

Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms
Weavers Service Centre
Weavers Colony, Bharat Nagar, Delhi-110052
Phone: 011-35160872, 35160873
Email: wscdelhi@gmail.com

No. WSC/DLH/Admn.1 (28)/2025/ 1362

Dated : 22 September, 2025

To,
The Addl. Development Commissioner (SP)
O/o the D C Handlooms,
Udyog Bhawan,
New Delhi -110011.

Subject: Uploading of detailed advertainment on website of office of the Development Commissioner for Handlooms -Reg. - Reg.

Madam,

I am directed to refer to the above cited subject regarding uploading of detailed advertisement No. WSC/DLH/NZ/Admn.1(28)/2025/01 which has been published in the Employment News dated 20th-26th November, 2025 on page 21 on all India basis for filling up the vacancies of group "C" posts in Weavers Service Centre (North Zone) by Direct Recruitment on the website of the Office of the Development Commissioner for Handlooms i.e. www.handlooms.nic.in.

SL.	Name of the post	Pay Matrix	No. of Posts	Reservation Position
1.	Junior Weaver	Level -5 (Rs. 29,200-92,300)	03	UR-1, SC-1 & ST-1
2.	Junior Assistant (Weaving)	Level-2 (Rs. 19,900-63,200)	02	OBC-1 & SC-1
3.	Junior Assistant (Processing)	Level-2 (Rs. 19,900-63,200)	01	UR
4.	Attendant (Weaving)	Level-1 (Rs. 18,000-56,900)	06	UR
5.	Attendant (Processing)	Level-1 (Rs. 18,000-56,900)	04	UR-2, OBC-1 & ST-1
6.	Staff Car Driver	Level-2 (Rs. 19,900-63,200)	01	UR

The copy of advertisement along with complete details is annexed herewith for further necessary action at your end. The soft copy of advertisement details is being sent through email.

The closing date of receipt of applications in this office may please be indicated as 3rd November, 2025 i.e. 45 days from the date of advertisement.

Encl: As above.

Yours faithfully,


(Nita Girdhar)
Assistant Director

Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms
Weavers Service Centre

Weavers Colony, Bharat Nagar, Delhi-110 052
Phone: 011-35160872, 35160873, Email: wscdelhi@gmail.com

NOTICE INVITING APPLICATION

Advertisement No. WSC/DLH/Admn.1 (28)/2025/01

Applications are invited from the eligible candidates for filling up the following General Central Service Group 'C' Non-Gazetted (Non-Ministerial) posts on Direct Recruitment basis by **Weavers' Service Centre, Weavers' Colony, Bharat Nagar, Delhi-110052**, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles. Selected candidates may be posted at any of the **Weavers' Service Centre** viz. Delhi, Panipat, Kullu, Meerut, Chamoli, Srinagar, Jaipur, Jammu, and Indian Institute of Handloom Technology Jodhpur and Varanasi or any other office within North Zone.

