



भारत सरकार/Govt. of India

वस्त्र मंत्रालय/ Ministry of Textiles

हथकरघा विकास आयुक्त का कार्यालय

Office of the Development Commissioner for Handlooms

बुनकर सेवा केन्द्र/ Weavers' Service Centre

खानापारा, गुवाहाटी-781022/ Khanapara, Guwahati- 781022.

दूरभाष/Ph: 0361-2302599, 2303586 ई-मेल/E-mail: wscguw@gmail.com



NOTICE INVITING APPLICATION

Advt. No.WSC/GAU/2/22:

Applications are invited from the eligible officials for filling up of the following General Central Services Group 'B' Non-Gazetted (Ministerial) posts and Group 'C' (Non Ministerial) posts on deputation basis by the Director, Weavers' Service Centre, IIHT Campus, Jawahar Nagar, Khanapara, Guwahati-781022, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles.

Sl. No.	Name of post	Pay level & Pay Matrix/Pay band & Gr. Pay.	No. of vacancy	Place of posting
01.	Assistant	Level-6 Pay Matrix Rs.35400-112400 (Pre-revised Pay band-2 of Rs.9300-34800 plus grade pay of Rs.4200/-)	02	At WSC, Guwahati and IIHT, Guwahati.
01.	Stenographer Gr.I.	Level-6 Pay Matrix Rs.35400-112400 (Pre-revised Pay band-2 of Rs.9300-34800 plus grade pay of Rs.4200/-)	02	At WSC. Guwahati and IIHT, Fulia.
02.	Junior Weaver	Level-5 Pay Matrix Rs.29,200-92300 (Pre-revised Pay band-1 of Rs.5200 -20200 plus grade pay of Rs.2800.	02	At any of the Weavers Service Centres/IIHTs under East Zone, viz. Guwahati, Kolkata, Bhubaneswar, Bhagalpur, Agartala, Imphal, Ranchi, Dimapur, Aizawl, IIHT.,Guwahati, Bargarh and Fulia.

For details about qualification, age limit, selection process and application format etc. please log on 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.

Sd/-
Director (EZ).



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दूरभाष/Ph: 0361-2302599, 2303586 ई-मेल/E-mail: wscguw@gmail.com



No. WSC/GAU/Admn.1(93)/22/

Date:

VACANCY CIRCULAR

Subject: Filling up of two vacancies of Assistant in Level-6 Pay Matrix Rs. 35400-112400 (Pre revised Pay Band-2 of Rs. 9300-34800, Grade Pay of Rs. 4200), Group-'B' Non Gazetted, General Central Service (Ministerial) in the Weavers' Service Centres/IIHTs of East Zone under Office of the Development Commissioner for Handlooms, Ministry of Textiles.

Weavers' Service Centre, Guwahati a subordinate office of the Development Commissioner for Handlooms, Ministry of Textiles invited applications from eligible officers having the qualifications and experience as mentioned in Annexure-I for appointment to the post of Assistant in Weavers Service Centre/Indian Institute of Handloom Technology on deputation basis for a period ordinarily not exceeding three years.

2. The applications in the enclosed prescribed proforma (Annexure-II), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified/countersigned by the Head of office or an officer authorised to sign on his behalf, along with the following documents.

- (i) Cadre clearance in respect of the applicant.
- (ii) Up-to date clear and legible photocopies of the ACRs/APAR of the last 5 years at least up to 2021-22 duly attested by Gazetted Officer.
- (iii) Integrity certificate signed by an officer not below the rank of Under Secretary to the Govt. of India.
- (iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and
- (v) No major/ minor penalty has been imposed on him/ her during the last 10 years.

3. The terms and conditions of deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later on.

4. The applications in the enclosed prescribed proforma (Annexure-II) along with documents mentioned above should be forwarded through proper channel to the Director (EZ), Weavers' Service Centre, IIHT., Campus, Guwahati-781022, within 45 days from the date of issue of this circular in the Employment News. Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.

