

Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handlooms  
Indian Institute of Handloom Technology  
Jawahar Nagar, Khanapara  
Guwahati - 781 022

**NOTICE INVITING APPLICATION**

Advt. No. IIHT/Ghy /1/19: Applications are invited from the eligible candidates for filling up of the following General Central Service Group 'C' Non Gazetted non Ministerial post on Direct Recruitment basis by the Director, Indian Institute of Handloom Technology, Jawaharnagar, Khanapara, Guwahati 22, a subordinate office under the office of the Development Commissioner for Handlooms.

Sl. No.	Name of the post	Existing pay band	Level in Pay Matrix as per CCS(RP) Rules, 2016	No. of vacancy	Reservation position
01	Lab. Attendant (Processing)	PB-1 + G.Pay 1800	Level -1	01	UR

For details about qualification, age limit, selection process and application format etc., please log on DC (Handlooms)'s website [www.handlooms.nic.in](http://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.

  
Head of Office

Advt. No. IIHT/Ghy/1/19

Indian Institute of Handloom Technology, Guwahati invites applications from the eligible candidates for filling up of the under mentioned General Central Service Group 'C' Non Gezzeted non Ministerial post on Direct Recruitment basis for posting at Guwahati

Sl. No.	Nomenclature of the posts with pay Band and Grade pay	No of post and Roster position	Classification	Age for Direct Recruitment	Educational Qualification and other qualification for Direct recruitment	Brief Prescription of the job and requirement and nature of duties of the post
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Lab. Attendant (Processing)	1(one) UR	General Central Service, Group "C" Non Gaze non Ministerial	Below 30 years (Relaxable for Government servants upto the age of 40 years as per the extent instructions issued by the Government from time to time)  <b>Note 1:</b> 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,	<b>Essential:</b> Matriculate or its equivalent with two year Experience in a reputed process house involve in Bleaching, Dyeing, Printing and Finishing. <b>Note-1:</b> The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified. <b>Note-2:</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe it at any state of selection, the	<b>Job Requirement:</b> Assist in dyeing and printing work and later attending to the washing, cleaning of vessels, hydro extracting etc. <b>Nature of duties:</b> The nature of duties is fully technical. He/she should wash utensils, dyeing posts and vessels etc. and assist the students of their practical work.

				Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep)	Competently Authority 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 vacancy deserved for them. Desirable: Advance certificate course or short Term course in Processing (Dyeing or Printing) from recognized institute or Weavers' Service Centres or Indian Institute of Handloom Technology	
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**Eligibility for applicants:**

Applicants must fulfill the educational qualification, experience and age limit and other criteria for the post, as on the last date of receipt of the applications, failing which the application shall summarily rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying for the post 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.

**AGE RELAXATION FOR GOVERNMENT SERVANTS:**

The upper age limit is relaxable for Government servants AND Orthopedically handicapped (OH) upto 10 years.

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.

**SCHEME OF SELECTION**

Selection of the aforesaid post 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 the post is large, then the appointing authority reserves the right to lay down any criteria for the propose of the short listing of the candidates for selection tests.

**LAST DATE OF RECEIPT OF APPLICATIONS:**

**LAST DATE OF RECEIPT OF APPLICATIONS:**

Application in the prescribed proforma (Annexure-1) must reach by speed post/Registered post along with self attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC if any etc. to the office of the "Head of Office, Indian Institute of Handloom Technology, Jawahar Nagar, Khanapara, Guwahati -781022 within 45 days (52 days in respect of the candidates residing in NE Region, Jammu & Kashmir, Lahaul and Spiti district and Pungi sub- Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep) **from the date of publication of the advertisement of the above vacancies in the Employment News.** The serving employee must send application through their respective employer, otherwise, their applications 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 respect 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, Maghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Rangsi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).
- 2) Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate of an equivalent examination will be accepted and no subsequent request for its change will be considered or granted.
- 3) Candidates claiming to 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) Candidate claiming to belong to one of the Scheduled Caste or Scheduled Tribe should submit in support of his/her claim an attested/certificate copy in the prescribed formant (Annexure-III) from the District Officer or the Sub-Divisional Officer or any other officer as listed in the format.
- 5) .Candidates are require to submit Experience certificates in the prescribed proforma (as par Sl. No. 12 of Annexure-1 of all periods of working experience claimed whether in Private/Cooperative or in Government sector. It is mandatory to furnish the experience in the prescribed Experience Certificate Format (as given below Sl. No. 12 of Annexure-1) on the Letter Head of concerned Firm/Organization failing which the application is liable to be rejected.
- 6) No. application seeking information under RTI Act shall be entertained till completion of selection process.
- 7) Any dispute in regards to this recruitment will be subject to courts/tribunal having jurisdiction in Guwahati