Sl. No.	Nomenclature of the posts with Pay Matrix	No. of posts and Roster Position	Age for Direct Recruitment	Educational qualification and experience for Direct Recruitment	Mode of submission of application
1.	Junior Weaver Level-5 (Rs. 29,200-92,300)	03 (UR-1, SC-1 & ST-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential : (i) Matriculation from a recognized Board and should have eight years' experience of loom setting and weaving of different types of fabrics and designs in an organization of repute. (ii) Should be well-versed in all the methods of preparatory processes for weaving. Desirable: - Three years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognised institution of repute or two years certificate course in Handloom weaving (Upper & Lower Course, which should be recognized by State Government).	Speed Post/ Registered Post
2.	Jr. Assistant (Weaving) Level-2 (Rs. 19,900-63,200)	02 (OBC-1 & SC-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential : (i) Matriculation from a recognised Board; or Industrial Training Institutes (ITI), Diploma in Textile Weaving Trade from a recognised institution of repute. (ii) Should be well-verse in different methods of winding, warping & sizing of silk, cotton and woollen yarns or Three years' experience in a reputed Handloom or Textile Weaving unit or short-term training course of not less than four months from Weavers' Service Centre or Indian Institute of Handloom Technology in Weaving discipline with two years' experience in a reputed Handloom or Textile Weaving Unit.	Speed Post/ Registered Post
3.	Jr. Assistant (Processing) Level-2 (Rs. 19,900-63,200)	01 (UR)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential : (i) Matriculation from a recognized Board; or Industrial Training Institutes (ITI), Diploma in Textile Dyeing or printing trade. (ii) Should have Three years' practical experience in a dyeing or Processing house or unit of repute or short-term training course of not less than four months from Weavers' Service Centre or Indian Institute of Handloom Technology with two years' experience in a dyeing or processing house or unit of repute.	Speed Post/ Registered Post
4.	Attendant (Weaving) Level-1 (Rs. 18,000-56,900)	06 (UR)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential : (i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) 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 woollen 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. Desirable: - Preference will be given to those experienced in book binding, sample cutting and making booklets.	Speed Post/ Registered Post
5.	Attendant (Processing) Level-1 (Rs. 18,000-56,900)	04 (UR-2 OBC-1 & ST-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential : (i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Dyeing or Printing or Fabric Printing or Screen Printing trade. (ii) Should have two years' experience in a reputed Dyeing or Processing house or Short Term Training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Dyeing and Printing with one year experience in a Dyeing or Processing house or Handloom Printing unit of repute.	Speed Post/ Registered Post
6.	Staff Car Driver Level-2 (Rs. 19,900-63,200)	01 (UR)	Not exceeding 27 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential : Matriculation from a recognized Board. Possession of valid driving license for motor car. (i) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle) (ii) Experience of driving motor car for at least three years. Desirable: (i) Three years service as Home Guard/Civil Volunteers.	Speed Post/ Registered Post

The number of vacancies of the posts mentioned above may increase or decrease.

For details about qualification, age limit, selection process, application format etc., please log on to Development Commissioner (Handlooms) 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. Completely filled application form alongwith all relevant documents should reach "Director, Weavers' Service Centre, Weavers Colony, Bharat Nagar, Delhi -110 052" on or before closing date.

The application not received in the prescribed format/without relevant documents will be summarily rejected.

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Director (North Zone)

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- ii. The closing date of receipt of application will be the 45th day from the date of publication of advertisement in the Employment News.
- iii. Late & incomplete applications will not be considered.
- iv. Canvassing of any kind will lead to disqualification of

9. GENERAL CONDITION/ INFORMATION:

- i. The Executive Director will act as Chief Executive Officer (CEO) of the respective Institute. The post will be operated at the respective institute.
- ii. The qualification prescribed is the minimum

- vi. The ScSC is also empowered to consider and invite any candidate for interview suo-motu.
- vii. Candidates called for Interview will be required to produce all relevant original documents in proof of details furnished in their applications at the time of

भारत सरकार
वस्त्र मंत्रालय
हथकरघा विकास आयुक्त कार्यालय

बुनकर सेवा केंद्र

बुनकर कॉलोनी, भरत नगर, दिल्ली-110052

फ़ोन: 011-35160872, 35160873, ईमेल: wscdelhi@gmail.com

आवेदन आमंत्रण सूचना

विज्ञापन संख्या: WSC/DLH/Admn.1 (28)/2025/01

बुनकर सेवा केंद्र, बुनकर कॉलोनी, भरत नगर, दिल्ली-110052, जो वस्त्र मंत्रालय के हथकरघा विकास आयुक्त कार्यालय के अधीनस्थ कार्यालय है, द्वारा सीधी भर्ती के आधार पर निम्नलिखित सामान्य केंद्रीय सेवा, समूह 'ग' अराजपत्रित (गैर-अनुसूचित) पदों को भरने के लिए पात्र उम्मीदवारों से आवेदन आमंत्रित किए जाते हैं। चर्यान्त उम्मीदवारों को किसी भी बुनकर सेवा केंद्र में नियुक्त किया जा सकता है, जैसे दिल्ली, पानीपत, कुल्लू, मेरठ, चमोली, श्रीनगर, जयपुर, जम्मू, तथा भारतीय हथकरघा प्रौद्योगिकी संस्थान जोधपुर और वाराणसी या उत्तरी क्षेत्र के भीतर कोई अन्य कार्यालय।

