

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: 03 /02/2025

**VACANCY CIRCULAR**

**Sub: Filling up of the posts on deputation / absorption basis (as indicated against concerned post) - reg.**

Applications are invited from eligible **Government Officials** on deputation / absorption basis 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 Office of the Development Commissioner (Handicrafts), Ministry of Textiles, Government of India :-

Sl.No.	Name & No. of Post	Mode of Recruitment
1.	Library Information Assistant- (one) Group B / Level-6 in pay matrix Rs. 35400-112400/-	Deputation (including short-term contract) / absorption.
2.	Jr. Accounts officer- (one) Group B / Level-6 in pay matrix Rs. 35400-112400/-	Deputation (including short-term contract).
3.	Programme and Public Relation Officer – (one) Group B / Level-6 in Pay Matrix Rs. 35400-112400/-	By deputation (including short-term contract).
4.	Exhibition Officer – (one) Group B / Level-6 in Pay Matrix Rs. 35400-112400/-	By deputation (including short-term contract).
5.	Gallery Assistant – (one) Group C / Level-4 in pay matrix Rs. 25500-81100/-	By deputation (including short-term contract).
6.	Block-cum-Screen Printer – (one) Group C / Level-4 in pay matrix Rs. 25500-81100/-	By deputation (including short-term contract).
7.	Lettering Artist – (one) Group C / Level-4 in pay matrix Rs. 25500-81100/-	By deputation (including short-term contract).
8.	<del>Documentation Assistant – (one) Group C / Level-2 in pay matrix Rs. 19900-63200/-</del>	Cancelled
9.	Gallery Attendant – (Three) Group C / Level-1 in pay matrix Rs.18000-56900/-	By deputation
10.	Mud Plaster (one) Group C / Level-1 in pay matrix Rs.18000-56900/-	By deputation

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 60 days from the date of advertisement in Employment News dt 01 -07 Feb 2025 / 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 applications. 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.**



  
( Col Manoj Rana )  
Senior Director

- Encl: 1. Annexure- I (Eligibility conditions)  
2. Annexure- II (Proforma / 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, Autonomous / Statutory Bodies and PSEs.
2. All state Govt . Administrator of UT with a request to give wide publicity to the vacancy in their various department/ offices.
3. Under Secy (CS-I), DOPT , Lok Nayak Bhaan, Khan Market, New d/elhi 0 110003 – with a request to upload the vacancy circular on the website of DOPT for wider publicity ([sunil.edu@nic.in](mailto:sunil.edu@nic.in) )
4. US/Estt, M/o Textiles – ith a request to upload the vacancy circular on your website. [Jaya.shiva@nic.in](mailto:Jaya.shiva@nic.in)
5. Asst Dir (HC) i/c website O/o - with a request to upload the vacancy circular on your website under heading Recruitment at URL - [www.handicrafts.nic.in](http://www.handicrafts.nic.in)

Internal copy to :

1. Notice Board , whatsapp group NCM&HKA

01-07 Feb 2025

pg. 42

(Regular)

1,12,400

(Finance) with 55% marks

Last date of submission of online applications is 20<sup>th</sup> February 2025. For details and any updates, please visit <http://www.ilmj.ac.in> EN 44/98



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](http://nationalcraftsmuseum.nic.in), Email: [mailtonhnm@gmail.com](mailto:mailtonhnm@gmail.com)

#### VACANCY CIRCULAR

Applications are invited from suitable candidates for filling up the following General Central Service, Group B / Group C posts 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> Group B / Level-6 in pay matrix Rs. 35400-112400/-	Deputation (including short-term contract) / absorption.
2.	<b>Jr. Accounts Officer- (one)</b> Group B / Level-6 in pay matrix Rs. 35400-112400/-	Deputation (including short-term contract).
3.	<b>Programme and Public Relation Officer - (one)</b> Group B / Level-6 in Pay Matrix Rs. 35400-112400/-	By deputation (including short-term contract).
4.	<b>Exhibition Officer - (one)</b> Group B / Level-6 in Pay Matrix Rs. 35400-112400/-	By deputation (including short-term contract).
5.	<b>Gallery Assistant - (one)</b> Group C / Level-4 in pay matrix Rs. 25500-81100/-	By deputation (including short-term contract).
6.	<b>Block-cum-Screen Printer - (one)</b> Group C / Level-4 in pay matrix Rs. 25500-81100/-	By deputation (including short-term contract).
7.	<b>Lettering Artist - (one)</b> Group C / Level-4 in pay matrix Rs. 25500-81100/-	By deputation (including short-term contract).
8.	<b>Documentation Assistant - (one)</b> Group C / Level-2 in pay matrix Rs. 19900-63200/-	By deputation (including short-term contract).
9.	<b>Gallery Attendant - (Three)</b> Group C / Level-1 in pay matrix Rs. 18000-56900/-	By deputation
10.	<b>Mud Plaster (one)</b> Group C / Level-1 in pay matrix Rs.18000-56900/-	By deputation

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 under heading Career at URL: <https://www.nationalcraftsmuseum.nic.in> & O/o Development Commissioner (Handicrafts) under heading Recruitment at URL : <https://www.handicrafts.nic.in>.

