

F. No. 02/23/2020/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: 14 Sep 2020

VACANCY CIRCULAR

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

Applications are invited from eligible Govt officials, having the qualifications and experience strictly as mentioned in existing Recruitment Rules / Annexure-I for the following posts in National Crafts Museum & Hastkala Academy under Ministry of Textiles on the method as shown against each :-

Sl. No.	Name & No. of Post	Mode of Recruitment	Pay-Matrix in the 7 th CPC
1.	Programme & Public Relation Officer - One General Central Service Group C Non-Gazetted Non-Ministerial (Anticipated Vacancy)	Deputation / Absorption 'Deputation / Re-employment' for Armed Forces Personnel	Level-6 (Rs. 35,400 – 1,12,400)
2.	Library Information Assistant - One General Central Service Group C Non-Gazetted Non-Ministerial	Deputation	Level-6 (Rs. 35,400 – 1,12,400)

Note : Both the posts were earlier Group 'C' posts as per RR. However all posts carrying the grade pay 4200 in PB- 2 are Classified as Group B posts vide DOPT OM No. AB 14017/48/2010-Estt(RR) dt 31 Dec 2010. Accordingly Recruitment Rules under revision.

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



4. The deputation will be governed by the standard terms and conditions contained in the DoP&T OM No. 6/8/2009-Est(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.

5. The last date for receipt of applications will be 60 days from the date of publication of advertisement in Employment News dt 12 Sep 18 Sep Jul 2020 . Applications received after the last date would not be considered.

6. This issues with the approval of competent authority.


(Durgala Rama Krishna Rao)
Admn. & Security Officer
011-233371353
aso-nhnm@gov.in

Encl: 1. Photocopy of Advt. Emp. News dt 12 Sep – 18 Sep 2020
2. Annexure I (Eligibility conditions) & Copy of RR GSR 174
3. Annexure II (Performa)

To,

1. All Ministers/Departments under Govt. of India
2. Shri Sandeep Khurana, Scientist "E"
NIC Cell O/o DC(Handicrafts),
West Block No. VII, R.K. Puram, ND-110066.
e-mail : mailtodch@gmail.com
sandeep.khurana@nic.in
3. saurabn@tricorniotech.com
web maintainer: national crafts museum

With the request to up-load the circular on the website of the DC(H) under the heading of Recruitment.

Please upload on Museum's website

Employment News
12-18 Sep 2020

EN 18/12

Ministry is not responsible for printing errors, if any

responsible for any printing error going inadvertently



F No. 2/23/20/NCM&HKA
Government of India, Ministry of Textiles
O/o Development Commissioner (Handicrafts)
National Crafts Museum & Hastkala Academy
(Formerly National Handicrafts & Handlooms Museum)
Bharon Marg, Pragati Maidan, New Delhi-110001
Website : nationalcraftsmuseum.nic.in email : aso-nhnm@gov.in

VACANCY CIRCULAR - DEPUTATION

Applications from officials of Central / State / UT Govt are invited through proper channel to fill up the following vacancies as details given below, available in the National Handicrafts and Handlooms Museum (re-named as National Crafts Museum & Hastkala Academy) a subordinate office under the administrative control of the Development Commissioner (Handicrafts), Min Textiles GI

Sl. No	Name & No. of Post	Mode of Recruitment	Pay-Matrix in the 7th CPC
1.	Programme & Public Relation Officer, Group B Non Gazetted	Deputation/Absorption/Deputation/ Re-employment of Armed Forces Personnel	Level-6 (35,400-1,12,400)
2.	Library Information Assistant Group B Non Gazetted	Deputation	Level-6 (35,400-1,12,400)

The term of deputation for a period of three years as per DOP&T OM No. 6/3/2009-Estt(Pay-II) dated 17th June 2013 as amended from time to time. Unemployed & Pvt employees are not eligible, therefore, they need not apply. The eligibility conditions as mentioned in Annexure I is available on the website of the DC (Handicrafts) at URL: www.handicrafts.nic.in/www.nationalcrafts.museum.nic.in under heading 'Recruitment' Career. The applications in prescribed Proforma as per Annexure II in duplicate from eligible candidates who are desirous of being considered for appointment on deputation to the posts and who can be relieved on selection, may be forwarded along with Vigilance Clearance Certificate & copies of APARs for last five years duly attested by competent authority and other supporting documents to this office within 60 days from the date of publication of advt in Employment News.