क्रम सं.	वेतन मैट्रिक्स के साथ पदों का नामकरण	पदों की संख्या और रीस्टर स्थिति	सीधी भर्ती के लिए आयु	सीधी भर्ती के लिए शैक्षिक योग्यता और अनुभव	आवेदन जमा करने का तरीका
1.	कनिष्ठ बुनकर स्तर-5 (रु. 29,200-92,300)	03 (अनारक्षित-1, अनुसूचित जाति-1 एवं अनुसूचित जनजाति-1)	अधिकतम 30 वर्ष (सरकारी कर्मचारियों के लिए 40 वर्ष की आयु तक छूट योग्य)	अनिवार्य: (i) किसी मान्यताप्राप्त बोर्ड से मैट्रिकुलेशन और किसी प्रतिष्ठित संगठन में करघा सेटिंग और विभिन्न प्रकार के कपड़ों और डिजाइनों की बुनाई का आठ वर्ष का अनुभव, (ii) बुनाई की प्रारंभिक प्रक्रियाओं की सभी विधियों में पारंगत होना चाहिए। वांछनीय: किसी मान्यताप्राप्त प्रतिष्ठित संस्थान से हथकरघा प्रौद्योगिकी में तीन वर्षीय डिप्लोमा या हथकरघा एवं वस्त्र प्रौद्योगिकी में डिप्लोमा या हथकरघा बुनाई में दो वर्षीय प्रमाणपत्र पाठ्यक्रम (उच्च एवं निम्न पाठ्यक्रम, जो राज्य सरकार द्वारा मान्यता प्राप्त होना चाहिए)।	स्पीड पोस्ट/पंजीकृत डाक
2.	कनिष्ठ सहायक (बुनाई) स्तर-2 (रु. 19,900-63,200)	02 (ओबीसी-1 एवं एससी-1)	अधिकतम 30 वर्ष (सरकारी कर्मचारियों के लिए 40 वर्ष की आयु तक छूट योग्य)	अनिवार्य: (i) किसी मान्यताप्राप्त बोर्ड से मैट्रिकुलेशन; या औद्योगिक प्रशिक्षण संस्थान (आईटीआई), किसी मान्यताप्राप्त संस्थान से वस्त्र बुनाई व्यापार में डिप्लोमा। (ii) रेशम, सूती और ऊनी धागों की लपेटने, ताने और आकार देने की विभिन्न विधियों में पारंगत होना चाहिए या किसी प्रतिष्ठित हथकरघा या वस्त्र बुनाई इकाई में तीन वर्ष का अनुभव या बुनकर सेवा केंद्र या भारतीय हथकरघा प्रौद्योगिकी संस्थान से बुनाई विषय में कम से कम चार महीने का अल्पकालिक प्रशिक्षण पाठ्यक्रम और किसी प्रतिष्ठित हथकरघा या वस्त्र बुनाई इकाई में दो वर्ष का अनुभव।	स्पीड पोस्ट/पंजीकृत डाक
3.	कनिष्ठ सहायक (प्रसंस्करण) स्तर-2 (रु. 19,900-63,200)	01 (अनारक्षित)	अधिकतम 30 वर्ष (सरकारी कर्मचारियों के लिए 40 वर्ष की आयु तक छूट योग्य)	अनिवार्य: (i) किसी मान्यताप्राप्त बोर्ड या औद्योगिक प्रशिक्षण संस्थान (आईटीआई) से मैट्रिकुलेशन, वस्त्र रंगाई या छपाई व्यापार में डिप्लोमा। (ii) किसी रंगाई या प्रसंस्करण गृह या प्रतिष्ठित इकाई में तीन वर्ष का व्यावहारिक अनुभव या बुनकर सेवा केंद्र या भारतीय हथकरघा प्रौद्योगिकी संस्थान से कम से कम चार महीने का अल्पकालिक प्रशिक्षण पाठ्यक्रम, साथ ही किसी रंगाई या प्रसंस्करण गृह या प्रतिष्ठित इकाई में दो वर्ष का अनुभव।	स्पीड पोस्ट/पंजीकृत डाक
