

F. No.1/5/2013-NHHM (e-43330)  
Government of India  
Ministry of Textiles  
National Crafts Museum & Hastkala Academy  
(formerly National Handicrafts and Handlooms Museum)

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Pragati Maidan, New Delhi-01  
Dated. 16 Feb 2026

**Corrigendum : Contract Appointment of Retired Central Government Employees at NCM&HKA against vacant posts : Rolling Notification –regarding.**

Please refer this office letter of even reference dated 19 Jan 2026 (copy attached). The following amendments may kindly be read against the vacancies notified vacancies of Non-Consultant (P&PRO) and Non-Consultant (Galleries), :-

- (h) Non-Consultant ( P& PRO or Network/Website/IT Assistant)
- (i) Non-Consultant (Galleries or Network / Website / IT Assistant)

2. The duties of the posts along with eligibility criteria are attached herewith for reference.

3. Applications are to be submitted through e mail : [mailtonhnm@gmail.com](mailto:mailtonhnm@gmail.com)  
Interviews will be conducted on a monthly basis, with intimation to candidates by e-mail. This process will continue for the next six months, or until suitable candidates are selected, whichever is earlier.

  
(Colonel Manoj Rana)  
Senior Director (M)

Encl : As stated

To

All Retired Central Govt Employees

(Circulated through websites of NCM&HKA, DC(HC) and various offices including DOPT).

Copy to

DOPT (CS (Coopr) Division) [sunil.edu@nic.in](mailto:sunil.edu@nic.in) for hosting on website please.  
All Ministries / Departments

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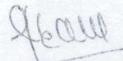
Pragati Maidan, New Delhi-01  
Dated. 19 Jan 2026

**Subject: Contract Appointment of Retired Central Government Employees at NCM&HKA against vacant posts –regarding.**

National Crafts Museum & Hastkala Academy (NCM&HKA) invites retired central government pensioners for walk-in-interview for filling up following posts on contract basis for a period of one year or till regular incumbent joins or up to the date of completion of 65 years of age or until further orders of Competent Authority, whichever is earlier. **Retired Govt. servants without pension or from non-pensionary jobs are not eligible.**

- (a) Non- Consultant (Administration)
- (b) Non- Consultant (Procurement)
- (c) Non-Consultant (Establishment )
- (d) Non - Consultant (Admin – II)
- (f) Non -Consultant (Accounts)
- (g) Non-Consultant (Exhibition )
- (h) Non-Consultant ( Program & Public Relations)
- (i) Non-Consultant (Galleries)

2. The applicants are advised to send their applications in duly filled in attached proforma at email [mailtonhnm@gmail.com](mailto:mailtonhnm@gmail.com) along with supporting documents of PPO and etc latest by **09 Feb 2026** . Interviews will be conducted on monthly basis until suitable candidates are selected. The competent authority reserves the right for any amendment, cancellation and change in this advertisement in whole or part thereof without assigning any reason. Terms and conditions along with application attached at Annexure I and list of duties assigned to each post is attached at Annexure II

  
(Colonel Manoj Rana)  
Senior Director (M)

Encl : As stated

To

All Retired Central Govt Employees  
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**Duties and Responsibilities assigned to the Posts**  
**National Crafts Museum & Hastkala Academy (NCM& HKA)**

