

Government of India
Ministry of Textiles

Weavers' Service Centre
C.1.B, Rajaji Bhavan, Besant Nagar, Chennai-600090

NOTICE INVITING APPLICATION

Advt.No.MWSC/CDN/1/2015/2: Applications are invited from the suitable and eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted Ministerial/Non-Ministerial posts on Direct Recruitment basis by the Director (South Zone), Weavers' Service Centre, C.1.B- Rajaji Bhavan, Besant Nagar, Chennai-600090, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles, for initially posting at any one of Weavers' Service Centres viz., Chennai, Kancheepuram, Salem, Vijayawada, Hyderabad, Bangalore & Kannur.

Sl.	Name of post	Pay band & G. Pay	No. of vacancy	Reservation position
1	Staff Car Driver	PB-1 Rs.5200-20200 + G. Pay Rs. 1900/-	2	1-UR, 1-OBC
2	Junior Printer	PB-1 Rs.5200-20200 + G. Pay Rs. 2400/-	1	1-OBC
3	Carpenter	PB-1 Rs.5200-20200 + G. Pay Rs. 1900/-	2	1-UR, 1-OBC
4	Attendant (Weaving)	PB-1 Rs.5200-20200 + G. Pay Rs. 1800/-	1	1- OBC

For details about qualification, age limit, selection process and application format etc., please log on the website: www.handlooms.nic.in. Last date of receipt of application will be **45 days** from the date of publication of the advertisement in Employment News.

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Director (SZ)

GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
WEAVERS' SERVICE CENTRE
C.1.B, RAJAJI BHAVAN
BESANT NAGAR, CHENNAI 600 090

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Director (SZ)

Government of India
Ministry of Textiles
Weavers' Service Centre
C.1.B, Rajaji Bhavan
Besant Nagar, CHENNAI 600 090
Advertisement No.MWSC/CDN/1/2015/2

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Sl. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of posts and Roster position	Age for Direct Recruitment	Educational qualification and other qualification for Direct Recruitment	Period of Probation if any	Brief description of the job requirement and nature of duties of the post
01.	Staff Car Driver PB-1 of Rs.5200-20200 + G.P. of Rs.1900/- Classification General Central Services Group 'C', Non-Gazetted, Ministerial	2 (One-UR and one reserved for OBC)	Not exceeding 27 years (30 years in respect of OBC) Relaxable for Govt. servants up to the age of 40 years (43 years in respect of OBC) in accordance with the instructions or orders issued by the Central Government.*	Essential:- (i) Matriculation from a recognized Board; (ii) Possession of a valid driving license for motor cars. (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle). (iv) Experience of driving a motor car for at least three years. Desirable:- (i) Three years' service as Home Guard/Civil volunteers.	2 years	To drive the office vehicle as per the direction of officers.
02.	Junior Printer PB-1 of Rs.5200-20200 + G.P. of Rs.2400/- Classification General Central Services Group 'C', Non-Gazetted, Non-Ministerial	1 (One-OBC)	Not exceeding 30 years (33 years in respect of OBC). Relaxable for Govt. servants up to the age of 40 years (43 years in respect of OBC) – as per extant Govt. Rules.*	Essential:- (i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma with Textile Printing or Screen Printing or Fabric Printing or Block Printing trade. (ii) Should have five years' experience in block or screen printing or Dyeing or Processing house or printing unit or in a recognized institution of repute.	2 years	Block and Screen Printing and also dyeing.

