

No. 2/4/2024-NCM & HKA  
Government of India

**Ministry of Textiles**

**Office of the Development Commissioner for Handicrafts**

National Crafts Museum & Hastkala Academy

( Formerly National Handicrafts and Handlooms Museum )

Bharoin Marg, Pragati Maidan, New Delhi

**Subject: Filling up of one post of Deputy Director (Museum Collection) - a General Central Service, Group 'A', Gazetted, Non-Ministerial in Level-11 (Rs. 67,700 - 2,08,700) in the pay matrix in National Crafts Museum & Hastkala Academy, O/o D.C. Handicrafts, Ministry of Textiles on deputation including short-term contract/absorption basis.**

Applications in the prescribed proforma, as per the **Annexure-II** are invited from eligible persons for filling up the post of **Dy. Director (Museum Collection)** in National Crafts Museum & Hastkala Academy (formerly National Handicrafts & Handlooms Museum) - A subordinate office under the organization O/o the Development Commissioner for Handicrafts, Ministry of Textiles, Government of India, New Delhi, on deputation including short-term contract/absorption basis. Details of the post are furnished in **Annexure-I** given herewith.

2. Controlling Offices of the applicants are requested that the applications of such eligible candidates who are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded alongwith attested photocopies of last 5 years' ACR/APAR dossier, Vigilance Clearance and Integrity Certificate, Cadre Clearance, details of major/minor penalty imposed during the last ten years, if any, to the undersigned **within a period of 60 days from the date of publication of this Advertisement in the Employment News/ Rozgar Samachar.** Applicants will not be allowed to withdraw their candidature at a later date. Applications received without the requisite documents **will not be entertained.** No action will be taken on advance copies of the applications or application not received through proper channel.

(Sohan Kumar Jha)  
Senior Director  
Annexure-I

1. Name of the Post : Deputy Director (Museum Collection)
2. Number of Posts : 01 (One)
3. Date from which vacant : 10.07.2023 (date of revival of post)
4. Classification : General Central Service, Group 'A' Gazetted, Non-Ministerial.
5. Pay Band : Pay Level-11 in the pay matrix (Rs. 67,700-2,08,700/-)
6. Period of deputation : The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed four years.
7. Brief Job Description : (Museum Collection).  
(i) To function as Curator, Responsible for periodically verification of artifacts and its preservation and conservations. (ii) Maintenance and periodically verification of Museum Library. (iii) Rejuvenation Works. (iv) To issue and receipt of Art and Crafts Objects on Loan for organising exhibitions etc. (v) To Liaison with other museums/similar organisations to improve standards of museums time to time.
8. Qualifications, Experience and Eligibility required for the post : Deputation including short-term contract/Absorption : Officers of the Central Government or State Governments or Union Territories or autonomous body or statutory organisation or public sector undertaking or University or recognised research institution.  
(a) (i) holding analogous posts on regular basis in the parent cadre, or  
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in Pay Level-10 in the pay matrix (Rs. 56100-177500) or equivalent in the parent cadre; and  
(b) Possessing the following educational qualifications and experience :-  
**Essential : (a) Essential Educational Qualification :**  
Master degree in Anthropology or Ancient Indian History or Museology or Art History from a recognised university or institute.  
**(b) Experience :** Five years research or documentation work in rural and tribal crafts or any aspect of Indian Art or Archaeology in a recognised museum or institution dealing with art or crafts collection.  
**Note :** Only officers of the Central Government or State Governments or Union Territories shall be eligible to be considered for appointment in absorption basis.  
9. Age : The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.  
10. Last date of applications : 60 days from the date of publication of the advertisement in the Employment News.

Annexure-II

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Post applied for	
2. Name and Address (in Block letters)	
3. Date of Birth (in Christian era)	
4. Contact No. and Email address	
5. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
<b>6. Education Qualifications</b>	
7. 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)	
<b>8. Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience

<b>Desirable</b>		<b>Desirable</b>	
A) Qualification		A) Qualification	
B) Experience		B) Experience	
<p><b>8.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of advertisement in the Employment News.</p> <p><b>8.2.</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p> <p>9. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</p> <p><b>9.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b></p> <p>10. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p>			
<b>Office/ Institution</b>	<b>Post held on regular basis</b>	<b>From</b>	<b>To</b>
		<b>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</b>	<b>Nature of Duties (in detail) highlighting experience required for the post applied for</b>
<p><b>* Important:</b> Pay Band &amp; 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 with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>			
<b>Office/ Institution</b>	<b>Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme</b>	<b>From</b>	<b>To</b>
11. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
12. In case the present employment is held on deputation/contract basis, please state-			
<b>a) The date of Initial appointment</b>	<b>b) Period of appointment on deputation/contract</b>	<b>c) Name of the parent office/organization to which the applicant belongs</b>	<b>d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</b>
12.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
12.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation.			
13. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
14. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)			
a) Central Government			
b) State Government			
c) Autonomous Organization			
d) Government Undertaking			
e) Universities			
f) Others			
15. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
16. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
17. Total emoluments per month now drawn			
<b>Basic Pay and Level in the Pay Matrix</b>			<b>Total Emoluments</b>
18. In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/Interim relief/ other Allowances etc. (with break-up details)</b>	<b>Total Emoluments</b>	



