



Ministry of Textiles  
O/o DC for Handlooms  
Weavers' Service Centre,  
Barari, Bhagalpur  
No. WSC/BGP/2(32)/1273



## INVITING EXPRESSION OF INTEREST (EOIs)

- EOIs are invited for engaging **Textile Designers and Cluster Development Executives** in Small Cluster Development Programme (SCDPs) in Bihar State under NHDP which are to be filled on contractual basis.
- The details of eligibility criteria, broad Terms of Reference (ToR), guidelines for submission of Eois and other terms and conditions and Application form (Annexure-I) are available on the website [www.handlooms.nic.in](http://www.handlooms.nic.in)
- Those interested should submit in the prescribed format, the application along with self-attested copies of certificates of qualification, age, experience etc. in sealed envelope, clearly marked "**Eoi for engaging Textile Designer/CDE in the various SCDP in the Bihar State**" within 14 days of the date of the advertisement to the Deputy Director/HoO, WSC Bhagalpur, Barari, Bhagalpur, Bihar-812003. In case the 14th day falls on a holiday, the next working day will be considered as the last day.

**Deputy Director/HoO**  
**WSC Bhagalpur**

**Government of India**  
**Ministry of Textiles**  
**Office of the Development Commissioner for Handlooms**  
**Weavers' Service Centre, Bhagalpur**

**Inviting Expression of Interests (Eols) for engaging Cluster Development Executive in Small Clusters Development Programme (SCDP) in the Bihar State**

Expressions of interests (Eols) are invited for engaging Cluster Development Executive in Small Cluster Development Programme (SCDP) in the Bihar State under National Handloom Development Programme (NHDP).

Applications are invited against the Cluster Development Executive posts which are to be filled on contractual basis in Various SCDP in the Bihar State.

**a. Cluster Development Executive's Position Requirement –**

**a (i) Qualification-** The applicant should have Diploma/Degree in Handloom Technology (DHT) or Textile Technology. Preferably with an experience of working of 2 years.

**a (ii) Computer Literacy** -CDE should be Computer literate (knowledge of MS word/Excel/Power Point), basics of accounts etc. and he/she will be responsible to maintain records and managing all activities.

**Note:** -Qualification are relaxed at discretion of competent authority along with proof for equivalence of Cumulative Grade point average (CGPA) ,Overall Grade Point Average (OGPA) and Percentage must submitted by candidate which is in the form of Certificate provided by their respective educational institute.

**1. Cluster Development Executive's Term & Condition**

- The appointment of CDE is for a maximum period of three years or till the completion of SCDP and fixed remuneration @ Rs. 30,000/- per month. However the fixed remuneration for Cluster Development Executive is contingent upon daily attendance, with corresponding deduction for each day of absence, as stipulated by the regulations set by WSC, Bhagalpur. All rights reserved.
- Lump sum payment to meet the expenditure towards local travel; telephone etc. @ Rs. 500/- p.m.
- Re-imbursment of cost of TA/DA for travel to attend the meeting convened by the State Commissioner/Director of Handlooms/Head of Office of Weavers' Service Centre @Rs. 800/- per day for stay in Hotel and travel by Public transport i.e. 3rd AC train/Deluxe Bus, subject to actual on production of relevant documents.
- All the Candidates called for Personal Interview and Written Test must produce required documents in original form.
- Part Time Work Experience, Internship & training shall not be consider as work experience. Only Direct Work Experience (full time) including fixed term basis employment in an organization will be taken in consideration.
- Selection Process will evaluate qualifications, experience, age and domicile status etc.

**2. Objective of Cluster Development Executive**

- Personal contact and rapport with each weavers of cluster.



- Spreading awareness to weavers about central sector and central sponsored schemes which are relevant for them.
- To maintain the records and managing all activity in cluster.
- To develop a range of handloom products as per market requirement
- To train the weavers and technical staff of the implementing Agency to enhanced the quality of fabric /end products.
- To coordinate with marketing consultant and implementing agency for establishing market linkages
- To document the all activities in the cluster.
- Playing key role in distribution of HSS items, Solar Light and Construction of Individual/Common Worksheds.

### 3. Scope of Work

- Product development by visiting weavers' house regularly.
- To provide technical assistance to weavers.
- Managing all activity in cluster.
- To maintain record in the cluster.
- To provide Physical and Financial Progress report of Implementation of the SCDP.
- To onboard weavers for various schemes (PMJJBY, PMSBY, MUDRA) etc.
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### 4. Project Work

- Extensive field visits to clusters
- Assess existing weaving patterns and products of the cluster and suggest the new product Range.
- Assist weavers technically during weaving and train the weavers
- CDE has to stay in the cluster for undertaking the assigned activities
- To document all the activities of cluster
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### 6. Monthly Targets/Deliverables for CDEs

SNO	MINIMUM TARGET /DELIVERABLES	QUANTITY
1	Number of new product development according to market	02
2	Number of products to be developed, including sampling/ prototypes	02
3	Total number of on boarding of weavers for various schemes (PMJJBY, PMSBY, MUDRA)etc	10
4	Training to cluster weavers for developing to enhance quality control and optimization of production.	05

### 7. General information and instructions

- Only Indian Nationals are eligible to apply.
- Incomplete application, in any respect shall be rejected and no further correspondence shall be entertained.
- All qualifications should be recognized by University/AICTE/appropriate Indian Statutory Authorities.
- No TA/DA will be paid to any candidate for appearing in the interview followed by document verifications.

