



GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
OFFICE OF THE TEXTILE COMMISSIONER  
NISTHA BHAVAN (NEW CGO BLDG.),  
48, NEW MARINE LINES, MUMBAI – 400 020.  
www.txcindia.gov.in

No.13/78/<sup>2023</sup>~~2018~~/EST-II/

Date: 31.03.2023.

CIRCULAR

Sub: Amendment of Recruitment Rules for the post of **Upper Division Clerk**.

Please find attached herewith a draft schedule for amendment of Recruitment Rules for the post of **Upper Division Clerk** in the Office of the Textile Commissioner, Ministry of Textiles, Mumbai.

All the concerned are requested to go through the said schedule and may submit their comments, if any, on the same **within 30 days** from the date of issue of this circular to Shri Vipin Kumar Kohli, Joint Textile Commissioner (Admn.), alongwith supporting documents/ justification so that this office can accordingly take up the issue further with the DOPT/UPSC through Ministry of Textiles for their approval for notification for the same. Any comments/requests received after stipulated time will not be entertained.

Encl: As above.

(PRANAV PARASHAR)  
ASSISTANT DIRECTOR

To,

- 1) All Sections at Headquarters Office.
- 2) All Regional Offices and Powerloom Service Centres
- 3) Assistant Director, Computer Cell – With a request to place the above circular alongwith its' enclosures in the office website.

## OFFICE OF THE TEXTILE COMMISSIONER, MINISTRY OF TEXTILES, MUMBAI

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERKSCHEDULE

Name of the post	Number of posts	Classification	Pay Band and Grade Pay/Pay scale	Whether Selection post or Non-selection post	Age limit for Direct Recruits
1 UPPER DIVISION CLERK	2 66 * (2023)  * (Subject to variation dependent on workload)	3 General Central Service Group 'B' Non-gazetted Non-ministerial	4 Level 4 (Rs.25500-81100/-)  In Pay Matrix	5 Non-Selection	6 Not Applicable



Educational and other qualifications required for Direct Recruits	Whether age and educational qualifications prescribed for Direct Recruits will apply in case of promotee	Period of probation if any	Method of retri. Whether by Direct Recruit or by promotion or by deputation / transfer & percentage of vacancies to be filled by various methods	In case of recruitment by promotion /deputation / transfer grades from which promotion /deputation / transfer to be made	If a DPC exists what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
7	8	9	10	11	12	13
Not Applicable	Not Applicable	Not Applicable	66-2/3% By Promotion (Non-Selection) 33-1/3% By Departmental Examination	<p><b>Promotion</b> : Lower Division Clerk or Hindi Typist or Gestetner-cum-Photocopy Machine Operator with eight years regular service in Level-2 in Pay Matrix (Rs.19900-63200/-)</p> <p><b>Departmental Examination</b> :</p> <p>Lower Division Clerk or Hindi Typist or Gestetner-cum-Photocopy Machine Operator with five years regular service in Level-2 in Pay Matrix (Rs.19900-63200/-)</p> <p>(Note: If the date of eligibility in both feeder cadres falls the same, the inter-se seniority will be determined on the date of initial appointment in this office.)</p>	<p>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:-</p> <ol style="list-style-type: none"> <li>1. Joint Textile Commissioner – Chairman</li> <li>2. An officer of the level of Deputy Director from outside the office – Member</li> <li>3. An officer of the Department familiar with the work of the persons whose suitability is to be assessed. - Member-Administration</li> </ol>	Not Applicable

*Praveen*