

**F. No. 02/06/2023/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**  
**Dated: 09 Jun 2026**

**VACANCY CIRCULAR**

Applications are invited from eligible Govt Officials, having the qualifications and experience strictly as mentioned in Annexure-I for the following posts in National Crafts Museum & Hastkala Academy, Subordinate Office of Development Commissioner (Handicrafts ) under Ministry of Textiles on the method as shown against each :-

Sl.No.	Name & No. of Posts	Mode of Recruitment
1.	Junior Accounts officer- (one) Group B / Level-6 in pay matrix Rs. 35400-112400/-	Deputation (including short-term contract).
2.	Programme and Public Relation Officer – (one) Group B / Level-6 in Pay Matrix Rs. 35400-112400/-	Deputation (including short-term contact).
3.	Maintenance Officer – One Group B / Level-6 in Pay Matrix Rs. 35400-112400/-	Deputation (including short-term contract )/Absorption
4.	Gallery Assistant – One Group C / Level-4 in pay matrix Rs. 25500-81100/-	Deputation (including short-term contract).
5.	Technician – One Group C / Level – 4 in pay matrix Rs. . 25500-81100/-	Deputation (including short-term contract )/Absorption

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. Nomination of the officials who volunteer for the post once accepted by the appointing authority will not be permitted to withdraw their names later.

4. 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.

5. The last date for receipt of applications will be 60 days from the date of publication of advertisement in Employment News. Applications received after the last date would not be considered.

6. It is experienced in the past that candidates of un-employed / Pvt employees are applying for **Deputation including short term contract (ISTC)**, Whereas the recruitment method of Deputation (ISTC) is only for Govt employees holding analogous posts with same level or one or two levels below the post having with specified regular service. Hence, it is advised that **Pvt employees / Un-employed Candidates should not apply for Deputation (ISTC)**.

  
(Col Manoj Rana)  
Sr Dir (M)



Encl: 1. Annexure I (Eligibility conditions )  
2. Annexure II (Performa / Application format)

To

1. All Ministries/Departments under Govt. of India – With a request that a wide publicity may please be given to the vacancy circular in their Ministry and their attached / subordinate offices, Autonomous / Statutory Bodies and PSUs.
2. All State Govt, Administrator of UT with a request to give wide publicity to the vacancy in their various departments / offices.
3. Under Secy(cS-i), Lok Nayak Bhawan, Khan Market, New Delhi 110003- with a request to upload the vacancy circular on the website of DOPT for wider publicity ([sunl.edu@nic.in](mailto:sunl.edu@nic.in))
4. US/Estt, M/o Textiles
5. O/o DC(HC) Asst Dir Website - With a request to upload the vacancy circular on website under heading recruitment at URL – [www.handicrafts.nic.in](http://www.handicrafts.nic.in)
6. CCIC (Gen Manager (HR)) - This refers our letter No. 02/20/2023/NCM&HKA  
[ccic@cottageemporium.in](mailto:ccic@cottageemporium.in) 01 Jul 2025

Internal :

1. i/c Museum Website - With a request to upload the vacancy circular
2. Notice Board, Whatsapp group

**ELIGIBILITY CRITERIA: SELECTION OF POSTS AT NCM&HKA  
ON DEPUTATION INCLUDING SHORT TERM CONTRACT (ISTC)**

**1. Junior Accounts Officer ( 1 vacancy)**

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.

**RR No. GSR 723 / 2022 dt 12 Sep 2022**

**2. Programme and Public Relation Officer ( 1 vacancy)**

By 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.

**RR No. GSR 116/2023 dt 04 Sep 2023**

**Maintenance Officer ( 1 vacancy)**

By Deputation (including short-term contract) / Absorption

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 maintenance work or store procurement or store handling in a Government organisation preferably in a museum

**Note . 1 Only officers of the central government or state government or Union territories shall be eligible to be considered for appointment on Absorption basis.**

RR No. GSR 95/2023 dt 02 Aug 2023

**4. Gallery Assistant ( 1 vacancy)**

By Deputation (ISTC)

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) 12 Class pass from a recognised board

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

**4. Technician / Level 4 ( 1 vacancy)**

By Deputation (including short-term contract) / Absorption

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 eight years service in the grade rendered after appointment thereto on a regular basis in Level-2 of the pay matrix Rs 19900-63200 or equivalent in the parent cadre or department  
(iii) with 11 years regular service in post in Level-1 in pay matrix Rs 18000-56900
- (b) possessing the educational qualifications and experience as below:-
  - (i) 10<sup>th</sup> class with science subject from recognised board.
  - (ii) three years experience in laboratory of a science laboratory or technical institutuion or university or a museum.

Desirable. Knowledge of book binding and mounting of painting and techniques for conversation of craft objects.

**Note . 1 Only officers of the central government or state government or Union territories shall be eligible to be considered for appointment on Absorption basis.**

RR No. GSR 110/2023 dt 24 Aug 2023

**Format of Application (For Deputation)**  
**(To be filled in CAPITAL LETTERS ONLY)**

**Annexure II**

Application for the post of		
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)			
<ol style="list-style-type: none"> <li>1. Central Govt.</li> <li>2. State Govt.</li> <li>3. Autonomous Organization</li> <li>4. Government Undertaking</li> <li>5. Universities</li> <li>6. Others</li> </ol>			
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:			
<ol style="list-style-type: none"> <li>I. Additional qualification</li> <li>II. Professional training, and</li> <li>III. Work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient).</li> </ol>			

<p>14. B) Achievements :</p> <p>The Candidates are requested to indicate information with regard to:</p> <ol style="list-style-type: none"> <li>I. Research publications and report and special projects</li> <li>II. Awards/Scholarship/Official Appreciation</li> <li>III. Affiliation with the professional bodies/institutions/societies and;</li> <li>IV. Patents register in own name or achieved for the organization</li> <li>V. Any research/ innovative measure involving official recognition</li> <li>VI. Any other information</li> </ol> <p><b>(Note: Enclose a separate sheet, if the space is insufficient.)</b></p>		
<p>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)</p>		
<p># (The option of 'STC'/'Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Re-employment")</p>		
<p>16. Whether belongs to SC/ST/OBC/PH/PWD</p>		

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:

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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)