(S. Bandyopadhyay)
Director(EZ)

Annexure-I

Sl. No.	Name of the post and pay level.	No. of vacancy	Eligibility criteria/essential qualification.
01	Assistant in Level-6 Pay Matrix Rs.35400-112400 (Pre-revised Pay band-2 of Rs.9300-34800 plus grade pay of Rs.4200.	02	Officers under the Central or State Governments or Union Territories or Public Sector Undertakings or Universities or recognized research Institutions or Semi Government or statutory or autonomous organizations: (A) (i) holding analogous post on regular basis in the parent cadre / Department; or (ii) with ten years regular service in the grade rendered after appointment thereto on a regular basis in pay band-1, Rs. 5200-20200 plus grade pay of Rs.2400 (pre-revised) or equivalent in the parent cadre or Department; and (B) Possessing the following educational qualifications and experience:- i. Bachelor's Degree from a recognized University ii. with two years experience in establishment, accounts and general administration. The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion

1. The period of deputation including the period of deputation held against another ex-Cadre post immediately preceding this appointment in the same or some other organization shall not exceed 3 years.
2. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications.
3. For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission.
4. Selected officials shall be posted either at any WSC/IIHT located at Guwahati.

(S. Bandyopadhyay)
Director (EZ)

To,

1. The Chief Secretary/Administrator of all State & Union Territory Govt for circulation to all department under their control.
2. All Ministry/Department of Govt. of India (except railways) with a request to give wide publicity of the vacancy amongst staff working under their respective administrative control.
3. The Additional Development Commissioner for Handlooms, Udyog Bhawan, New Delhi
4. All head of office, Central Government/State Government of NE Region.
5. The Zonal Director, WSC, Delhi/Cheennai/Mumbai
6. The Director /HOO, IIHTs, Guwahati/Salem/Varanasi/Jodhpur/ Bargarh & Fulia
7. All the Head of Office, Weavers' Service Centres.
8. NIC Cell, O/O. D C (Handlooms), New Delhi with a request to upload the circular on the website.
9. Guard File.

(S. Bandyopadhyay)
Director (EZ)

BIO-DATA CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. 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)	
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) Qualification
B) Experience	B) Experience
5.1 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.5.2 In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.	
6. 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.	
6.1 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.	

7. Details of Employment, in chronological order. Enclose a separate 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/Pay Scale of the post held on regular basis	Nature of Duties (in detail) 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 ACP/MACP Scheme	From	To

8. Nature of present employment, i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. 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

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. 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 e) Government Undertaking f) Universities g) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which therevision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in PB	Grade Pay	Total Emoluments	
15. 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	

16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for (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:	
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Enclose a separate sheet, if the space is insufficient)	
16. B. Achievements: The candidates 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)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
#(The option of 'STC' / 'Absorption'/ Re-employment 'is available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or Re- employment").	
18. 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 material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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.

(ii) 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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दूरभाष/Ph: 0361-2302599, 2303586 ई-मेल/E-mail: wscguw@gmail.com



No. WSC/GAU/Admn.1(93)/22/

Date:

VACANCY CIRCULAR

Subject: Filling up of one vacancy of Stenographer Gr.I in Level-6 Pay Matrix Rs.35400-112400 (Pre revised Pay Band-2 of Rs. 9300-34800, Grade Pay of Rs. 4200), Group- 'B' Non Gazetted, General Central Service (Ministerial) in the WSC/IIHTs of East Zone under Office of the Development Commissioner for Handlooms, Ministry of Textiles.


Weavers' Service Centre, Guwahati a subordinate office of the Development Commissioner for Handlooms, Ministry of Textiles invited applications from eligible officers having the qualifications and experience as mentioned in Annexure-I for appointment to the post of Stenographer Gr.I in Weavers' Service Centre/Indian Institute of Handloom Technology on deputation basis for a period ordinarily not exceeding three years.

2. The applications in the enclosed prescribed proforma (Annexure-II), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified/countersigned by the Head of office or an officer authorised to sign on his behalf, along with the following documents.