Senior Director (M)
EN 18/12

dayp 41105/11/0003/2021

7. authentication

ELIGIBILITY CRITERIA: VACANT POSTS AT NCM&HKA

Programme and Public Relation Officer - One General Central Service Group "C" # Non-Gazetted, Non-Ministerial, (Anticipatory Vacancy)	
Scale of Pay/Level	Rs.1600-50-2300-EB-60-2600 Now at Pay Level – 6 in Matrix Rs.35,400 – 1,12,400
Method of Recruitment	Deputation / Absorption 'Deputation / Re-employment' for Armed Forces Personnel
Eligibility Criteria / Essential Qualification	Officers under Central Govt. (Note : Officials of Union Territory and State Govt are also considered) a) (i) holding analogous post or (ii) with four years regular service in the Pay Level – 5 and b) (i) possessing educational qualification and experience prescribed for direct recruitment as under: Essential: (i) Graduate of recognised University or equivalent (ii) Five years' experience in public relation works in Arts / Crafts Museum and in guiding visitors about Art / Craft objects. Desirable Qualification: (i) Degree / Diploma in Public Relations (ii) Knowledge of Administration / Establishment Rules, including General Administration. Transfer on deputation / Re-employment. The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualifications prescribed for direct recruitment shall also be considered. Such persons would be given deputation term upto the date on which they are due for release from the Armed Forces and thereafter may be continued on re-employment.
Library Information Assistant - One Group "C" # Non- Gazetted, Non-Ministerial, General Central Service	
Scale of Pay	Rs. 1400-40-1600-50-2300-EB-60-2600 Now at Pay Level – 6 in Matrix Rs.35,400 – 1,12,400
Method of Recruitment	Deputation
Eligibility Criteria / Essential Qualification	From amongst Central Govt. Officials (Note : Officials of Union Territory and State Govt are also considered) (a) (i) Holding Analogous or equivalent post or (ii) post in the pay Level 2 with 10 years of continuous service in the grade and (b) (i) Possessing the educational Qualification of Degree of a recognised university or equivalent.
Note : # Both the posts were earlier Group 'C' posts as per Recruitment Rules. However, all posts carrying the grade pay 4200 in PB- 2 are Classified as Group B posts vide DOPT OM No. AB 14017/48/2010-Estt(RR) dt 31 Dec 2010. Accordingly Recruitment Rules under revision.	

Note 1: 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 not ordinarily exceed three years or as amended from time to time by DOPT.

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 are 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 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.

[भाग II - खंड 3(i)]

9	10	11
Age : No	Two years for direct recruits	By promotion/transfer on deputation/transfer failing which by direct recruitment.
Educational Qualifications : No, but must possess Bachelor's degree in Indian History or Art History or Museology as one of the subject.		

12	13	14
<p>Promotion : From amongst Guide Lecturer in National Handicrafts and Handlooms Museum with six years' regular service in the grade of Rs. 1400-2300.</p> <p>Transfer on Deputation/Transfer : Officers under Central Government :</p> <p>(a) (i) holding analogous post; or (ii) with four years' regular service in the grade of 1400-2600 or equivalent; or (iii) with six years' regular service in the grade of Rs. 1400-2300 and</p> <p>(b) possessing educational qualifications and experience prescribed for direct recruits in column 8.</p> <p>For Ex-Servicemen : Transfer on deputation/re-employment : The Armed forces personnel 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 prescribed 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 they may be continued on re-employment.</p> <p>Note : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years. Maximum age limit for appointment by transfer on deputation shall be, not exceeding 56 years as on the closing date of receipt of applications.</p>	<p>Group 'C' Department Promotion Committee (for considering promotion/confirmation)</p> <ol style="list-style-type: none"> 1. Sr. Director (M)—Chairman 2. Any Officer from O/o DC (HL) of the level of ADC/JDC to be nominated by DC (HL)—Member 3. Dy. Director, of NHHM to be nominated by Chairman—Member 4. Any SC/ST member of suitable rank to be nominated by Sr. Director wherever required—Member 	Not applicable