FORMAT OF APPLICATION

Annexure-1

Past recent photograph

- Advertisement No.....
- Name of the post applied for .....
- Name of the Candidate (IN BLOCK LETTER)

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- Employment Exchange Card No. , if any.....
- Correspondence address with phone No.


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

- Permanent Address:


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

- Nationality .....
- Category (SC/ST/OBC/PH/Others).....
- Date of birth .....
- Sex .....

- Education/Professional Qualification possessed examination passed

Name of the examination	Passed	Name of the Institute/Board/University.	Year of Passing	Percentage

- Work Experience( if any){ in chronological order} dully supported by experience certificate in the prescribe format

Sl.No.	Name & full address of Institution/Establishments	Govt/Semi Govt/Private	Designation	Nature of duties performed	Pay Drawn	From	To	Duration of service		
								Y	M	D

**DECLARATION**

I do hereby declare that the above information furnished in the format towards support of my educational qualification, experience and 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 future, my candidature is liable to be treated as cancelled

Place \_\_\_\_\_ Date \_\_\_\_\_ Signature of the candidate \_\_\_\_\_

List of copies of documents enclose [1] - [2] [3] [4] .....

**FOR OFFICIAL USE ONLY**

- Application received on : \_\_\_\_\_
- Application accepted/rejected: \_\_\_\_\_
- Reason of rejection : \_\_\_\_\_
- Index No. \_\_\_\_\_

## (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\* on 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 order, 1951\* \_\_\_\_\_

The Constitution (Scheduled Tribes) Union Territories 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 order, 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 (Scheduled Tribes) (Uttar Pradesh) 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 (ST) orders (Second Amendment) Act, 1991@

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

%2. Application 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 belong to the \_\_\_\_\_ Caste/Tribes which is recognized as a Scheduled Castes/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\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

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 ordinary reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

**\*\* List of authorities empowered to issue Caste/Tribe Certificate:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (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.

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

**Annexure-II**

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 \_\_\_\_\_  
son/daughter of \_\_\_\_\_ Vill. \_\_\_\_\_  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the  
\_\_\_\_\_ community which is recognized as a backward class under:-

- (i) Government of India, Min of Welfare, Resolution No.12011/68/93-BCC© dated the 10 September 1993 published in the Gazette of India, Extraordinary, Part I, section-1, No.186 dated the 13<sup>th</sup> September 1993.
- (ii) Government of India, Min of welfare, Resolution No. 12011/9/94-BCC dated the 19<sup>th</sup> Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, section No.163, dated the 20<sup>th</sup> October, 1994.
- (iii) Government of India, Min of Welfare, Resolution no.12011/7/95-BCC dated the 24<sup>th</sup> May 1995, published in the Gazette of India, Extraordinary, Part-1, section1, No.88, dated the 25<sup>h</sup> May 1995.
- (iv) Government of India, Min of Welfare, Resolution No.12011/44/96-BCC dated the 6<sup>th</sup> December 1996, published in the Gazette of India, Extraordinary, Part-1 Section-1, No.210, dated the 11<sup>th</sup> December 1996.

Shri \_\_\_\_\_ and or his family ordinary resides in the \_\_\_\_\_  
District/Division \_\_\_\_\_ State. This is to also 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 and Training, OM No.36012/22/93-Estt(SCT) dated 08.09.1993..

\_\_\_\_\_  
District Magistrate,  
Deputy Commissioner, etc.

Dated:  
Seal

**Note:**

- (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950
- (b) The authorities competent to issue caste certificates are indicated below:-
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1 Class Stipendiary magistrate / Sub- Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1 Class Stipendiary Magistrate)
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar; and
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.