

F. No. 1/29/2014/NCM&HKA
Government of India
Ministry of Textiles
O/o Development Commissioner (Handicrafts)
National Crafts Museum & Hastkala Academy

Bhairon Marg, Pragati Maidan,
New Delhi- 110001
Dated: 24/02, 2020

VACANCY CIRCULAR

Subject:- Filling up of the posts (Gr. 'B' & 'C') on deputation/ISTC/Re-employment basis-reg.

Applications are invited from eligible officers of the Central/State Govt./UT/PSU recognized Research Institutions or Semi-Govt. or Autonomous Bodies or Statutory Organizations, having the qualifications and experience as mentioned in Annexure-I for the following posts in National Crafts Museum & Hastkala Academy (NCM&HKA), Ministry of Textiles on Deputaion/Including Short Term Contract (ISTC)/Re-employment basis as per details mentioned below:

Sl. No.	Name & No. of Post	Mode of Recruitment	Pay-Matrix in the 7 th CPC
1.	Exhibition Officer(01) Group- B Non-Gazetted).	Promotion*/Deputation/ Absorption	Level-6 (Rs.35400-112400/-)
* - Candidature of Departmental Guide Lecturer will also to be considered for promotion along with others for deputation / absorption.			
2.	Maintenance Officer(01) Group- B Non-Gazetted).	Deputation	Level-6 (Rs.35400-112400/-)
3.	Preservation Asstt.(01) Group-C	Deputation (2 years only)	Level-5 (29200-92300/-)
4.	Security Asstt.(01) Group -C	Deputation (ISTC) or Deputation/Re-employment of Armed Force Personnel	Level-5 (29200-92300/-)

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.



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

6. The last date for receipt of applications will be 80 days from the date of publication of advertisement in Employment News. Applications received after the last date would not be considered.

7. This issues with the approval of competent authority.


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

Encl: 1. Photocopy of Advt. Emp. News dt. 22-28 Feb 2020 Page 25
2. Annexure I (Eligibility conditions)
3. Annexure II (Proforma)

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

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

F. No. 1/29/2020/NCM & HKA

Government of India, Ministry of Textiles

O/o Development Commissioner (Handicrafts)

National Crafts Museum & Hastkala Academy

(erstwhile National Handicrafts & Handlooms Museum)

Bhairon Marg, Pragati Malda, New Delhi-110001

Website : nationalcraftsmuseum.nic.in, e-mail : aso-nhnm@gov.in

VACANCY

Applications in the prescribed format in duplicate 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), M/o Textiles, Government of India.

Sl. No.	Name & No. of Post	Mode of Recruitment	Pay-Matrix in the 7th CPC
1.	Exhibition Officer (01) Group- B Non-Gazetted	Promotion/Deputation/ Absorption	Level-8 (Rs. 35400-112400/-)
2.	Maintenance Officer (01) Group- B Non-Gazetted	Deputation	Level-6 (Rs. 35400-112400/-)
3.	Preservation Asstt. (01) Group-C	Deputation (2 years only)	Level-5 (Rs. 29200-92300/-)
4.	Security Asstt. (01) Group -C	Deputation (ISTC) or Deputation/Re-employment of Armed Forces Personnel	Level-5 (Rs. 29200-92300/-)

In case of Deputation, the term of deputation initially for a period of three years, which shall be extendable maximum upto seven years as per DOP&T OM No. 6/8/2009-Estt(Pay-II) dated 17 June 2010 as amended from time to time. The Officials of the Central Govt or State Government or Union Territories shall only be considered for **Absorption**.

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/www.nationalcraftsmuseum.nic.in under heading Recruitment.

The applications in prescribed proforma as per Annexure II from eligible candidates who are desirous of being considered for appointment or 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**.