1	2	3	4	5
22. Programme and Public Relation Officer	One *(1994) *Subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted Non-Ministerial	Rs. 1600-50-3200-EB-60-2660	Non-Selection
6	7	8		
<p>Between 18 and 25 years (relaxable in case of Govt. Servants upto 40 years in case of General candidates and upto 45 years in respect of Scheduled Caste, Scheduled Tribes candidates in accordance with the instructions/orders issued by the Central Government)</p> <p>Note : 1. In case of recruitment through Staff Selection Commission the crucial date for determining the age limit shall be advertised by the Staff Selection Commission;</p> <p>2. In case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Ex-</p>	No	<p>Essential Qualification :</p> <ol style="list-style-type: none"> (i) Graduate of a recognised University or equivalent (ii) Five years' experience in public relation in Arts/Crafts Museum and in guiding about Art/Craft objects. <p>Desirable Qualification :</p> <ol style="list-style-type: none"> (i) Degree/Diploma in Public Relations; (ii) Knowledge of administration/establishment including General Administration <p>Note : 1. Qualifications are relaxable at the discretion of the Staff Selection Commission in case of otherwise well qualified.</p> <p>2. The qualification(s) regarding experien</p>		

Attested
 [Signature]
 आर्य समाज, बनारस
 विनियोग कार्यालय, बि

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change is asked to submit names.

relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates belonging to SC/ST if any stage of selection the Staff Selection Commission (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 vacancy reserved for them.

Age : No
Educational
Qualification : No

Two years for direct recruits

By promotion/transfer on deputation/transfer falling which by direct recruitment.

Promotion :
From amongst Investigators in the pay scale of Rs. 1400-2300 in National Handicrafts and Handlooms Museum with six years' regular service in the grade.
(ii) Transfer on deputation/transfer : (a) Officers under Central Govt. (i) holding analogous post; or (ii) with four years' regular service in the grade of Rs. 1400-2300 or equivalent; or (iii) with six years regular service in the grade of Rs. 1400-2300 and (b) possessing educational qualifications and experience prescribed for direct recruits in column 8.

For Ex-servicemen :
Transfer on deputation/re-employment : The armed forces personnel 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 prescribed 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.

(Period of deputation including period of deputation in another ex-andra post held immediately preceding the appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed three years. Maximum age limit for appointment by transfer on deputation shall be, not exceeding 36 years as on the closing date of receipt of applications).

Group 'C' Departmental Promotion Committee (for considering promotion/confirmation)

1. Sr Director (M)
2. Any Officer from O/o DC (HL) of the level ADC/JDC to be nominated by DC (HL)
3. Dy. Dir. of NHHM to be nominated by Chairman
4. Any SC/ST member of suitable rank to be nominated by Sr. Director wherever required

- Chairman
- Member
- Member
- Member

Not applicable

23. Junior Hindi Translator

One *(1994)
*Subject to variation dependent on workload.

