

No. 1/20/2010/NHHM
Government of India
Ministry of Textiles
National Handicrafts and Handlooms Museum

Pragati Maidan, Bhairon Road,
New Delhi, January 24, 2012

VACANCY CIRCULAR

Subject: Filling up the post of Administrative Officer in National Handicrafts and Handlooms Museum on "Transfer on Deputation."

One post of Administrative Officer in the revised Pay Band-2, Pay Scale Rs. 9300-34800 and Grade Pay Rs. 4800, is going to fall vacant w.e.f. 1-9-2012 and is proposed to be filled up on "Transfer on deputation basis" from amongst officers serving in Central Government, possessing educational qualification and experience as per Annexure-I.

Detailed particulars, eligibility requirements of the post and other details are given in Annexure-I and Annexure-A attached to circular, can be downloaded from the website www.handloom.nic.in.

Officers selected for the post will not be allowed to withdraw their names and will be entitled to the normal deputation terms as per guidelines issued by Department of Personnel and Training from time to time.

The period of deputation will be initially for one year, which shall ordinarily not exceed 03 years including period of deputation in post in other department immediately held prior to joining this post.

Applications of the eligible officers below 56 years of age fulfilling the requirements (as per Annexure-I) in proforma -A, along with attested copies of ACR's of last five years, vigilance clearance, integrity certificate, details of minor / major penalties imposed / pending contemplated disciplinary proceedings, if any, may be forwarded to the undersigned, so as to reach latest by 90 days of publication of circular/ advertisement in the "Employment News". Applications received after due date and without supporting documents shall not be entertained.

(Som Dutt Sharma)
Administrative Officer
Tele:- 011-23371607
011-23371641

Distribution:-

1. All Ministries/ Department of the Government of India
2. Department of Personnel and Training (Surplus Cell), Lok Nayak Bhawan, New Delhi
3. The Assistant Business Manager (Advertisement), Employment News, East Block-IV, Level 5-7, R. K. Puram, New Delhi
4. All Attached / Subordinate offices of the Ministry of Textiles
5. ADC(Handlooms), Office of the DC(HL), Udyog Bhawan, New Delhi

PROFORMA

- Name of the post applied for : Administrative Officer
1. Name (in block letters) :
 2. Father's Name :
 3. Date of Birth (in Christian Era) :
 4. Educational Qualifications :
 5. Experience in the relevant filed :
 6. Particulars of present post held :
 - (i) Name of the post and classification
 - (ii) Date of continuous appointment in the post. :
 - (iii) Scale of pay and basic pay :
 - (iv) Name of the Ministry / Department :
 - (v) Nature of duties performed / being performed :
 7. Particulars of Substantive post :
 - (i) Name of the post and classification
 - (ii) Date of continuous appointment :
 - (iii) Scale of pay & basic pay :
 - (iv) Name of the Ministry/Department/Office:
 - (v) Nature of duties :
 8. Date of first appointment in the Govt. : service and the name of the post
 9. Special qualification/ training, if any :
 10. Whether belongs to SC/ST/Ex-Serviceman/ : Physically handicapped/ OBC
 11. Whether clear from vigilance angle :
 12. Whether attested copies of ACR for the : last 05 years enclosed
 13. Whether any minor / major penalties : imposed during last 10 years
 14. Whether any disciplinary proceeding : Pending / contemplated
 15. Whether integrity certificate enclosed :
 16. Any other details the candidate want to : add, if space is insufficient

Signature of the candidate
Office Tele:

ANNEXURE-I

1. Name of the post : Administrative and Security Officer
(Re designated as Administrative Officer)
2. Scale of Pay : Rs. 9300-34800+4800 Grade Pay (Revised)
3. Classification : General Central Service, Group 'B' Gazetted,
Non Ministerial
4. Mode of Recruitment : Deputation / Promotion
5. Educational Qualification : **Essential:**
- (i) Bachelor's Degree from a recognized University or Equivalent.
- (ii) Two year's experience in Administration, Accounts and Establishment work in a supervisory capacity in any Government office or a Public Sector Undertaking or Commercial Organization
- NOTE: 1** : Qualification(s) is relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.
- NOTE: 2** : The qualification(s) regarding experience is / are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
6. Grade from which Deputation/ : Promotion / Deputation from amongst officials in the promotion to be made central government:-
- (a) (i) Holding analogous posts on a regular basis in the parent Cadre or Department.
- (ii) With 03 years regular service in posts in the pay scale of Rs. 5500-9000/- or equivalent (Pre-revised) in the parent cadre / department revised to Pay Scale of Rs. 9300-34800, Grade Pay 4600/- with 02 years regular service.

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- (iii) With 06 years regular services in posts in the scale of Rs. 5000 - 8000/- (pre revised) or equivalent in the parent cadre or department revised to pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4200.
- (iii) With 08 years regular service in the pre-revised scale of Rs. 4500 – 7000 in the parent cadre or department revised to corr., Pay Scale of Rs. 5200-20200, Grade Pay of Rs. 2800/- with 6+6= 12 years combined service in Grade Pay of Rs. 2800 and Rs. 4200/-
- (b) Possessing the educational qualification and experience as prescribed at S. No. 5 above.

- NOTE**
- (1) The Departmental Senior Accountant in the scale of Rs. 9300-34800+4200 Grade Pay with three years Regular Services in the Grade will also be considered alongwith outsiders in case he / she is selected for appointment to the post the same shall be deemed to have been filled by promotion.
 - (2) The Departmental Officers in the Feeder Category who are in the Direct Line Promotion shall not be eligible for consideration for Appointment on Deputation. Similarly Deputationists shall not be eligible for consideration for appointment by deputation.
 - (3) Period of deputation including period of deputation in another Ex-Cadre Post held immediately preceding this appointment in the same Organization / Department shall not ordinarily exceed, three years. The maximum age limit for appointment by deputation / absorption shall not be exceeding 56 years as on the closing date of the receipt of applications.