Sl. No.	Name of Positions Eligibility Criteria	Duties and Responsibilities
7	<p><b>Non-Consultant (Programme &amp; Public Relation Officer)</b></p> <p>Officials retired from analogous of post in Level – 6 (as per 7<sup>th</sup> CPC) or above from Central Government / Central Autonomous bodies.</p> <p>In case of lack of response, one level below retirees are also considered, if suitable .</p> <p>Desirable having experience in Photocol duties and Liaison / PS duties</p>	<p>Supervise Reception and ensure proper maintenance of records of visitors at reception and address the issues related to visitors / general public and coordination work with media related agencies / local authorities.</p> <p>(a) Fixing the appointment of Sr. Dir. With VIPs / Dignitaries and attend the which includes receiving / see of dignitaries etc.,</p> <p>(b) Update of general information / activities of NHHM on Website</p> <p>(c) Data compilation from other sections and preparation of annual return on activities of Museum.</p> <p>(d) Process of files for permission to conduct Programme by various agencies.</p> <p>(e) Work as Link Officer for Exhibition Officer &amp; PA to Sr Dir(M)</p> <p>(f) Assist in Conducting meeting / retirement parities etc</p> <p>(g) Take over all the files earlier maintained by P&amp;PRO and held responsible for its accountability as a custodian.</p> <p>(h) Maintain and update <b>information folder for P&amp;PRO</b> for duties and responsibilities , handing / taking over, list of all files , records, inventory , mailing list / tele directory of important officials / dignitaries / organizations for official meetings etc. and all other important instructions etc.</p> <p>(k) Being a Link Officer for Exhibition Officer , he should also familiar with duties and responsibilities of Exhibition Officer</p> <p>(l) Any other work assigned by reporting officer / senior officers from time to time.</p>
<b>OR</b>		
	<p><b>Non-Consultant (Network, Website / IT Assistant)</b></p> <p>Officials retired from analogous of post in Level – 6 (as per 7<sup>th</sup> CPC) or above from Central Government / Central Autonomous bodies. having experience in Network, website and IT / Computer software / Hardware</p> <p>Desirable : B Tech / Degree / Diploma / Certificate course in computer science or related to network / website / IT software / hardware etc</p>	<ol style="list-style-type: none"> <li>1. Computer Systems Management</li> <li>2. Website Administration</li> <li>3. Network &amp; Infrastructure</li> <li>4. Digital Ticketing &amp; Visitor Services</li> <li>5. Cybersecurity &amp; Compliance</li> <li>6. Coordination &amp; Digitisation</li> <li>7. Innovation &amp; Modernization</li> <li>8. Handling of Social Media platforms of Museum</li> <li>9. Management of all IT related assets including KIOSKs Display panels etc</li> </ol>

Sl. No.	Name of Positions Eligibility Criteria	Duties and Responsibilities
8	<p><b>Non-Consultant (Galleries )</b></p> <p>Officials retired from analogous of post in Level – 4 and above from Central Government / Central Autonomous bodies.</p> <p>Desirable having experience in Museum or similar institutes</p>	<p>Supervision / Custodian of one of the Gallery for its well display of artifacts and</p> <p>its maintenance , which includes o keep their collection/ exhibits free from dust deposits/fungi/alien impressions etc.</p> <p>b) Maintain and update <b>information folder for Gallery</b>, where you are working for duties and responsibilities, list of artifacts displayed with images for proper handing / taking over . Also maintain small brief of every artifact / show case, list of all files , records, inventory , mailing list / tele directory of important officials / dignitaries / organizations for official meetings etc. and all other important instructions etc.</p> <p>(c) Supervise the all activities in the galleries including ensuring proper cleaning and all other important instructions etc.</p> <p>(c) Supervise the all activities in the galleries including ensuring proper cleaning.</p> <p>(d) Dealing with correspondence in e-office related with maintenance of Galley with reference to visitors, staff and artifacts.</p> <p>(f) Work as Link Incharge of other Gallery as directed by reporting officer time to time.</p> <p>(g) To deliver gallery talks, gallery visits and VIPs/VVIPs &amp; school tips.</p> <p>(h) Any other work assigned by reporting officer / senior officers from time to time.</p>
<b>OR</b>		
	<p><b>Non-Consultant (Network, Website / IT Assistant)</b></p> <p>Officials retired from analogous of post in Level – 6 (as per 7<sup>th</sup> CPC) or above from Central Government / Central Autonomous bodies. having experience in Network, website and IT / Computer software / Hardware</p> <p>Desirable : B Tech / Degree / Diploma / Certificate course in computer science or related to network / website / IT software / hardware etc</p>	<ol style="list-style-type: none"> <li>1. Computer Systems Management</li> <li>2. Website Administration</li> <li>3. Network &amp; Infrastructure</li> <li>4. Digital Ticketing &amp; Visitor Services</li> <li>5. Cybersecurity &amp; Compliance</li> <li>6. Coordination &amp; Digitisation</li> <li>7. Innovation &amp; Modernization</li> <li>8. Handling of social media platforms of Muserum</li> <li>9. Management of all IT related assets including KIOSKs Display panels etc</li> </ol>