- (i) Cadre clearance in respect of the applicant.
- (ii) Up-to date clear and legible photocopies of the ACRs/APAR of the last 5 years at least up to 2021-22 duly attested by Gazetted Officer.
- (iii) Integrity certificate signed by an officer not below the rank of Under Secretary to the Govt. of India.
- (iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and
- (v) No major/ minor penalty has been imposed on him/ her during the last 10 years.

3. The terms and conditions of deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later on.

4. The applications in the enclosed prescribed proforma (Annexure-II) along with documents mentioned above should be forwarded through proper channel to the Director (EZ), Weavers' Service Centre, IIHT., Campus, Guwahati-781022, within 45 days from the date of issue of this circular in the Employment News. Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.


(S. Bandyopadhyay)
Director(EZ)

Annexure-I

Sl. No.	Name of the post and pay level.	No. of vacancy	Eligibility criteria/essential qualification.
01	Stenographer, Gr.I in Level-6 Pay Matrix Rs.35400-112400 (Pre-revised Pay band-2 of Rs.9300-34800 plus grade pay of Rs.4200.	02	Officers holding the post of Stenographer under the Central Government:- (A) (i) holding analogous post on regular basis in the parent cadre / Department; or (ii) with ten years regular service in the grade rendered after appointment thereto on a regular basis in pay band-1, Rs. 5200-20200 plus grade pay of Rs.2400 or equivalent in the parent cadre or Department; and (The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion)

1. The period of deputation including the period of deputation held against another ex-Cadre post immediately preceding this appointment in the same or some other organization shall not exceed 3 years.
2. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications.
3. For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission.
4. Selected officials shall be posted at WSC., Guwahati/ IIHT, Fulia.


(S. Bandyopadhyay)
Director (EZ)

To,

1. The Chief Secretary/Administrator of all State & Union Territory Govt for circulation to all department under their control.
2. All Ministry/Department of Govt. of India (except railways) with a request to give wide publicity of the vacancy amongst staff working under their respective administrative control.
3. The Additional Development Commissioner for Handlooms. Udyog Bhawan, New Delhi
4. All Head of office, Central Government/State Government of NE Region.
5. The Zonal Director, WSC, Delhi/Cheennai/Mumbai.
6. The Director /HOO, IIHTs, Guwahati/ Salem/ Varanasi/Jodhpur/ Bargarh & Fulia
7. All the Head of Office, Weavers' Service Centres.
8. NIC Cell, O/O. D C (Handlooms), New Delhi with a request to upload the circular on the website.
9. Guard File.


(S. Bandyopadhyay)
Director (EZ)

BIO-DATA CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. 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)	
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) Qualification
B) Experience	B) Experience
5.1 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.5.2 In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.	
6. 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.	
6.1 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.	

7. Details of Employment, in chronological order. Enclose a separate 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/Pay Scale of the post held on regular basis	Nature of Duties (in detail) 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 ACP/MACP Scheme	From	To

8. Nature of present employment, i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. 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

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. 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 e) Government Undertaking f) Universities g) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which therevision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in PB	Grade Pay	Total Emoluments
15. 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

16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for (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)	
16. B. Achievements: The candidates 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)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
#(The option of 'STC' / 'Absorption'/ Re-employment 'is available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or Re- employment").	
18. 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 material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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.

(ii) 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)



भारत सरकार/Govt. of India

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No. WSC/GAU/Admn.1(93)/22/

Date:

VACANCY CIRCULAR

Subject: Filling up of two vacancies of Junior Weaver in Level-5 Pay Matrix Rs. 29,200-92,300(Pre revised Pay Band-1 of Rs. 5200-20200, Grade Pay of Rs.2800), Group-'C' Non Gazetted, General Central Service(Non Ministerial) in the Weavers' Service Centres/IIHTs of East Zone under Office of the Development Commissioner for Handlooms., Ministry of Textiles.


Weavers' Service Centre, Guwahati a subordinate office of the Development Commissioner for Handlooms, Ministry of Textiles invited applications from eligible officers having the qualifications and experience as mentioned in Annexure-I for appointment to the post of Junior Weaver in Weavers Service Centre/Indian Institute of Handloom Technology on deputation basis for a period ordinarily not exceeding three years.

