

No.1/31/2018/NHHM
Government of India / Min of Textiles
O/o Development Commissioner for Handicrafts
National Handicrafts and Handlooms Museum

Pragati Maidan, New Delhi - 01
Dated: 15 Nov 2018

VACANCY CIRCULAR

Subject : **Filling up of the posts (Group 'B' & 'C') on Deputation / ISTC basis - reg**

1. Applications are invited from eligible officers of the Central / State Govt / UT / PSU / recognised Research Institutions or Semi-Govt or Autonomous Bodies or Statutory Organisations having the qualifications and experience as mentioned in Annexure - I for the following posts at National Handicrafts and Handlooms Museum (NHHM), Ministry of Textiles on **Deputation / including short term contract (ISTC) basis:**

Sl. No.	Name of the post	Number of Vacancies	Pay scale (Pre-revised)
1.	Programme and Public Relation Officer.	01 Deputation or Deputation / Re-employment *	Level 6 Rs. 35400 - 112400 /-
*-Deputation/Re-employment - for Armed forces personnel of their last year of service			Level 5 Rs. 29200 - 92300
2.	Security Assistant	01 Deputation	Level 2 Rs. 19900 - 63200
3.	LDC(Library)	01 Deputation	

2. The applications (in duplicate) and attested copies of CR/APAR (attested on each page not below the equivalent rank of Under Secretary) for the last five years of the eligible and willing officials who can be spared immediately in the event of their selection along with (i) Vigilance Clearance, (ii) Integrity Certificate, (iii) Cadre clearance and (iv) major / minor penalty statement for the last 10 years may be forwarded to the undersigned through proper channel in the prescribed performa (**Annexure II**) . No action will be taken on advance copies of applications or applications not received through proper channel along with necessary clearance / certificates.

3. While forwarding the applications, it may be verified and certified by the forwarding authority that the particulars furnished by the officer are correct. The applications / CV not accompanied by supporting certificates / documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

4. Nomination of the officials who volunteer for the post once accepted by the appointing authority will not be permitted to withdraw their names later.

5. The deputation will be governed by the standard terms and conditions contained in the DoP&T OM No. 6/8/2009-Estt (Pay-II) dt 17 Jun 2010 as amended from time to time and as per the provisions in the existing Recruitment Rules of the post.

(Cont'd to . . . Pg 2)



6. The last date for receipt of applications be 45 days from the date of publication of Circular in 'Employment News'. Applications received after the last date would not be considered.

7. The issues with the approval of competent authority of NHHM.


(Dumpala Rama Krishna Rao)
Admin & Security Officer / HoO
011-23371353
aso-nhhm@gov.in

Encl: 1. Photo copy of Advt. Emp News dt
2. Annexure I (Eligibility conditions)
3. Annexure II (Performa)

To,

1. All Ministries / Departments under Govt. of India. of Govt of India.

2. Shri Sandeep Khurana, Scientist "E"
NIC Cell O/o DC(Handicrafts),
West Block No. VII, R.K.Puram, ND
e-mail : mailtodch@gmail.com,
sandeep.khurana@nic.in
with the request to up-load the circular on the
website of the DC(HC) under heading of Recruitment .



No.1/31/2018/NHHM
Government of India, Min of Textiles
O/o Development Commissioner for Handicrafts
National Handicrafts and Handlooms Museum
(Crafts Museum) Bhairon Marg, Pragati Maidan, New Delhi – 110001
Website : nationalcraftsmuseum.nic.in e mail : aso-nhhm@gov.in

The following posts are to be filled up on deputation basis initially for a period of one year which shall be extendable maximum for three years. The deputation will be governed by the terms and conditions contained in the DOP&T OM No. 6/8/2009-Estt (Pay-II) dated 17 Jun 2010 as amended from time to time.

Sl. No.	Name of the post	Number of Vacancies	Pay scale (Pre-revised)
1.	Programme and Public Relation Officer. Group B Non-Gazetted	01 Deputation or *Deputation / Re-employment	Level 6 Rs. 35400 –112400
*-Deputation/Re-employment - for Armed forces personnel of their last year of service			
2.	Security Assistant Group C	01 Deputation	Level 5 Rs. 29200 - 92300
3.	LDC(Library) Group C	01 Deputation	Level 2 Rs. 19900 – 63200

2. The eligibility conditions and format for submission of application is available as per annexure I and Annexure II on the website of the DC(Handicrafts) at URL : www.handicrafts.nic.in under heading Recruitment.

3. The applications in prescribed Performa as per Annexure II from eligible candidates who are desirous of being considered for appointment to the post and who can be relieved on selection, may please be forwarded along with supporting documents to this office within **45 days** from the date of publication of advt in Employment News.

