

F. No. 02/01/2023-NCM&HKA  
Government of India, Ministry of Textiles  
O/o Development Commissioner (Handicrafts)  
National Crafts Museum & Hastkala Academy  
(Formerly National Handicrafts & Handlooms Museum)

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Bhairon Marg, Pragati Maidan,  
New Delhi- 110001

Date: 15/07/2024

**VACANCY CIRCULAR**

**Sub: Filling up of the posts on Deputation(ISTC) - Reg.**

Applications are invited from eligible Government Officials on deputation including short term contract (ISTC) or absorption (as indicated against each post), having the qualifications and experience as mentioned in existing Recruitment Rules / Annexure-I for the following posts in National Crafts Museum & Hastkala Academy, a Subordinate Office under the department of the Development Commissioner (Handicrafts), Ministry of Textiles, Government of India :-

Sl.No.	Name & No. of Posts	Mode of Recruitment
1.	Library Information Assistant- (one) Level-6 in pay matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	Deputation (including short-term contract) or absorption.
2.	Jr. Accounts officer- (one) Level-6 in pay matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	Deputation (including short-term contract).
3.	Programme and Public Relation Officer - (one) Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	By deputation (including short-term contact).
4.	Exhibition Officer - (one) Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	By deputation (including short-term contract).


2. 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 post concerned.

3. While forwarding the applications in the prescribed format (Annexure- II) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents may also be sent along with the application:-

- (i) Application in the prescribed pro-forma (Annexure-II)
- (ii) Copies of up-to-date and complete Annual Performance Appraisal Report / Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer not below the rank of Under Secretary.
- (iii) Integrity Certificate .
- (iv) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
- (v) List of Minor/major penalty, if any, imposed on the applicant during last 10 years.



4. 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 the supporting certificates/documents in support of Qualification and Experience claimed by the candidates, would not be entertained.
5. Complete application with the above supportive documents, duly signed by the authorized officer, may please be forwarded through proper channel to the undersigned within 45 days from the date of advertisement in Employment News. 13-19 Jul 2024 / रोजगार समाचार. A copy of the circular is uploaded on website of this office also.
6. The candidates applying for the post will not be allowed to withdraw their candidature subsequently.
7. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.
8. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisations or Departments of the Central Government shall not exceed three years.
9. The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of application. Other eligibility criteria shall also be determined as on the closing date of receipt of applications.
10. Un-employed / Pvt. Employees are not eligible to apply against these posts.

  
( Dumpala Ramakrishna Rao )  
Administrative Officer  
[aso-nhhm@gov.in](mailto:aso-nhhm@gov.in)  
011-23371353

- Encl: 1. Annexure- I (Eligibility conditions)  
2. Annexure- II (Proforma/ Application format)  
3. Advt in Employment News 13-19 July 2024

Distribution

1. All Stake holders of Central Govt / State Govt / Union Territories / Autonomous or Statutory Organisation or PSU or University or Recognised Research Institutes.
2. M/s Silver Touch Tech Ltd (Agency working Museum website – With direction to upload the vacancy circular on Museum website at the earliest [info@silvertouch.com](mailto:info@silvertouch.com) ,
3. NIC, DoP&T, North Block, New Delhi with the request to upload the vacancy circular on the website of DoP&T. E mail id [diradmin@nic.in](mailto:diradmin@nic.in)



**ELIGIBILITY CRITERIA IN RESPECT OF VACANT POSTS AT NCM&HKA**

**1. Library Information Assistant**

Deputation (including short-term contract)/ absorption:

Officers under the Central Government or State Government or Union Territories or Autonomous or Statutory organisation or Public Sector Undertakings or University or recognised research institutes:-

(a) (i) holding analogous post on regular basis in the parent cadre or Department; or  
(ii) with six years service in the grade rendered after appointment thereto on a regular basis in Level-5 of the pay matrix Rs. 29,200-92,300 or equivalent in the parent cadre or Department and;

(b) possessing the following educational qualifications:-

(i) Bachelor's Degree in Library Science or Library and Information Science from a recognised university or institute; and

(ii) Two years professional experience in a library under Central Government or State Government or Autonomous or Statutory organisation or Public Sector Undertaking or university or recognised research or educational institutions.

Desirable: -

Diploma in computer application from a recognised university or Institute.

Note 1: Only officers of the Central Government or State Government or Union Territories shall be eligible to be considered for appointment in Absorption basis.

**Ref : RR GR 346 (E) dated 4 May 2023**

**2. Junior Accounts Officer**

Deputation (including short term contract :

Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, Public sector undertaking, University or recognized research institutes :-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with six years service in the grade rendered after appointment thereto on a regular basis in Level-5 of the Pay Matrix (Rs.29,200-92,300) or equivalent in the parent cadre or department;

or

(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in Level-4 of the Pay Matrix (25,500- 81,100) or equivalent in the parent cadre or department; and

(b) who have undergone training in cash and accounts work in the Institute of Secretarial Training & Management or equivalent course and possessing two years experience of cash, accounts and budget work.

**Ref : RR GSR 723(E) dated 12 Sep 2022**

**3. Programme and Public Relation Officer**

Deputation (including short-term contract :

Officers of the Central Government or State Governments or Union territory Administrations or autonomous or statutory organisation or public sector undertakings or University or recognised research institutes,-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or  
(ii) with six years service in the grade rendered after appointment thereto on regular basis in level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or Department; and
- (b) possessing the educational qualifications and experience as below,-  
(i) Bachelor's Degree from a recognised University; and  
(ii) two years' experience in public relation works in an organisation preferably in Arts or Crafts museum.

Desirable:

Degree or Diploma in Public Relations from a recognised University or institute.

