

F.No.2/35/2022-NCM&HKA  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handicrafts  
NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY  
(FORMERLY NATIONAL HANDICRAFTS & HANDLOOM MUSEUM)

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Bharoin Marg, Pragati Maidan,  
New Delhi, dated the 20<sup>th</sup> December 2023.

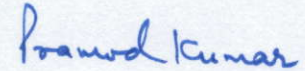
**Sub: Amendment of the existing Recruitment Rules in respect of the post of Gallery Attendant by merging/re-designating the said post as 'Multi-Tasking Staff'– a Group 'C' post in this office –reg.**

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The undersigned is directed to state that the existing Recruitment Rules for the post of Gallery Attendant by merging/re-designating the said post as 'Multi-Tasking Staff' in this office proposed to be amended in consonance with the existing instructions of DoPT, have been duly approved by the Competent Authority.

2. As per the instructions contained in DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the proposed amendments/revision in the existing Rules to the post of Gallery Attendant and Multi Tasking Staff are being uploaded on the website of this office inviting comments, if any, from the stakeholders on these amendments which can be sent to this office through e-mail at [mailtonhnm@gmail.com](mailto:mailtonhnm@gmail.com) within 30 days of issue of this letter.

Encl: as above.



( Pramod Kumar )  
Administrative Officer/Head of Office

To  
All Stakeholders.



**Amendment in existing Recruitment Rules to the post of  
Gallery Attendant by merging/re-designating the said post as 'Multi-Tasking Staff'**

Col	Classification	Provision in the existing rules	Revised provisions proposed
1.	Name of the post	(i) Gallery Attendant (ii) Multi-Tasking Staff	Multi Tasking Staff
2.	Number of the post	<b>Gallery Attendant</b> 17 (2023)* *Subject to variation dependent on work load. <b>Multi-Tasking Staff</b> 21 (2023)* *Subject to variation dependent on work load.	38 (2023) *Subject to variation dependent on work load.
3.	Classification	<b>Gallery Attendant</b> <b>Multi-Tasking Staff</b> General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.
4.	Level in the Pay Matrix	<b>Gallery Attendant</b> <b>Multi-Tasking Staff</b> Level-1 in the pay matrix (Rs.18000 – 56900).	Level-1 in the Pay Matrix (Rs.18000 – 56900).
5.	Whether selection post or non-selection post	<b>Gallery Attendant</b> <b>Multi-Tasking Staff</b> Not Applicable.	Not Applicable.
6.	Age limits for Direct Recruits	<b>Gallery Attendant</b> <b>Multi-Tasking Staff</b> Between 18 and 27 years of age. Note.- The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India (and not the closing date prescribed for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Between 18 and 27 years of age. Note.- The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India (and not the closing date prescribed for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
7.	Educational and other qualifications required for direct recruits	<b>Gallery Attendant</b> (a) Essential: 10 <sup>th</sup> class pass from a recognised Board.	Essential: Matriculation or equivalent pass from a recognised Board.

*Pramod Kumar*



		<p>(b) Desirable: One year experience of working in a museum or art gallery.</p> <p>Note 1: The qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission 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 the vacancy reserved for them.</p> <p><b><u>Multi-Tasking Staff</u></b> Essential: Matriculation or equivalent pass from a recognised Board.</p> <p>Note 1: The qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission 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 the vacancy reserved for them.</p>	<p>Note 1.- The qualification is relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified.</p> <p>Note 2.- The qualification regarding experience are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the Staff Selection Commission 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 the vacancy reserved for them.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will	<p><b><u>Gallery Attendant</u></b> <b><u>Multi-Tasking Staff</u></b></p> <p>Not applicable</p>	Not applicable.

*Premod Kumar*



	apply in the case of promotes		
9.	Period of probation, if any	<p><b><u>Gallery Attendant</u></b> <b><u>Multi-Tasking Staff</u></b></p> <p>Two years.</p> <p>Note: There shall be a mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the Central Government.</p>	<p>Two years.</p> <p>Note: There shall be a mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the Central Government.</p>
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	<p><b><u>Gallery Attendant</u></b> <b><u>Multi-Tasking Staff</u></b></p> <p>By direct recruitment.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from filled on deputation basis from officers of the Central Government,- (a) holding analogous posts on regular basis in the parent cadre or Department; and (b) possessing the following educational qualifications and experience prescribed for direct recruits under column (7).</p>	<p>By direct recruitment.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from filled on deputation basis from officers of the Central Government,- (a) holding analogous posts on regular basis in the parent cadre or Department; and (b) possessing the following educational qualifications and experience prescribed for direct recruits under column (7).</p>
11.	In case of recruitment by promotion/ deputation / Absorption, grades from which promotion/ deputation to be made.	<p><b><u>Gallery Attendant</u></b> <b><u>Multi-Tasking Staff</u></b></p> <p>Not applicable.</p>	Not applicable.
12.	If a Departmental Promotion Committee (DPC) exists, what is its composition	<p><b><u>Gallery Attendant</u></b> <b><u>Multi-Tasking Staff</u></b></p> <p>Departmental Promotion Committee (for considering confirmation) consisting of:- (i) Senior Director (Museum)- Chairman; (ii) Director(Handicrafts) – Member; (iii) Assistant Director from</p>	<p>Departmental Promotion Committee (for considering confirmation) consisting of:- (i) Senior Director (Museum)- Chairman; (ii) Director(Handicrafts) – Member; (iii) Assistant Director from Headquarter or</p>

*Praanod Kumar*



		Headquarter or Administrative Officer from Museum – Member.	Administrative Officer from Museum – Member.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	<b><u>Gallery Attendant</u></b> <b><u>Multi-Tasking Staff</u></b>  Not applicable.	Not applicable.

*Pramod Kumar*

( Pramod Kumar )  
Administrative Officer/HoO