General Central Service, Group 'C' Non-Gazetted Non-Ministerial

Rs. 1400-40-1800- EII-50-2300

Non-Selection

Attested

13		14		
Group 'C' DPC				Not applicable
1. Sr. Chairman (M)				Chairman
2. Any Officer from O/o DC (HL) of the level of ADO, HDO to be nominated by DC (HL)				Member
3. Dy. Dir. of NHHM to be nominated by Chairman				Member
4. Any SC/ST member of suitable rank to be nominated by Sr. Director wherever required				Member
1	2	3	4	5
13. Investigator	2 (Two)	Group 'C' Non-Gazetted Non-Ministerial	Rs. 1400-40-1800-EB-50-2300	Selection
6	7	8	9	10
20-26 years (Relaxable for Government Servants upto 35 years in accordance with the orders or instructions issued by the Central Government)		Degree with Economics or Statistics or Mathematics or a subject from any University		Yes
4	10	11	12	13
2 years	50% by promotion, failing which by transfer on deputation/transfer, failing both by direct recruitment 50% by direct recruitment.	Promotion : Non-Central Secretariat Service, Upper-Division Clerks and Stenographers in the scale of Rs. 330-550 and Assistant-cum-stenographer in the scale of 1200-2040 and 280-560 (plus deputation in the Headquarters office of the Development Commissioner (H.C.) and all subordinate office possessing qualification prescribed in Column 7 with at least 3 years' regular service in the grade.		
6	7	8	9	10
Group 'C' D.P.C.				Not applicable
1. Sr. Director (M)				Chairman
2. Any Officer from O/o DC (HL) of the level of DADG/HDC to be nominated by DC (HL)				Member
3. Dy. Director of NHHM to be nominated by Chairman				Member
4. Any SC/ST member of suitable rank to be nominated by Sr. Director wherever required.				Member
1	2	3	4	5
14. Library Information Assistant	1* (One) 1992 *Subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted Non-Ministerial	Rs. 1400-40-1600-50-2300-EB-60-2600	Non-selection
6	7	8	9	10
No	Not exceeding 25 years (Relaxable upto 35 years in case of Govt. servants in accordance with the instructions or orders issued by the Central Government. Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar and Lakshadweep). In respect of posts, the appointment to which is made through the Employment Exchange, crucial date for determining the age limit will in each case be the last date upto which Employment Exchanges are asked to submit the names.			Degree of a recognised university or equivalent.

Attested
Signature
Date

Age: No Educational Qualification: Yes	2 years	Promotion failing which by transfer on deputation failing both by direct recruitment	Promotion: Library cum Audio Visual clerk with 10 years regular service. Transfer on deputation From amongst Central Govt. officials (a) (i) holding analogous or equivalent post or (ii) post in the pay scale of Rs. 750-1500 with 10 years of continuous service in the grade and (b) possessing educational qualification/experience prescribed for direct recruits in Col. 5. Note: Period of deputation including the period of deputation in another ex-cadre posts held immediately preceding this appointment in same organisation/department shall ordinarily not exceed 3 years.
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<p>Group 'C' DPC</p> <p>1. Sr. Director (MI)</p> <p>2. Any Officer from D & DC (HL) of the level of ADC, IDC to be nominated by DC (HL)</p> <p>3. Dy. Dir. of NHHM to be nominated by Chairman</p> <p>4. An SC/ST member of suitable rank to be nominated by Sr. Director wherever required</p>	<p>13</p> <p>14</p> <p>Not applicable</p> <p>-Chairman</p> <p>-Member</p> <p>-Member</p> <p>-Member</p>
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Technical Asst.	<p>* 1 (One)</p> <p>* Subject to variation dependent on workload</p>	Group 'C' Non-Cadre Non-Ministerial	Rs. 1400-40-1870-1,8-30-35	Non-Selection
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No	<p>21-25 years (relaxable upto 25 years in case of Govt. servants) in accordance with the instructions or orders issued by Central Government.</p> <p>Note: - The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar and Lakshadweep). In respect of those the appointment to which is made through the Employment Exchange crucial date for determining the age limit will be in each case be the last date upto which Employment Exchange asked to submit the names.</p>	<p>1. Degree from a recognised university</p> <p>2. At least one year experience in documentation, cataloguing of exhibitions and photo indexing preferably in a museum.</p>
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No	Two years	By Promotion/transfer or deputation failing which by direct recruitment	<p>Promotion/Transfer on deputation Officers under the Central Govt.</p> <p>1. (a) (i) Holding analogous post or (ii) With 5 years service in the scale of Rs. 330-540 or equivalent and (b) Possessing the educational qualifications and experience prescribed for direct recruits under Column (8)</p> <p>2. The departmental compilation Assistant with 5 years service in the grade will also be considered and in case he/she is selected for the appointment to the post, the same will be deemed to have been filled by promotion. Period of deputation</p>
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Attest

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)