

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: 20 Apr 2021

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, Subordinate Office of Development Commissioner (Handicrafts) under Ministry of Textiles on the method as shown against each :-

Sl. No.	Name & No. of Vacancies Pay Level	Mode of Recruitment
1.	Exhibition Officer (One) Level – 6 in matrix Rs.35400-112400/-	Promotion/Deputation/Transfer *
2.	Programme & ... Public Relation Officer - One Level – 6 in matrix Rs.35400-112400/-	Deputation / Transfer *
	* includes Deputation / Re-employment of Armed Forces Personnel for post mentioned at 2 & 3 only.	
3	Senior Accountant - One Level – 6 in matrix Rs.35400-112400/- Name changed to Junior Accounts Officer / Level 6 & RR under issue.	Deputation
4	Maintenance Officer (One) Level – 6 in matrix Rs.35400-112400/-	Deputation
5	Technician - One Level – 4 in matrix Rs.25500-81100/-	Deputation
6	Lettering Artist - One Level – 4 in matrix Rs.25500-81100/-	Deputation
7.	Bromide Printer - One Level – 4 in matrix Rs.25500-81100/-	Deputation
8.	Receptionist - One Level – 2 in matrix Rs.19900 - 63200/-	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 (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-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.

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

6. This issues with the approval of competent authority.


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

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.	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	With the request to up-load the circular on the website of the DC(H) under the heading of Recruitment.
4.	saurabh@tricorniotech.com web maintainer national crafts museum	Please upload on Museum's website

Internal copy to (by e mail):

Sr Dir (M) & Dy Dir (D&D) , NHHM

ELIGIBILITY CRITERIA: VACANT POSTS AT NCM&HKA**1. Exhibition Officer**

Officers under Central Govt:

- a) (i) holding an analogous post or (ii) with six years regular service in the post of Pay Level – 5 and
 b) (i) possessing educational qualification and experience prescribed for direct recruitment as under:

Essential:

- (i) Masters Degree in Indian History or Art History or Museology from a recognised university or equivalent
 (ii) 3 years experience of organizing exhibition/display of arts/crafts objects in reputed Arts/Crafts Museum or in other institution/organization.

Desirable Qualification:

Knowledge of Indian culture and heritage with reference to Indian Handicrafts, arts and crafts .

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 they may be continued on re-employment.

2. Programme and Public Relation Officer

Officers under Central Govt.

(Note : Officials of Union Territory and State Govt are also considered)

- c) (i) holding analogous post or (ii) with four years regular service in the Pay Level – 5 and
 d) (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.

3. **Senior Accountant**

- (i) Holding analogous posts on regular basis. With 3/6 years regular service in the grade of 1400-2300 (Now Level 5) or 1200 – 2040 (Now Level 4).

4. **Maintenance Officer**

Officers under the Central Govt (a) (i) holding an analogous posts; (ii) with three years regular service in posts in the scale of pay of 1400 – 2300 (now Level 5) 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.

5. **Technician**

Officers of the Central Govt/ State Govt / UT Govt : (a) (i) holding analogous posts on regular basis; or (ii) with eight years regular service in posts in the Pay Level 2 and (b) possessing the qualifications and experience, namely :- (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 craft objects.

6. **Lettering Artist**

Officers of the Central Govt : (a) (i) holding analogous posts on regular basis; and possessing the qualifications and experience, namely :- (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

7. **Bromide Printer**

Officers of the Central Govt : (a) (i) holding analogous posts on regular basis; and possessing the qualifications and experience, namely :- (i) Senior Secondary (Class-XII) from a recognised Board. (ii) Two years experience in bromide printing in Museum or Similar Institutions.

8. **Receptionist**

Officers of the Central Govt : (a) (i) holding analogous posts on regular basis; and possessing the qualifications and experience, namely :- (i) Senior Secondary (Class-XII) from a recognised Board. (ii) Two years experience in Museum of repute or equivalent.

General Guide Lines for Applicants

1. It is experienced in the past that candidates of un-employed / Pvt employees are applying for **Deputation / Transfer**. Whereas the recruitment method of Deputation / Transfer (Absorption) is only for Govt employees holding analogous posts with same level or one or two levels below the post having with specified regular service. Hence, it is suggested that **Fresh Candidates / Pvt employees / Un-employed should not apply for Deputation / Transfer (Absorption)**.
2. It was experienced that, Ex-servicemen, who are already discharged from Armed Forces before release of vacancy notification have also applied for 'Deputation / Re-employment'. Whereas, **Deputation / Re-employment** is applicable to Serving Armed Forces Personnel (Army / Navy / Air Force) due to retire or who are to be transferred to reserve within a period of one year. i.e., they should apply along with all documents which includes copy of APAR through their Commanding Officer while working in service and not after discharge from service. Candidates can also see the website URL . nationalcraftsmuseum.nic.in under heading recruitment, wherein the reasons for rejection of application have uploaded for information to concerned and also it provides a reference to future applicants, so as to avoid repetition of such mistakes.
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 not ordinarily exceed three years or as amended from time to time by DOPT.
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.

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

Annexure II

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)