No.2/4/2024-NCM&HKA  
GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDICRAFTS  
NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY  
( formerly National Handicrafts and Handlooms Museum )

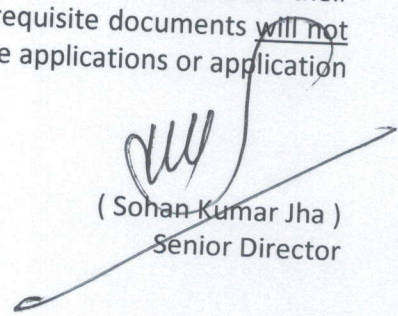
.....  
Bharoin Marg, Pragati Maidan,  
New Delhi, Dated the 4<sup>th</sup> June 2024.

**VACANCY CIRCULAR**

**Subject: Filling up of one post of Deputy Director (Museum Collection) - a General Central Service Group 'A' Gazetted, Non-Ministerial in Level-11 (Rs.67,700 – 2,08,700) in the pay matrix in National Crafts Museum & Hastkala Academy, O/o D.C.Handicrafts, Ministry of Textiles on deputation including short-term contract / absorption basis.**

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( Sohan Kumar Jha )  
Senior Director

- To
1. All Ministries/Departments of Govt. of India for wide publicity.
  2. Assistant Editor(Advt.), Employment News, Publication Division, Ministry of I&B, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News and raise necessary bill to this office for arranging payment at the earliest. In case the payment is to be made in advance, the estimated expenditure involved in it may please be indicated so as to arrange payment to DAVP.
  3. Under Secretary (CS-I), Department of personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - with the request to upload the vacancy circular on the website of DoP&T for wider publicity.



**Annexure - I**

1. Name of the Post : Deputy Director (Museum Collection)
2. Number of posts : 01 (One)
3. Date from which vacant : 10.07.2023 (date of revival of post)
4. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial.
5. Pay Band : Pay level-11 in the pay matrix (Rs.67,700 – 2,08,700/-).
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7. Brief Job description : **MuseumCollection.**
  - (i) To function as Curator. Responsible for periodically verification of artifacts and its preservation and conservations.
  - (ii) Maintenance and periodically verification of Museum Library.
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  - (iv) To issue and receipt of Art and Crafts objects on Loan for organising exhibitions etc.
  - (v) To Liaison with other museums / similar organisations to improve standards of museums time to time.
8. Qualifications, Experience and Eligibility required for the post : **Deputation including short-term contract / Absorption :**

Officers of the Central Governments or State Governments or Union territories or autonomous body or statutory organisation or public sector undertaking or University or recognised research institution,-

  - (a) (i) holding analogous post on regular basis in the parent cadre; or
  - (ii) with five years service in the grade rendered after appointment thereto on regular basis in pay level-10 in the pay matrix (Rs. 56100-177500) or equivalent in the parent cadre; and
  - (b) possessing the following educational qualifications and experience :-



**Essential :**

**(a) Essential Educational Qualification:**

Master Degree in Anthropology or Ancient Indian History or Museology or Art History from a recognised University or Institute.

**(b) Experience:**

Five years research or documentation work in rural and tribal crafts or any aspect of Indian Art or Archaeology in a recognised museum or institution dealing with art or crafts collection.

**Note:** Only officers of the Central Government or State Governments or Union territories shall be eligible to be considered for appointment in absorption basis.

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10. Last date of applications : 60 days from the date of publication of the vacancy Circular in the Employment News.



**BIO-DATA / CURRICULUM VITAE PROFORMA**

**ANNEXURE -II**

1.	Post applied for	
2.	Name and Address (In Block Letters)	
3.	Date of Birth (in Christian era)	
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9.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
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Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

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Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To



11.	Nature of present employment i.e. Ad-hoc or Temporary of Quasi-Permanent or Permanent			
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	a) The date of initial appointment	b) Period of appointment on deputation /contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
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15.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
16.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
17.	Total emoluments per month now drawn			
	Basis Pay and Level in the Pay Matrix		Total Emoluments	
18.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc. (with break-up details)		Total Emoluments
19.	<b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.			



	(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
20.	<b>Achievements:</b> The candidate are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
21.	Please state whether you are applying for deputation / absorption basis.	
22.	Whether belongs to SC/ST	

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 the documents in respect of 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 martial fact having a bearing on my selection has been suppressed/ withheld.

Date \_\_\_\_\_

(Signature of the candidate)  
Address \_\_\_\_\_  
\_\_\_\_\_

**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 CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**  
**( Employer/Cadre Controlling Authority with Seal )**