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ELIGIBILITY CRITERIA: VACANT POSTS AT AT NCM&HKA

Exhibition Officer, 01 (One)	
Group "B" Non- Gazetted, Non-Ministerial, General Central Service	
Scale of Pay/Level	PB-2 (Rs.9300-34800+GP Rs. 4200/-) Now at level – 6 (Rs. 35400-112400)
Method of Recruitment	Promotion * / Deputation / Absorption
* - Candidature of Departmental Guide Lecturer will also to be considered for promotion along with others for deputation / absorption.	
Eligibility Criteria / Essential Qualification	<p>Officers under Central Govt:</p> <p>a) (i) holding an analogous post or (ii) with six years regular service in the post of Pay Level – 5 and</p> <p>b) (i) possessing educational qualification and experience prescribed for direct recruitment as under:</p> <p>Essential:</p> <p>(i) Masters Degree in Indian History or Art History or Museology from a recognised university or equivalent</p> <p>(ii) 3 years experience of organizing exhibition/display of arts/crafts objects in reputed Arts/Crafts Museum or in other institution/organization.</p> <p>Desirable Qualification:</p> <p>Knowledge of Indian culture and heritage with reference to Indian Handicrafts, arts and crafts .</p> <p>Transfer on deputation / Re-employment. The armed forces personnel due to reire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualifications prescribed for 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.</p>
Maintenance Officer 01 (One)	
Group "B" Non- Gazetted, Non-Ministerial, General Central Service	
Scale of Pay/Level	PB-2 (Rs.9300-34800+GP Rs. 4200/-) Now at level – 6 (Rs. 35400-112400)
Method of Recruitment	Deputation
Eligibility Criteria / Essential Qualification	<p>Officers of the Central Goyt</p> <p>(a) Holding an analogous posts or</p> <p>ii) With 3 years regular service in post of Level 5 pay matrix Rs. 29200-92300 and</p>

	(b) Possessing educational qualification and experience namely – (i) Degree of recognised University or equivalent (ii) three years experience of maintenance work of museum, exhibition or trade fair including & renovation, store procurement or store handling in Government Museum or similar organisation of the Government.
Preservation Assistant, 01 (One)	
Group "C" Non- Gazetted, Non-Ministerial, General Central Service	
Scale of Pay/Level	PB-I (Rs. 5200-20200+GP Rs. 2800/-) now at level -5 (29200-92300)
Method of Recruitment	Deputation (2 years only)
Eligibility Criteria / Essential Qualification	Officers of the Central Govt. /State Govt./UT. (b) (i) Holding an analogous post on regular basis; or with 5 years regular service in post in GP, Rs. 2400/- L-4 and (c) (ii) possessing educational qualification and experience prescribed for direct recruitment as under:- Essential: (i) Bachelor Degree in Science from a recognised university; (ii) 3 years experience in conservation and restoration of museum objects in a museum or similar institution.
Security Assistant , 01 (One)	
Group "C" Non-Gazetted, Non-Ministerial, General Central Service	
Scale of Pay/Level	Level -5 in Pay Matrix Rs. 29200-92300
Method of Recruitment	Deputation (ISTC) or Deputation / Re-employment
Eligibility Criteria / Essential Qualification	Deputation/ (ISTC): from amongst officers of the Central Govt. /State Govt./UT/autonomous or statutory organization of PSU or University of recognized Research Institutions. (a) (i) Holding analogous posts on regular basis , or (ii)With 5 years regular service in post of Level 4 in the pay-matrix Rs. 25,500 – 81,100 /- and (b) Possessing educational qualification and experience prescribed for direct recruitment, namely Essential: (i) Bachelors Degree from a recognized university (ii) Practical experience in security arrangements for 2 years preferably in a Museum or similar institution. Desirable Retired non-commissioned officers or Jr. commissioned officer from the Armed Forces

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 qualifications prescribed above, 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 thereafter they may be continued on re-employment.

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.

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)			
<ol style="list-style-type: none"> 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
<p>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.</p>		
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>		
<p>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).</p>		
<p>14. B) Achievements :</p>		
<p>The Candidates are requested to indicate information with regard to:</p> <p>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 (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>		

# [The option of 'STC'/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Re-employment"]		
26. 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 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)