

No.2/7/2023-NCM&HKA
GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDICRAFTS
NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY
(formerly National Handicrafts and Handlooms Museum)

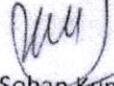
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Bharoin Marg, Pragati Maidan,
New Delhi, Dated the 2nd February 2024.

VACANCY CIRCULAR

Subject: **Filling up of one post of Senior Director (General Central Service Group 'A' Gazetted, Non-Ministerial) in Level-13 (Rs.1,23,100- 2,15,900/-) in the pay matrix (pre-revised, PB4, Rs.37400-67000 plus Grade Pay Rs.8700) in National Crafts Museum & Hastkala Academy, O/o D.C.Handicrafts, Ministry of Textiles on deputation/ absorption basis.**

Applications in the prescribed proforma, as per the **Annexure-II** are invited from eligible persons for filling up the post of Senior Director in National Crafts Museum & Hastkala Academy (formerly National Handicrafts & Handlooms Museum) - A Subordinate office under the organization O/o the Development Commissioner for Handicrafts, Ministry of Textiles, Government of India, New Delhi, on deputation/ absorption basis. Details of the post are furnished in **Annexure-I** attached herewith.

2. Controlling Offices of the applicants are requested that the applications of such eligible candidates who are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded alongwith attested photocopies of last 5 years' ACR/APAR dossier, Vigilance Clearance and Integrity Certificate, Cadre Clearance, details of major/minor penalty imposed during the last ten years, if any, to the undersigned within a period of 60 days from the date of publication of this Advertisement in the Employment News/ Rozgar Samachar. Applicants will not be allowed to withdraw their candidature at a later date. Applications received without the requisite documents will not be entertained. No action will be taken on advance copies of the applications or application not received through proper channel.


(Sohan Kumar Jha)
Senior Director

Annexure - I

1. Name of the Post : Senior Director
2. Number of posts : 01 (One)
3. Date from which vacant : 01.07.2024 (anticipated)
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial.
5. Pay Band : Level-13 (Rs.1,23,100– 2,15,900/-) in the pay matrix (pre-revised, PB-4, Rs.37400-67000 plus Grade Pay Rs.8700).
6. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed five years.
7. Brief Job description of : Senior Director functions as administrative Head of the museum and is responsible for supervision of all activities of the museum and plays leading and decisive role for proper functioning of the museum.
8. Qualifications, Experience and Eligibility required for the post :

Deputation/Absorption :
Officers of the Central Government, -
(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or
(ii) with five years service in the grade rendered after appointment thereto on a regular basis on the Pay Band-3 of Rs. 15600-39100 with Grade Pay of Rs. 7600 or equivalent in the parent cadre/department; and
(b) possessing the following educational qualifications and experience :-

Essential :
(i) Master degree in any discipline from a recognized university/institute;
(ii) Twelve years' experience in Administrative matters in the Central Government department/organisation.

Desirable :
Two years' experience of organizing museum exhibition and publicity in relation to handicrafts and handlooms.

Note: For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (date from which the revised pay structure based on the Sixth Central Pay



Commission recommendation has been extended) shall be deemed to be in service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

9. Age : The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
10. Last date of applications : 60 days from the date of publication of the vacancy Circular in the Employment News.

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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	Qualifications/Experience possessed by the officer
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	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	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.	
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 or 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	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.			
12.2	Note: 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.	Additional details about present employment: 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.	Additional information , 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) (Note: Enclose a separate sheet, if the space is insufficient)	
20.	Achievements: 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. (Note: Enclose a separate sheet if the space is insufficient)	
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)

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