

EMPLOYMENT NEWS date - 11-17 Feb 2023

62.8 lakh individual household toilets and 6.2 lakh community and public toilets constructed (August 2022)

employment, net addition to EPFO payroll is steadily moving upward after swiftly rebounding from COVID-19,



सत्यमेव जयते

No. 02/30/2022 -NCM & HKA
Government of India, Min of Textiles
O/o Development Commissioner for Handicrafts

National Crafts Museum & Hastkala Academy

(formerly National Handicrafts and Handlooms Museum)

(Crafts Museum) Bhairon Marg, Pragati Maidan, New Delhi - 110001

Website : nationalcraftsmuseum.nic.in, email : mailtonhnm@gmail.com

VACANCY CIRCULAR

Applications are invited from suitable candidates for filling up the following existing vacancies in this Museum on deputation basis for a period of three years or till further orders whichever is earlier.

Sl. No.	Name & No. of Post	Mode of Recruitment
1.	Maintenance Officer - One Level-6 in Matrix Rs. 35400-112400/-	Deputation
2.	Jr. Accountant - One Level-5 in Matrix Rs. 29200-92300/-	Deputation
3.	Lettering Artist - One Level-4 in Matrix Rs. 25500-81100/-	Deputation
4.	Bromide Printer - One Level-4 in Matrix Rs. 25500-81100/-	Deputation
5.	Technician - One Level-4 in Matrix Rs. 25500-81100/-	Deputation
6.	LDC (Library) - One Level-2 in Matrix Rs. 19900-63200/-	Deputation
7.	Documentation Assistant -One Level-2 in Matrix Rs. 19900-63200/-	Deputation

The deputation terms will be governed by the terms and conditions contained in the DOP&T OM No. 6/8/2009-Estt (Pay-II) dated 17th June 2010, as amended from time to time.

Details of eligibility criteria, application proforma and other information is available on the Museum's website at URL: www.nationalcraftsmuseum.nic.in

The last date for receipt of application shall be 45 days from the date of publication of this advertisement in Employment News.

(Pramod Kumar)
Admin & Security Officer/HoO
EN 46/32

CBC 41105/12/0003/2223

F. No. 02/30/2022-NCM&HKA
Government of India, Ministry of Textiles
O/o Development Commissioner (Handicrafts)
National Crafts Museum & Hastkala Academy
(Formerly National Handicrafts & Handlooms Museum)

Bhairon Marg, Pragati Maidan,
New Delhi- 110001
Dated: 10th Feb, 2023

VACANCY CIRCULAR

Subject:- Filling up of the posts on deputation basis-reg.

Applications are invited from eligible Government Officials on deputations basis, having the qualifications and experience strictly as mentioned in existing Recruitment Rules / Annexure-I for the following posts in National Crafts Museum & Hastkala Academy, a Subordinate Office of Development Commissioner (Handicrafts) under Ministry of Textiles:-

Sl. No.	Name & No. of Post	Mode of Recruitment
1.	Maintenance Officer (One) Level – 6 in pay matrix Rs.35400-112400/-	Deputation
2.	Jr. Accountant- One Level -5 in pay matrix Rs. 29200-92300/-	Deputation
3.	Technician - One Level – 4 in pay matrix Rs.25500-81100/-	Deputation
4.	Lettering Artist - One Level – 4 in pay matrix Rs.25500-81100/-	Deputation
5.	Bromide Printer - One Level – 4 in pay matrix Rs.25500-81100/-	Deputation
6.	LDC(Library) - One Level – 2 in pay matrix Rs.19900 - 63200/-	Deputation
7.	Documentation Assistant – One Level – 2 in pay matrix Rs. 19900-63200/-	Deputation

2. 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 June, 2010 as amended from time to time and as per the provisions in the existing Recruitment Rules of the posts.

3. The Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same and other organizations or Departments of the Central Government shall ordinarily not exceed three years.

4. 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 are also determined with reference to the closing date of receipt of applications.

5. 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 had 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 the common grade pay or 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 up gradation.

6. 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.

7. While forwarding the applications in the prescribed format (Annexure) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents may also be sent along with the application:-

- (i) Application in the prescribed pro-forma (Annexure)
- (ii) Copies of up-to-date and complete Annual Performance Appraisal Report / Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer **not below the rank of Under Secretary**.
- (iii) Integrity Certificate
- (iv) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
- (v) List of Minor/major penalty, if any, imposed on the applicant during last 10 years.

8. Complete application with the above documents, duly signed by the authorized officer, should be forwarded through proper channel to the undersigned within **45 days** from the date of advertisement in **Employment News / रोजगार समाचार**.

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(Pramod Kumar)
Admn. & Security Officer/HoO
011-23371353
mailtonhnm@gmail.com

Encl: 1. Annexure I (Eligibility conditions & General guide lines)
2. Annexure II (Performa / Application format)

To,

1.	All Ministries /Departments under Govt. of India	With a request that a wide publicity may be given to the vacancy circular in their Ministry and their attached / subordinate offices.
2.	O/o DC(HC) AD(Admin)	For wide publicity
3.	tt.jkumar123@gmail.com web maintainer National Crafts Museum	With the request to up-load the circular on the website of the Museum under the heading carrier.