Senior Director (NHHM)

ELIGIBILITY CRITERIA : DEPUTATION AT NHHM
(Refers NHHM letter 1/31/2018/NHHM dt Oct 2018)

Programme and Public Relation Officer		
Group 'B' Non-Gazetted , Non-Ministerial, General Central Service		
1.	Scale of Pay :	Level 6 Rs. 35400 – 112400 /-
2.	Essential Qualifications :	<p>Officers</p> <p>(i) holding analogous post; or (ii) with four years regular service in the grade of Rs.5200-20200 + Grade pay of Rs.2800/- or equivalent or (iii) with six years regular service in the grade of Rs.5200-20200/- + Grade Pay of Rs.2800/- and (b) possessing (i) a degree of recognized university or equivalent (ii) five years experience in Public Relation Work in Arts/Crafts Museum and in guiding visitors about arts/crafts objects.</p> <p><u>Desirable</u></p> <p>(i). Degree/diploma in Public Relation. (ii). Knowledge of Administration/Establishment Rules including general administration.</p> <p>Note: The Armed Forces Personals due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualification for direct recruits shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter may be continued on re-employment.</p>
Security Assistant Gp C Non Gazetted, Non-Ministerial General Central Service		
	Scale of Pay :	Level 5 Rs. 29200 - 92300
	Essential Qualifications :	<p>Officers :</p> <p>(a) holding analogous or equivalent post or (b) with 5 yrs regular service in post in Pay Level 4 and (i) Possessing Bachelor's Degree from a recognized university.. (ii) Practical experience in security arrangements for two years practical experience in security arrangements preferably in a museum or similar institution.</p> <p><u>Desirable:</u> Retired Non-commissioned officer, or Junior Commissioner Officer from the Armed Forces.</p>
LDC (Library) Gp C Non Gazetted, Non-Ministerial General Central Service		
	Scale of Pay :	Level 2 Rs. 19900 – 63200
	Essential Qualifications :	<p>Officers :</p> <p>(a) holding analogous or equivalent post or (b) with three yeas regular service in post of Level 1 and (i) Senior Secondary (Class XII) from a recognised board . (ii) Diploma in Library Science. (iii) One year Basic Computer Course and knowledge of typing. (iv) One year experience in attending Library work.</p>

ELIGIBILITY CRITERIA : DEPUTATION AT NHHM

(Refers NHHM letter 1/31/2018/NHHM dt Oct 2018)

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Departments of the Central Govt shall not ordinarily exceed three years.

Note 2 : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications. Other eligibility criteria is also determined with reference to the closing date of receipt of applications.

Note 3 : For the purpose of appointment by deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Format of Application (For Deputation)
(to be filled in CAPITAL LETTERS ONLY)

Application for the post of		Paste duly self attested recent passport size photograph
1. Name and Address (in CAPITAL LETTER)		
2. Present Postal Address for correspondence <i>(Also mention e-mail id / mobile number / residential number (if any))</i>		
3. Date of Birth (In Christian era)		
4. (i) Date of entry into service		
(ii) Date of retirement under Central / State Government Rules		
5. Educational Qualifications		
6. Whether Educational and other qualifications required for the post are satisfied. <i>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</i>		
Qualifications / Experience required mentioned in the advertisement / vacancy circular	as	Qualifications / experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience

7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications, and work experience of the post.

8. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP and present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / institution	Pay, Pay Band and Grade pay drawn under ACP/MACP Scheme*	From	To

9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent with details

10. **Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

11. Additional details about present employment:

Please state whether working under (Indicate the name of your employer against the relevant column)

4. Central Govt.
5. State Govt.
6. Autonomous organization
7. Government Undertaking
8. Universities
9. Others

12. Total emoluments per month now drawn:		
Basic Pay in the PB or Level / Index as per 7 th CPC (If applicable)	Grade Pay	Total emoluments

13. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment / Date of increment	Dearness pay / interim relief / other Allowances etc. (with break-up details)	Total emoluments

14. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

- (This among other things may provide information with regard to
- i) Additional qualification
 - ii) Professional training, and
 - iii) Work experience over and above prescribed in the Vacancy Circular / Advertisement

(Note: Enclose a separate sheet, if the space is insufficient).

14. B Achievements:

The candidates are requested to indicate information with regard to:

- i) Research publications and report and special projects
- ii) Awards / Scholarship / Official Appreciation
- iii) Affiliation with the professional bodies / institutions / societies and;
- iv) Patents registered in own name or achieved for the organization
- v) Any research / innovative measure involving official recognition
- vi) any other information

(Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC) / Re-employment Basis.# (Candidates of Non-Government Organizations are eligible for short term Contract)	
#(The option of 'STC'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or 'Re-employment).'	
16. Whether belongs to SC/ST/OBC/PH/PwD	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of the Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address:

Date: _____

Certification by the Employer/Cadre Controlling Authority.

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selection, he/he will be relieved immediately.

2. Also certified that –

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- (ii) His/Her integrity is certified.
- (iii) His/Her photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/Minor penalty has been imposed on him/her during the last 10 years or A list of manor/minor penalties impose on him/her during the last 10 years is enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)