03	<p>Carpenter PB-1 of Rs.5200-20200 + G.P. of Rs.1900/-</p> <p>Classification General Central Services Group 'C', Non-Gazetted, Non-Ministerial</p>	2 (One – UR and one reserved for OBC)	Not exceeding 30 years (33 years for OBC). (Relaxable for Government Servants upto the age of 40 years (43 years for OBC) – as per extant Govt. Rules)*	<p>Essential:- (i) Matriculation from a recognized Board; or Industrial Training Institute (ITI) Diploma with Carpentry Trade or its equivalent. (ii) Must be a professional Carpenter with three years experience in Carpentry and Loom setting.</p> <p>Desirable:- Professional experience in carpentry work in connection with handloom weaving shed and loom setting.</p>	2 years	Carpentry work in weaving shed particularly in fitting and fixing up various types of looms and appliances. Preparation of frames etc. for exhibition.
04	<p>Attendant (Weaving) PB-1 of Rs.5200-20200 + G.P. of Rs.1800/-</p> <p>Classification General Central Services Group 'C', Non-Gazetted, Non-Ministerial</p>	1 (One reserved for OBC)	Not exceeding 33 years in respect of OBC. Relaxable for Govt. servants up to the age of 43 years in respect of OBC – as per extant Govt. Rules.*	<p>Essential : (i) Matriculation from a recognized Board or Industrial Training Institutes (ITI) Diploma in Textile Weaving or Winding or Warping Trade from a recognized Institution of repute; and (ii) Should have two years experience in a reputed Handloom or Textile Weaving Unit and should be well-versed in different methods of winding, warping and sizing of silk, cotton and woolen yarns or Short term training course of not less than four months from Weavers' Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with one year experience in a reputed Handloom or Textile Weaving unit.</p> <p>Desirable:- Preference will be given to those experienced in book binding, sample cutting and making booklets.</p>	2 years	To attend to the work of the Weaving Section. To cut and prepare samples. To prepare sample booklets. To assist the Jr. Asst. (W) in sizing of yarn, winding of warp and weft as well as jala lifting.

*The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. The above concession will be admissible only where an employee has rendered not less than three years continuous service under Government.

ELIGIBILITY FOR APPLICANTS

Applicants must fulfill the educational qualification, experience and age limit and other criteria for the post applied for, as on the last date of receipt of the applications, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying for the post(s) that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for the interview/selection. The candidates who are willing to apply for more than one post are required to submit a separate application against each post in the prescribed format.

SCHEME OF SELECTION

Selection of the aforesaid posts will be on the basis of written and practical test, which will be conducted by a duly constituted Selection Committee. However, if the number of applications received for a particular post is large, then the appointing authority reserves the right to lay down any criteria for the purpose of short listing of the candidates for selection tests.

LAST DATE OF RECEIPT OF APPLICATIONS

Application in the prescribed format (**Annexure-I**) must reach by speed post/Registered post along with self-attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC/PH Certificates, if any, etc. to the **Director(SZ), Weavers' service Centre, C.1.B, Rajaji Bhavan, Besant Nagar, CHENNAI 600 090** within 45 days (52 days in respect of the candidates residing in NE Region, Jammu & Kashmir, Lahaul and Spiti district and Pangri sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) **from the date of publication of the advertisement of the above vacancies in the Employment News.** The serving employees must send application through their respective employer; otherwise, their applications shall be summarily rejected. Application received after the last date or without relevant documents shall be summarily rejected and no correspondence in this regard will be entertained. This Office shall not be responsible for any postal delay.

The decision of the Appointing Authority in all respects relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/test etc. will be final and no enquiry/correspondence will be entertained in this regard.

Note:

- 1) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangri sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
- 2) Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent examination will be accepted and no subsequent request for its change will be considered or granted
- 3) Candidates claiming OBC status may note that certificate on creamy layer status in the prescribed format (**Annexure-II**) should have been obtained within **3 years** before the closing date.
- 4) Candidates claiming to belong to one of the Scheduled Caste or Scheduled Tribes should submit in support of his claim an attested/certified copy in the prescribed format (**Annexure-III**), from the Authority as listed in the format.
- 5) Self attested copies of certificates of educational/professional qualification, proof of date of birth, caste certificate, work experience certificate, etc. must be enclosed in support of the details furnished in the application.
- 6) Applications, which are incomplete, not in the prescribed format, not filled as per instructions or partly filled will not be entertained.
- 7) Merely fulfilling the requisite qualification/experience will not entitle the applicant the rights for written and practical tests.
- 8) The Appointing Authority reserves the right to reject or cancel application without assigning any reason thereof.
- 9) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Chennai.

Paste recent passport size photo duly attested by the applicant

Format of application

Advertisement No.....

1. Name of the post applied for.....

2. Name of the Candidate **(In Block Letters)**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Father's/Husband's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Place & State of Employment Exchange & Card No, if any
.....