The last date for receipt of application shall be 60 days from the date of publication of this advertisement in Employment News.

CBC 41105/12/0004/2425

Senior Director (M)

EN 44/92

**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, 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;  
(b) possessing the following educational qualifications and experience:-

- (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, State Government, Union territories, autonomous or Statutory organisation, Public Sector Undertaking, University or recognized research or educational institutions.

Desirable:-

Diploma in computer application from a recognised university or Institute.

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

Ref : RR GSR 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.

**3. Programme and Public Relation Officer**

Deputation (including short-term contract):

Officers under the Central Government or State Government or Union Territories Administrations or autonomous or Statutory organization 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 educational qualifications and experience as below:-  
(i) Bachelor's Degree from a recognised University; and  
2. two years experience in public relation works in an organisation preferably in Arts or Crafts Museum.

Desirable:

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

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

**4. Exhibition Officer**

By Deputation: (including short term contract):

Officers of the Central Government or State government or Union territories Administrations or autonomous or Statutory organization or Public Sector undertakings or 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 regular basis in level-5 in the pay matrix (Rs. 29,200 – 92,300/-) or equivalent in the parent cadre or Department; and

(b) possessing the education qualifications and experience as below:-

(i) Bachelor's Degree from a recognized University; and

(ii) two years experience in organising exhibition or display work in Art or Crafts Museum or in other organisation or recognised institution.

**Ref : RR GSR 95 dated 02<sup>nd</sup> Aug2023**

**5. Gallery Assistant**

By Deputation: (including short term contract):

Officers of the Central Government or State government or Union Territories or Autonomous or Statutory organization or Public Sector undertakings or University or Recognized research institutes:-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with eight years service in the grade rendered after appointment thereto on regular basis in level-2 in the pay matrix (Rs. 19,900 – 63,200/-) or equivalent in the parent cadre or Department.

(b) possessing the educational qualification of 12<sup>th</sup> Class pass.

**Ref : RR GSR 97 dated 3<sup>rd</sup> Aug 2023**

**6. Block-cum-Screen Printer**

By deputation (including short-term contract)/absorption.

Officers of the Central Government or State government or Union Territories or Autonomous or Statutory organization or Public Sector undertakings or University or Recognized research institutes:-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with eight years service in the grade rendered after appointment thereto on regular basis in level-2 in the pay matrix (Rs. 19,900-63,200/-) or equivalent in the parent cadre or Department.

Or

(iii) with eleven years service in the grade rendered after appointment thereto on regular basis in level-1 in the pay matrix (Rs. 18,000-56900) or equivalent in the parent cadre or Department. and

(b) possessing the educational qualification of 10<sup>th</sup> Class pass or ITI diploma holder with textile printing or screen printing or Fabric printing or Block Printing trade

**Ref : RR GSR 110 dated 24<sup>rd</sup> Aug 2023**

**7. Lettering Artist**

By deputation (including short-term contract).

Officers of the Central Government or State government or Union Territories or Autonomous or Statutory organization or Public Sector undertakings or University or Recognized research institutes:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with eight years service in the grade rendered after appointment thereto on a regular basis in level-2 in the pay matrix (Rs. 19,900-63,200/-) or equivalent in the parent cadre or Department.
- (iii) with eleven years service in the grade rendered after appointment thereto on regular basis in level-1 in the pay matrix (Rs. 18,000-56900) or equivalent in the parent cadre or Department. and
- (b) possessing the educational qualification of 12<sup>th</sup> Class pass. (ii) one year certificate or diploma course in commercial or Fine Arts from a recognised institute.

**Ref : RR GSR 110 dated 24<sup>th</sup> Aug 2023**

**8. Gallery Attendant**

By deputation:

Officers of the Central Government or State government or Union Territories

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; and
- (b) possessing the educational qualification of 10<sup>th</sup> Class pass.

**Ref : RR GSR 96 dated 03 Aug 2023**

**9. Mud Plaster**

By deputation:

Officials of the Central Government or State government or Union Territories

- (a) holding analogous posts on regular basis in the parent cadre or Department; and
- (b) possessing the educational qualification of 10<sup>th</sup> Class pass.

**Ref : RR GSR 210 dated 7 Mar 2023**

**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		
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
<b>Essential</b>		<b>Essential</b>
A) Qualification		A) Qualification
B) Experience		Experience
<b>Desirable</b>		<b>Desirable</b>
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. <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.			
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 <sup>th</sup> 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
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: 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).			
14. B) Achievements : The Candidates are requested to indicate information with regard to: 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 <b>(Note: Enclose a separate sheet, if the space is</b>			



insufficient.)		
15. Please state whether you are applying for deputation (ISTC)/ Absorption basis, if applicable/ Re- employment Basis,# (Candidates of Non-Government Organization are eligible for short term contract)		
# (The option of 'STC'/'Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Re-employment")		
16. 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: \_\_\_\_\_

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#### 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)