Internal copy to (by e mail):

Sr Dir (M)

Notice Board at NHHM

ELIGIBILITY CRITERIA**1. Maintenance Officer**

Officers under the Central Govt (a) (i) holding analogous posts; (ii) with three years regular service in posts in the scale of pay of 1400 – 2300 (revised Level 5 in the Pay Matrix) or equivalent;

(b) possessing the following educational qualifications and experience, namely :- (i) Degree of recognised University or equivalent (ii) three years experience of maintenance work of Museum, Exhibition or Trade fair including and renovation, store procurement or store handling in Government Museum or similar organisation of the Government.

2. Jr. Accountant

Officers of the Central Government of State Govt. or State Govt. (a) (i) Holding Analogous posts on regular basis or (ii) with five year regular service in the post in PB-1, Rs. 5200-20200 + GP Rs. 2400 (revised Level 4 of Pay Matrix) and (b) Possessing the following educational Qualification and experience :-

- (i) Bachelor's Degree from a recognized University.
- (ii) Two years experience in accounts, administration and establishment work in any government office or a public sector undertaking or any other registered organisation.

3. Technician

Officers of the Central Government / State Government / Union Territory Governements:

- (a) (i) holding analogous posts on regular basis; or
(ii) with eight years regular service in post in the Pay band-1 Rs. 5200-20200 plus grade pay of Rs. 1900 (revised Level 2 of the Pay Matrix).
- (b) possessing the following educational qualification:-
 - (i) Matriculation with science subjects from a recognised board.
 - (ii) Three years experience in a science laboratory / museum of repute.

Desirable: Knowledge of book binding and mounting of painting and techniques for conservation of crafts objects.

4. Lettering Artist

Officers of the Central Government (a) Holding analogous posts on regular basis; and (b) Possessing the following qualifications and experience:-

- (i) Senior Secondary (Class-XII) from a recognised Board;
- (ii) Certificate in Commercial Arts.
- (iii) Three years experience of working as a Painter or Polisher in a recognised Museum.

Desirable: Diploma in fine or commercial art with one years' experience in graphic or Lettering works in a recognised museum or a similar institution.

5. **Bromide Printer**

Officers of the Central Government (a) Holding analogous posts on regular basis; and (b) possessing the following qualifications and experience:-

- (i) Senior Secondary (Class-XII) with science subjects from a recognised Board.
- (ii) Two years experience in bromide printing in a Museum or Similar Institutions.

6. **LDC (Library)**

Officers of the Central Government / State Government / Territory Governments (a) (i) holding analogous posts on regular basis; or (ii) with three years' regular service in post in the pay band-1 Rs. 5200-20200 plus grade pay of Rs. 1800(Revised Level 1 of the Pay Matrix); and (b) possessing the following educational qualification and experience:-

- (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 years experience in attending Library work.

7. **Documentation Assistant**

Officer of Central Government (a) Holding analogous posts on regular basis; and (b) possessing the following qualification and experience :-

- (i) Senior Secondary (Class-XII) from a recognised Board.
- (ii) One year Basic Computer Course and knowledge of typing in English or Hindi.
- (iii) One year experience in documentation in a Museum.

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

Application for the post of		Please Paste duly self attested recent passport size photograph
1. Name and Address (in CAPITAL LETTER)		
2. Present Postal Address for correspondence (Also mention e-mail id/mobile number/ residential number(if any)		
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 Qualification		
6. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualification / Experience required as mentioned in the advertisement/ vacancy circular		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 Qualification 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 /Pay matrix Level 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 application 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) 1. Central Govt. 2. State Govt. 3. Autonomous Organization 4. Government Undertaking 5. Universities 6. 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 organizations 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
<p>14. A) Additional information, if any, relevant to the post you applied for in support to your suitability for the post. (This among other things may provide information with regard to:</p> <ol style="list-style-type: none"> I. Additional qualification II. Professional training, and III. Work experience over and above prescribed in the Vacancy Circular/Advertisement <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>		
<p>14. B) Achievements :</p> <p>The Candidates are requested to indicate information with regard to:</p> <ol style="list-style-type: none"> I. Research publications and report and special projects II. Awards/Scholarship/Official Appreciation III. Affiliation with the professional bodies/institutions/societies and; IV. Patents register in own name or achieved for the organization V. Any research/ innovative measure involving official recognition VI. Any other information <p>(Note: Enclose a separate sheet, if the space is insufficient.)</p>		
<p>15. Please state whether you are applying for deputation (ISTC)/ Re-employment Basis, # (Candidates of Non-Government Organization are eligible for short term contract)</p>		
<p># (The option of 'STC'/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Re-employment")</p>		
<p>16. Whether belongs to SC/ST/OBC/PH/PWD</p>		

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 selected, he/she 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 not below 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 10years or A list of manor/minor penalties on him/her during the last 10 years is enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)