telegrams within 30 days.

Applications for those employees against whom disciplinary / criminal cases are pending or being contemplated may not be forwarded.

Incomplete applications and those received after the due date indicated above shall not be entertained.

Digitally signed by
P. G. Abhilash
Date: 22-09-2026
12:44:08
Functional Manager (E.I)
District Industries Centre
Sri Vijaya Puram

PROFORMA OF BIO-DATA

1.	Name in BLOCK letters					
2.	Date of birth (DD/MM/YY)					
3.	Date of retirement under Central / State Government Rules					
4.	Educational Qualifications					
5.	Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed for the post, state the authority for the same)					
			Qualifications / Experience required	Qualifications / Experience possessed by the officer		
Essential	(a)	(i)				
		(ii)				
Desirable	(b)	(i)				
		(ii)				
6.	Please state clearly whether in the lights of entries made by you above, you meet the requirements of the post					
7.	Details of past service in chronological order (please enclosed separate sheet, authenticated by your signature, if required)					
Name of the Office/Organization		Post held	Period for which post held		Scale of pay	Nature of duties in brief
			From	To		
8.	Nature of present employment i.e. whether adhoc or regular					
9.	In case the present Employment is held on deputation / contract basis, please states:					

	a) The date from which on deputation / contract	
	b) Period of appointment on deputation / contract	
	c) Name of the parent office / organization to which candidate belongs	
	d) Scale of pay in the parent department	
	e) Date from which drawing that scale in the parent department against regular appointment	
10.	Additional details about present employment Please State whether working under: -	
	a) Central Government	
	b) State Government	
	c) Autonomous Organizations	
	d) Government undertakings	
	e) Universities	
11.	Total emoluments per month drawn	
12.	Additional information, if any which candidate would like to mention in support of one's suitability for the post. Enclose a separate sheet, if required.	
13.	Whether belongs to SC / ST	
14.	Address for Correspondence	
15.	Remarks	

Date:

Signature of the candidate

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF DEPARTMENT/FORWARDING AUTHORITY

It is certified that the information furnished by Mr. /Ms. has been checked as per the service record of the individual and found correct.

Records of service of Mr. / Ms. who has applied for post of Industries Promotion Officer, District Industries Centre, SVP has been carefully examined and it is certified that there is no doubt about his / her integrity.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Mr./ Ms. who has applied for the post of Industries Promotion Officer, District Industries Centre, SVP.

In the event of his / her selection Mr./Ms. will be relieved of his / her duties from this office.

(Signature with office seal)
Name:
Designation:
Tele. No.

Date :

Note: Incomplete applications or applications not in accordance with the format / particulars will not be entertained.

STATEMENT OF PENALTIES FOR THE LAST TEN YEARS IN RESPECT OF

Mr. / Ms.

Sl. No.	Name of the penalty	Details of penalty	Period	Remarks

(Signature with office seal)
Name:
Designation:
Tele. No.

Dated:

Note: Kindly furnish 'NIL' statement if no penalty has been imposed.