



## DIRECTORATE OF ADMINISTRATION KHADI AND VILLAGE INDUSTRIES COMMISSION

(Under Ministry of Micro, Small & Medium Enterprises, Govt. of India)

'Gramodaya', 3, Irla Road, Vile Parle (West), Mumbai - 400 056. Tel. 022-26714320.

Applications are invited from Indian Citizens for the below mentioned posts of Assistant Director and Accounts Officer in the pay scale of Rs. 9,300/- - 34,800/- with Grade Pay of Rs. 5,400/- PB-2 (Under consideration for revision to Rs.15,600/- - 39,100/- with Grade Pay of Rs.5,400/- under PB-3).

Sr. No.	Post	Post reserved for			
		SC	OBC	UR	TOTAL
1.	Assistant Director (General Administration)	00	00	01	01
2.	Assistant Director (Village Industries)	00	01	02	03
3.	Accounts Officer	01	02	05	08

(The proposed posts shown above for recruitment may vary at the time of actual recruitment. Hence, it is proposed to create panel for the future vacancies arising during the validity of the panel)

### 1. Educational qualification and experience:

Sr. No.	Post	Qualification	Experience
1	2	3	4
1.	Assistant Director (General Administration)	<b>Essential:</b> Bachelors Degree in any discipline from a recognized University <b>Desirable:</b> Masters Degree in any discipline from a recognized university or M.B.A. or L.L.M.	In analogous post or 8 years experience in supervisory or managerial position in any department of the Central Government or a State Government or in any Autonomous Organisation or a Statutory Body in the pay band of Rs. 9,300-34,800 with Grade Pay of Rs. 4,200/- or Private Organisation of repute.
2.	Assistant Director (Village Industries)	<b>Essential:</b> Bachelors Degree in Science from a recognized university. <b>Desirable:</b> Masters Degree in Science or Degree in Engineering Technology or Plastic or Polymer or Chemistry or Food Technology or Agro Processing or Ayurvedic Medicines or Footware Technology or Ceramic or Silicate Technology or Oil Technology or Agriculture from a recognised University.	As mentioned in column 4 above.
3.	Accounts Officer	<b>Essential:</b> Bachelors Degree in Commerce from a recognised university. <b>Desirable:</b> M.Com/Registered as a Chartered Accountant or a Cost Accountant.	In analogous post or 8 years experience in preparation and maintenance of Accounts in supervisory or managerial position in any department of the Central Government or a State Government or in any Autonomous Organisation or a Statutory Body in the pay band of Rs.9,300-34,800 with Grade pay of Rs.4,200/- or Private Organisation of repute.

**2. Note :** Qualifications are relaxable at the discretion of the Commission in the case of candidates otherwise well qualified.

**3. Age :** 35 years. (No age limit for KVIC employees).

**4. Relaxation :** SC/ST: By 5 years. OBC: By 3 years. PH: By 10 years. (15 years for SC/ST and 13 years for OBC)  
**Ex-Serviceman:** By 3 years in addition to usual period of service in the defence forces subject to maximum age of 50 years. **Govt. Employees: 5 years.**

### 5. Selection Procedure :

(A) Selection will be on the basis of performance in personal interview.

(B) Mere possession of the essential qualifications does not entitle candidates to be called for interview.

(C) Where the number of applications received in response to the advertisement is large and it will not be convenient or possible for the KVIC to interview all the candidates, the KVIC at their discretion may restrict the number of candidates to a reasonable limit on the basis of the qualification and experience in the relevant field.

The candidate should therefore, mention all the qualification and experience in the relevant field and should attach attested/self certified copies of the certificate in support thereof.

### 6. How to apply :

Application should be submitted in the prescribed format available on KVIC Website and other details can be down loaded from KVIC Website at [www.kvic.org.in](http://www.kvic.org.in). Format should be neatly typed in Hindi or English. Application and copies of the required certificates must be sent by ordinary post only in a cover super scribed "Application for the post of \_\_\_\_\_ reserved for SC/OBC/UR". The candidates applying against reserved category as well as unreserved category should submit separate applications. The application should be addressed to DIRECTOR (ADMINISTRATION), KHADI AND VILLAGE INDUSTRIES COMMISSION, 3, IRLA ROAD, VILE PARLE (WEST), MUMBAI-400 056.

Candidates serving in Government organisation should submit their application through proper channel.

For more details and for submission of application in prescribed proforma visit KVIC website [www.kvic.org.in](http://www.kvic.org.in).

Sd/-  
DIRECTOR (ADMINISTRATION)