**Ref : RR GSR 116 dated 04 Sep 2023**

**4. Exhibition Officer**

Deputation including short-term contract (ISTC):

Officers of the Central Government or State Governments or Union territory Administrations or autonomous or statutory organisation or public sector undertakings or University or recognised research institutes,-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or  
(ii) with six years service in the grade rendered after appointment thereto on regular basis in Level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or Department; and
- (b) possessing the educational qualifications and experience as below,-  
(i) Bachelor's Degree from a recognised University; and  
(ii) two years' experience in organising exhibition or display work in Arts or Crafts Museum or in other organisation or recognised institution.

**Ref : Recruitment Rules (RR) GSR 95 dated 2 Aug 2023**



**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)	
4.	Contact No. and Email address	
5.	i) Date of entry into service	
	ii) Date of retirement under Central / State Government Rules	
6.	Education Qualifications	
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)	
8.	Qualifications / Experience required as mentioned in the advertisement/ vacancy circular	<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) Qualifications
	B) Experience	B) Experience
8.1	Note: 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.	
8.2	In the case of Degree and Post Graduate Qualifications, Elective/main subject and subsidiary subject may be indicated by the candidate.	
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	
9.1	<b>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>	
10.	Details of Employment, in chronological order. Enclose a separated 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/ Scale of the post held on regular basis	Nature of Duties (in details) 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 with 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

11.	Nature of present employment i.e. Ad-hoc or Temporary of Quasi-Permanent or Permanent		
12.	In case the present employment is held on deputation/contract basis, please state—		
	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
12.1	<b>Note:</b> 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.		
12.2	<b>Note:</b> 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 maintain a lien in his parent cadre/organization		
13.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
14.	<b>Additional details about present employment:</b> 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		
	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 )**



**Director of Certifying Authorities**  
Complex, Lodi Road, New Delhi -110 003

1st July, 2024

Officers in Level-4 in the pay matrix Rs. 25,500-30,000 on deputation/absorption basis.

vacant posts of Stenographer in the Office of the Director of Certifying Authorities, Ministry of Electronics and Information Technology, are available on deputation/ absorption basis from the eligible and qualified persons of the Ministry/ Department may be appointed through proper channel to Director of Certifying Authorities, Ministry of Electronics and Information Technology, CGO Complex, Lodi Road, New Delhi -110 003, on the date of publication on our website. The appointment on "Deputation basis", the terms and conditions contained in Department of Electronics and Information Technology (Pay-II) dated 17th June 2010.

Refer to website (www.cca.gov.in).  
The maximum age limit for appointment on Deputation shall not be exceeding 56 years as on the date of receipt of applications.  
Level-4 (Rs. 25500-81100/-) equivalent to Group 'C' posts in Central Government on deputation/absorption basis.

3 (Three)

Refer to website (www.cca.gov.in).  
The last date for receipt of application shall be 45 days from the date of publication of this advertisement in Employment News.

(Dilip Kumar Barman)  
Director (F&A)



No. 2/1/2023-NCM & HKA  
Government of India, Ministry of Textiles  
O/o Development Commissioner for Handicrafts  
**National Crafts Museum & Hastkala Academy**  
(Formerly National Handicrafts & Handlooms Museum)  
Bhairon Marg, Pragati Maidan, New Delhi -110001  
Website: nationalcraftsmuseum.nic.in  
E-mail: mailtonhnm@gmail.com

**VACANCY CIRCULAR**

Applications are invited from suitable candidates for filling up the following existing vacancies in this Museum as per the mode of recruitment indicated against each post:-

Sl.No.	Name & No. of Posts	Mode of Recruitment
1.	<b>Library Information Assistant- (one)</b> Level-6 in pay matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	Deputation (including short-term contract) or absorption.
2.	<b>Jr. Accounts Officer- (one)</b> Level-6 in pay matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	Deputation (including short-term contract).
3.	<b>Programme and Public Relation Officer- (one)</b> Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial)	By deputation (including short-term contract).
4.	<b>Exhibition Officer - (one)</b> Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	By deputation (including short-term contract).

The deputation terms will be governed by the terms and conditions contained in the DOP&T OM No. 6/8/2009-Estt (Pay-II) dated 17th June 2010, as amended from time to time. The deputation period shall be three years or till further orders whichever is earlier.

Details of eligibility criteria, application proforma and other information is available on the Museum's website at URL: [www.nationalcraftsmuseum.nic.in](http://www.nationalcraftsmuseum.nic.in).

The last date for receipt of application shall be 45 days from the date of publication of this advertisement in Employment News.

CBC 41105/12/0002/2425

Administrative Officer/HoO  
E/15/117

**Clear Physics**

Kolkata-700 064  
Institute under the  
Govt. of India

24

Date : 14/06/2024

Security Officer-I  
(UR)  
[MENT basis]

Eligibility Criteria and  
on the Institute

**ट्रूप कॉम्फर्ट्स लिमिटेड / Troop Comforts Limited**

भारत सरकार का उपक्रम, रक्षा मंत्रालय / A Govt. of India Enterprise, Ministry of Defence  
जीटी रोड, कानपुर (उ.प्र.) 208013 / G.T. Road, Kanpur (U.P.) 208013

**Advertisement No. 04/2024**

Troop Comforts Limited invites online application for engagement of the under mentioned post on fixed term tenure basis through website <https://www.troopcomfortslimited.co.in> till 22/07/2024. Please visit our website for more information.

Nomenclature of post on Fixed Term Tenure Basis	No. of post	Consolidated Remuneration
Company Secretary	01	Consolidated Rs. 125000.00 (One lakh twenty five thousand only) Per Month all inclusive, and revised annually based on performance as per TCL policy/