- e) If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- f) Any modifications/amendments/corrigendum in respect of the above advertisement shall be made available only on the DCHL Website (www.handlooms.nic.in). No further press advertisement will be published. Hence prospective applicants are advised to visit the Website regularly for this process.
- g) Canvassing in any form will disqualify a candidate.
- h) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Bhagalpur only.

**8. Action against candidates found guilty of misconduct:**

- a) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
- b) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
  - i. Impersonating or procuring impersonation by any person;
  - ii. Misbehaving in the Document Verification/Interview;
  - iii. Resorting to any irregular means in connection with his/her candidature during selection process;
  - iv. Using undue influence for his/her candidature by any means;
  - v. Submitting of false certificates/ documents /information or suppressing any information at any stage;
  - vi. In addition to above (mentioned at Point No. (b) (i) to (v) above) rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
    - a. Disqualified from the Interview
    - b. Debarred either permanently or for a specified period from any recruitment
    - c. Discharged/removed/dismissed from contractual service, if the act of misconduct comes to notice after his/her appointment to the service of Implementing Agency (WSC Bhagalpur).
    - d. The Implementing Agency (WSC Bhagalpur) may report the matter to Police/Investigating Agencies as deemed fit and may also take appropriate action to get the matter examined by the authorities/forensic experts concerned.

**9. Committee's decision final:** The decision of the Committee in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, etc. will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard

**NOTE \* - 1) Cluster Development Executive (CDEs) engaged in similar project with State government or Central government are mandated to obtain a No Objection Certificate (NOC) From their respective employer.**

The eligible organizations/agencies/individuals interested in rendering their services as **Cluster Development Executive** should submit in prescribed format of application along with self-attested copies of certificates of qualification, age, experience etc. in sealed envelope, superscribing the title "EoI for engaging **Cluster Development Executive** in the various SCDP in the Bihar State" within 14 days of the date of the advertisement to the **Weavers' Service Centre, Kanchangarh Barari, Bhagalpur-812003** by speed-post. In case the 14 day falls on a holiday, the next working day will be considered as the last day.

**Annexure-I: Application Form (To be attached with the advertisement)**

(Advertisement No.....)

Name of the post applied for:.....



1. Name of the candidate (In Block Letters).....
2. Father's/Husband's Name.....
3. Correspondence Address (with Pin code):.....  
.....
4. Permanent Address (with Pin code): .....  
.....
5. Contact Details:  
    Email ID: .....  
    Mobile No: .....
6. Nationality: .....
7. Category (SC/ST/OBC/PH/Others): .....
8. Person with Disability (Yes/No): .....
9. Date of Birth (DD/MM/YYYY): .....
10. Gender: .....
11. Educational /Professional Qualification Possessed / Examination passed:

Sl. No.	Name of the Examination	Year of Passing	Name of the Institute/Board/University	Percentage of Marks	Subjects

12. Work Experience (in chronological order) duly supported by experience certificates:

Sl. No.	Name of the Institution/ Establishment	Designation	Nature of Duties	Last Salary Drawn	From	To	Duration of Service		
							YY	MM	DD

**DECLARATION**

I do hereby declare that the information furnished in the format towards support of my educational qualification, experience and the other particulars in connection with my candidature for the post of ..... is true and correct to the best of my knowledge and belief. In case any information is being found false or incorrect in near future, my candidature is liable to be treated as cancelled.

**List of Enclosures:**

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Place:

Date:

Signature of the Candidate



Government of India  
Ministry of Textiles,  
Office of Development Commissioner for Handlooms  
Weavers' Service Centre, Bhagalpur

**Inviting Expression of Interests (Eols) for engaging Textile Designer and in Small Clusters Development Programme (SCDP) in the Bihar State**

Expressions of interests (Eols) are invited for engaging Textile Designer in Small Cluster Development Programme (SCDP) in the Bihar State under National Handloom Development Programme (NHDP). Applications are invited against the following posts which are to be filled on contractual basis in the Various SCDP in the Bihar State.