5. Correspondence Address with Phone No. **(In Block Letters)**

S	T	A	T	E																
P	I	N																		
C	O	N	T	A	C	T		N	O											

6. Permanent address **(In Block Letters)**:

S	T	A	T	E																
P	I	N																		

7. Nationality

8. Category (SC/ST/OBC/General.....)

9. Whether physically handicapped YES/NO

If yes, indicate the nature of disability One arm/two arms/one leg/two legs/blind/
Deaf/Dumb.

10. Date of Birth

(a) In figures

D	D	M	M	Y	Y	Y	Y

(b) In Words _____

11. Sex

12. Educational/Professional Qualification possessed/Examination passed (duly supported by certificates)

Name of the Examination	Passed	Name of the Institute/Board/University	Date of declaration of result of essential qualification	Percentage

13. Work Experience (If any) (in chronological order) duly supported by experience certificates.

S.No.	Name of Institution/ Establishment	Designation	Nature of duties	Salary drawn	From	To	Duration of service		
							Y	M	D

DECLARATION

I affirm that the information in the application as given above is true and correct. I also fully understand that if at any stage the information furnished above is found false my candidature may be summarily rejected and my employment terminated forthwith.

Place:

Date:

Signature of the candidate

List of copies of documents enclosed

1. _____
2. _____
3. _____
4. _____
5. _____

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

[Govt. of India, Department of Per &Trg. OM No.36033/28/94-Estt(Res)dated 02.07.1997]

This is to certify that Shri/Smt./Kumari _____
son/daughter of _____ of Village/Town _____ in
District/Division _____ in the State/Union Territory _____
belongs to the _____ community which is recognized as a backward class
under Government of India, Ministry of Social Justice & Empowerment's Resolution
No. _____ dated _____*.
Shri/Smt./Kumari _____ and/or his/her family ordinarily
(s) in the _____ District/Division of the _____
State/Union Territory. This is also to certify that he/she does not belong to the
persons/sections (creamy layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel & Training OM No.36012/22/93-Estt.(SCT)
dated 8.9.1993**.

District Magistrate,
Deputy Commissioner, etc.

Dated:
Seal

* The Authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
**- As amended from time to time.

Note:- The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri*/Shrimati/Kumari _____
son/daughter of _____ of village/town* _____
District/Division * _____ of the _____
State/Union Territory belongs to the _____ Caste*/Tribes which is
recognized as a Scheduled Castes/Scheduled Tribes under :-

*The Constitution (Scheduled Castes) order, 1950

*The Constitution (Scheduled Tribes) order, 1950

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) order, 1951

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976).

The Constitution (Jammu & Kashmir) Scheduled **Castes orders, 1956**

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order(Amendment Act) 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@

*The Constitution (Pondicherry) Scheduled Castes order, 1964@

*The Constitution (Uttar Pradesh) Scheduled Tribes order, 1967@

*The Constitution (Goa, Daman & Diu) Scheduled Castes order, 1968@

*The Constitution (Goa, Daman & Diu) Scheduled Tribes order, 1968@

*The Constitution (Nagaland) Scheduled Tribes order, 1970@

*The Constitution (Sikkim) Scheduled Castes order, 1978 @

*The Constitution (Sikkim) Scheduled Tribes order, 1978@

*The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@

*The Constitution (SC) orders (Amendment) Act, 1990@

*The Constitution (ST) orders (Amendment) Ordinance 1991@

*The Constitution (SC) orders (Amendment) Ordinance, 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

%2.Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati* _____ Father/Mother * _____ of Shri/Shrimati/Kumari _____ of village /town* _____ in District/Division * _____ of the State/ Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognized as a Scheduled Caste /Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari* and/or* his/her* family ordinarily reside(s) in village/ town* _____ District/Division* _____ of the State/Union Territory* of _____

Place _____ **Signature** _____

Date _____ **Designation** _____ (with seal of office)

*Please delete the words which are not applicable.

@Delete quote specific presidential order.

% Delete the paragraph which in not applicable.

NOTE: The term ordinarily reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

The following Officers are authorized to issue caste certificates :

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra-Assistant Commissioner.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue officers not below the rank of Tehsildar.
- (iv) Sub- Divisional Officers of the area where the candidate and/or his family normally resides.
- (v) Certificates issued by the Gazetted Officers of Central or of a State Government countersigned by the District Magistrate concerned.
- (vi) Administratory/Secretary to Administrator (Laccadive, Minicoy and Amindive Islands)

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.