2. The applications in the enclosed prescribed proforma (Annexure-II), in respect of eligible candidates, who can be spared for taking up the assignment within one month from the date of intimation about selection, may be forwarded by the Cadre Controlling Authority duly verified/countersigned by the Head of office or an officer authorised to sign on his behalf, along with the following documents.

- (i) Cadre clearance in respect of the applicant.
- (ii) Up-to date clear and legible photocopies of the ACRs/APAR of the last 5 years at least up to 2021-22, duly attested by Gazetted Officer.
- (iii) Integrity certificate signed by an officer not below the rank of Under Secretary to the Govt. of India.
- (iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and
- (v) No major/ minor penalty has been imposed on him/ her during the last 10 years.

3. The terms and conditions of deputation shall be governed/regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later on.

4. The applications in the enclosed prescribed proforma (Annexure-II) along with documents mentioned above should be forwarded through proper channel to the Director (EZ), Weavers' Service Centre, IIHT., Campus, Guwahati-781022, within 45 days from the date of issue of this circular in the Employment News. Applications received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.


(S. Bandyopadhyay)
Director(EZ)

Annexure-I

Sl. No.	Name of the post and pay level.	No. of vacancy	Eligibility criteria/essential qualification.
01	Junior Weaver	02	<p>Officers of the Central Government holding equivalent or analogous posts or officers in the Pay band-I Rs.5200-20200/-plus grade pay of Rs,2800/- (Pay Matirx level 5) with three years regular service in the grade or Pay band-I Rs.5200-20200/-plus grade pay of Rs,2400/- (Pay Matrix level-4) with five years regular service in the grade and possessing the qualifications and experience prescribed for direct recruitment.</p> <p>Essential: (1) Matriculation from a recognised Board and should have eight years experience of loom setting and weaving of different types of fabrics and designs in an organisation of repute. 2)Should be well versed in all the methods of preparatory processes of weaving.</p> <p>Desirable: Three years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognised institution of repute or two years certificates course in Handloom weaving (Upper & Lower Course, which should be recognized by State Government.</p>

1. The period of deputation including the period of deputation held against another ex-Cadre post immediately preceding this appointment in the same or some other organization shall not exceed 3 years.
2. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications.
3. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation and similarly, the deputationists, shall not be eligible for consideration for appointment by promotion.
4. Selected officials shall be posted either at any WSC/IIHT under East Zone.

(S. Bandyopadhyay) 
Director (EZ)

To,

1. The Chief Secretary/Administrator of all State & Union Territory Govt for circulation to all department under their control.
2. All Ministry/Department of Govt. of India (except railways) with a request to give wide publicity of the vacancy amongst staff working under their respective administrative control.
3. The Additional Development Commissioner for Handlooms, Udyog Bhawan, New Delhi
4. All head of office, Central Government/State Government of NE Region.
5. The Zonal Director, WSC, Delhi/Cheennai/Mumbai
6. The Director /HOO , IIHTs, Guwahati/Salem/Varanasi/Jodhpur/ Bargarh & Fulia
7. All the Head of Office, Weavers' Service Centres.
8. NIC Cell, O/O. D C (Handlooms), New Delhi with a request to upload the circular on the website.
9. Guard File.

(S. Bandyopadhyay) 
Director (EZ)

BIO-DATA CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. 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)	
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) Qualification
B) Experience	B) Experience
5.1 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.5.2 In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.	
6. 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.	
6.1 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.	

7. Details of Employment, in chronological order. Enclose a separate 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/Pay Scale of the post held on regular basis	Nature of Duties (in detail) 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 ACP/MACP Scheme	From	To

8. Nature of present employment, i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. 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

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. 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 e) Government Undertaking f) Universities g) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which therevision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in PB	Grade Pay	Total Emoluments
15. 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

<p>16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for (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)</p>	
<p>16. B. Achievements: The candidates 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)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p>#(The option of 'STC' / 'Absorption'/ Re-employment 'is available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or Re- employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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.

(ii) 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)