



No. 02/03/2023-NCM&HKA

Government of India

Ministry of Textiles

O/o Development Commissioner for Handicrafts

National Crafts Museum & Hastkala Academy
(Formerly National Handicrafts & Handlooms Museum)
(Crafts Museum), Bhairon Marg, Pragati Maidan
New Delhi-110001

Website : nationalcraftsmuseum.nic.in

Vacancy Circular

Applications are invited from suitable candidates for filling up the following existing vacancies in this office. Details of the vacancies and mode of recruitment is indicated against each post:

Sl. No.	Details of post and No. of vacancies	Mode of Recruitment of existing vacancy
1.	Security Officer- (one) Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted Non-Ministerial).	By transfer on deputation/transfer. For Ex-Servicemen: Transfer on deputation/re-employment.
2.	Maintenance 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)/absorption.
3.	Security Man - (one) Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'C' Non-Gazetted Non-Ministerial)	By deputation (including short-term contract) or absorption or deputation or re-employment of Armed Force personnel.

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 ordinarily not exceed three years.

Details of eligibility criteria, application proforma and other information is available on the Meseum's website at URL : www.nationalcraftsmeseum.nic.in.

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

Administrative & Security Officer/HoO

F. No. 02/03/2023-NCM&HKA/574
Government of India, Ministry of Textiles
O/o Development Commissioner (Handicrafts)
National Crafts Museum & Hastkala Academy
(Formerly National Handicrafts & Handlooms Museum)

Bhairon Marg, Pragati Maidan,
New Delhi- 110001
Date: 18th September, 2023

VACANCY CIRCULAR

Sub: Filling up of the posts on deputation / absorption basis/re-employment basis[for ex-servicemen] (as indicated against each post) - reg.

Applications are invited from eligible Government Officials, 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 organisation of Office of the Development Commissioner (Handicrafts), Ministry of Textiles, Government of India, New Delhi as per the method of recruitment indicated against each post :-

Sl. No.	Name of the post and No. of vacancies	Mode of Recruitment
1.	Security Officer - (one) Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	By transfer on deputation / transfer basis. FOR EX-SERVICEMEN : Transfer on deputation/ re-employment.
2.	Maintenance Officer – (one) Level-6 in Pay Matrix Rs. 35400-112400/- (General Central Service, Group 'B' Non-Gazetted, Non-Ministerial)	Deputation (including short-term contract)/ absorption, failing which by direct recruitment.
3.	Security Man – One *Level-2 in Pay Matrix Rs.19900 – 63200/- (General Central Service, Group 'C' Non-Gazetted, Non-Ministerial)	By deputation (including short-term contract) or absorption or deputation or re-employment of Armed Force personnel.

***In the advertisement published in Employment News dated 16-22 September 2023 edition, the pay scale has erroneously been published as 'Level-6' which should in fact be read as 'Level-2', for which a 'Corrigendum' is being published shortly in Employment News also.**

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) dated 17th 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 publication of advertisement in Employment News / रोजगार समाचार.

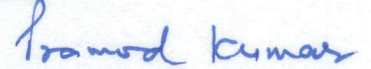
6. The candidates applying for the post will not be allowed to withdraw their candidature subsequently.

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.

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.



(Pramod Kumar)

Administrative & Security Officer/Head of Office

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.
2.	AD(Admin), O/o DC(HC)	It is requested that the same may be uploaded on website of o/o DC (HC)for wide publicity

Internal copy to (by e mail):

1. Sr. Dir. (M)
2. Notice Board.

ELIGIBILITY CRITERIA IN RESPECT OF VACANT POSTS IN NCM&HKA

1. Security Officer

Transfer on Deputation/ transfer.

Officers under Central Government :

- (a) (i) holding analogous post; or
- (ii) with seven years regular service in level-5 in the pay-matrix (Rs. 29200-92300) or equivalent;
- or
- (iii) with twelve years regular service in the pay-matrix (25500-81100) or equivalent;

AND

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

Essential Qualifications:

- (i) Graduate of a recognized University or equivalent.
- (ii) Five years' experience of security arrangements in Museum or caretaking in Govt. Departments or Institutions.

Desirable Qualification:

Preference shall be given to the holder of Certificate or Diploma in Fire Fighting and having experience of supervision of security/ cleanliness, General Administration, Establishment and accounts work OR to a retired Junior Commissioned officer in Armed Forces.

FOR EX-SERVICEMEN :

Transfer on deputation/ re-employment :

The Armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualification prescribed for direct recruits shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.

2. Maintenance Officer

By 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 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 following educational qualifications and experience,-

- (i) Bachelor's Degree from a recognised University or institute;
- (ii) two years experience in maintenance work or store procurement or store handling in a Government organisation preferably in a Museum.

3. Security Man

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 three years service in the grade rendered after appointment thereto on a regular basis in Level-1 of the pay matrix Rs. 18000-56900 or equivalent in the parent cadre or Department and;
- (b) 12th class pass from a recognised Board.

Deputation or Re-employment :

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualification prescribed for direct recruits shall also be considered. Such persons would be given

deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.

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.

Note 2: For re-employment of Armed Forces Personnel as per Department of Personnel & Training guidelines.

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
Essential		Essential
A) Qualification		A) Qualification
B) Experience		Experience
Desirable		Desirable
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. Note: 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 th 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			

(Note: Enclose a separate sheet, if the space is 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: _____

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)