**1. Textile Designer**

- The applicant should be passed out from NIFT/NID or from any institute of repute with an experience of at least 02 years working as Textile Designer.
- Preferably with experience of working in Handlooms and should have track record for promotion and development of Textile including Handlooms.
- The appointment of Textile Designer is for a maximum period of three years and fixed remuneration @ Rs. 30,000/- per month. However the fixed remuneration for textile designers is contingent upon daily attendance, with corresponding deduction for each day of absence ,as stipulated by the regulations set forth by WSC,Bhagalpur.All rights reserved.

**Note: -Qualification are relaxed at discretion of competent authority along with proof for equivalence of Cumulative Grade point average (CGPA) ,Overall Grade Point Average (OGPA) and Percentage must submitted by candidate which is in the form of Certificate provided by their respective educational institute.**

**2. Objective of Textile Designer**

- The objectives of engagement of Designer in SCDP are as follows:
- To assist the Implementing Agency (IA) in modifying the designs, colour combination and textures of the fabrics and product samples
- To develop a range of handloom products as per market requirements.
- To train weavers and technical staff of the Implementing Agency to convert paper designs into fabrics/end products.
- To coordinate with the marketing consultant and the Implementing agency for establishing market linkages with the importers/buying agents/overseas buyers for marketing of the products developed under the project from the stage of designs into products
- To document the designs and products developed.
- Design development activities include designer input towards textile techniques, motifs, design & color trend and redefined usage of fabrics, usage of existing garment styles, product development using new techniques.

**3. Scope of Work**

**a) Design Development**

Selecting the right yarn keeping design and products in mind. Work on the combination of weaves/motifs and patterns/colour ways/value addition/design concepts/colour references in the form of pantone number or thread card number to be provided along with designs (if required)/prototype (sample) development.

#### **b) Product Development**

Develop various product ranges like yardages, sarees, furnishing articles keeping in mind the weave and patterns of cluster and how it can be modified according to need of local, national and international market. The designer shall identify the products before commencement of the project by visiting the cluster. The designer will provide only those ranges of products, which are acceptable to the targeted market/buyer and shall be responsible for the success of the products.

#### **c) Train the weavers**

To train/enroll the weavers to translate the paper designs onto the fabric.

#### **d) Marketing of the handloom products**

To ensure marketing of the new products developed by the designer.

#### **e) Documentation of the Designs & Products developed**

To document the designs and products developed by the designer.

#### **4. Project Work**

a) Extensive field visits to the cluster to identify the various types of design skills of the different weaver groups.

b) Assess existing design patterns and products of the cluster and suggest the product Range.

c) Each design is to be developed at least in two colour ways.

d) Assist implementing agency in marketing the developed products.

e) Designer has to stay atleast for 15 days in every month in the cluster for undertaking the assigned activities.

f) Weavers' Service Centre (WSC) concerned will be actively involved in supervision of the work of the designer engaged.

#### **4. Monthly Key performing Index (KPIS)**

SNO	MINIMUM TARGET /DELIVERABLES	QUANTITY
1	Number of new designs to be developed (each design to be in minimum 2 colour ways)	10
2	*Number of products to be developed, including sampling/ prototypes	02
3	Number of designs/products to be marketed/obtaining production orders	01
4	Training to cluster weavers for developing samples/ prototypes	05

The eligible organizations/agencies/individuals interested in rendering their services as **Textile Designer as well as CDE** should submit in prescribed format of application along with self-attested copies of certificates of qualification, age, experience etc. in sealed envelope, superscribing the title "EoI for engaging **Textile Designer or CDE** in the various SCDP in the Bihar State" within 21 days of the date of the advertisement to the **Weavers' Service Centre, Kanchangarh Barari, Bhagalpur-812003** by speed-post & E-mail ([wsc\\_bgp@yahoo.co.in](mailto:wsc_bgp@yahoo.co.in)). In case the 21st day falls on a holiday, the next working day will be considered as the last day.



**Annexure-I: Application Form (To be attached with the advertisement)**

(Advertisement No.....)

Name of the post applied for:.....



1. Name of the candidate (In Block Letters).....
2. Father's/Husband's Name.....
3. Correspondence Address (with Pin code):.....  
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4. Permanent Address (with Pin code): .....  
.....
5. Contact Details:  
 Email ID: .....  
 Mobile No: .....
6. Nationality: .....
7. Category (SC/ST/OBC/PH/Others): .....
8. Person with Disability (Yes/No): .....
9. Date of Birth (DD/MM/YYYY): .....
10. Gender: .....

**11. Educational /Professional Qualification Possessed / Examination passed:**

Sl. No.	Name of the Examination	Year of Passing	Name of the Institute/Board/University	Percentage of Marks	Subjects

12. Work Experience (in chronological order) duly supported by experience certificates:

Sl. No.	Name of the Institution/ Establishment	Designation	Nature of Duties	Last Salary Drawn	From	To	Duration of Service		
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Place:

Date:

Signature of the Candidate