4.	परिचारक (बुनाई) स्तर-1 (रु. 18,000-56,900)	06 (अनारक्षित)	30 वर्ष से अधिक नहीं (सरकारी कर्मचारियों के लिए 40 वर्ष की आयु तक छूट योग्य)	अनिवार्य: (i) किसी मान्यताप्राप्त बोर्ड या औद्योगिक प्रशिक्षण संस्थान (आईटीआई) से मैट्रिकुलेशन; किसी मान्यताप्राप्त प्रतिष्ठित संस्थान से वस्त्र बुनाई या वाईडिंग या ताना-बाना टेड में डिप्लोमा और (ii) किसी प्रतिष्ठित हथकरघा या वस्त्र बुनाई इकाई में दो वर्ष का अनुभव होना चाहिए और रेशम, सूती और ऊनी धागों की वाईडिंग, ताना-बाना और आकार देने की विभिन्न विधियों में पारंगत होना चाहिए या बुनकर सेवा केंद्र या भारतीय हथकरघा प्रौद्योगिकी संस्थान से बुनाई में कम से कम चार महीने का अल्पकालिक प्रशिक्षण पाठ्यक्रम, साथ ही किसी प्रतिष्ठित हथकरघा या वस्त्र बुनाई इकाई में एक वर्ष का अनुभव। वांछनीय: - पुस्तक बाईंडिंग, नमूना कटिंग और पुस्तिका बनाने में अनुभवी लोगों को वरीयता दी जाएगी।	स्पीड पोस्ट/पंजीकृत डाक
5.	परिचारक (प्रसंस्करण) स्तर-1 (रु. 18,000-56,900)	04 (अनारक्षित-2, अन्य पिछड़ा वर्ग-1 और अनुसूचित जनजाति-1)	अधिकतम 30 वर्ष (सरकारी कर्मचारियों के लिए 40 वर्ष की आयु तक छूट योग्य)	अनिवार्य: (i) किसी मान्यताप्राप्त बोर्ड से मैट्रिकुलेशन; या औद्योगिक प्रशिक्षण संस्थान (आईटीआई) से वस्त्र रंगाई या छपाई या कपड़ा छपाई या स्क्रीन-प्रिंटिंग टेड में डिप्लोमा। (ii) किसी प्रतिष्ठित रंगाई या प्रसंस्करण गृह में दो वर्ष का अनुभव या बुनकर सेवा केंद्र या भारतीय हथकरघा प्रौद्योगिकी संस्थान से रंगाई और छपाई में कम से कम चार महीने का अल्पकालिक प्रशिक्षण पाठ्यक्रम, साथ ही किसी प्रतिष्ठित रंगाई या प्रसंस्करण गृह या हथकरघा छपाई इकाई में एक वर्ष का अनुभव।	स्पीड पोस्ट/पंजीकृत डाक
6.	स्टाफ कार चालक स्तर-2 (रु. 19,900-63,200)	01 (अनारक्षित)	अधिकतम 27 वर्ष (सरकारी कर्मचारियों के लिए 40 वर्ष की आयु तक छूट योग्य)	किसी मान्यताप्राप्त बोर्ड से मैट्रिकुलेशन, मोटर कार के लिए वैध ड्राइविंग लाइसेंस का होना। (i) मोटर तंत्र का ज्ञान (उम्मीदवार वाहन में छोटी-मोटी खामियों को दूर करने में सक्षम होना चाहिए) (ii) कम से कम तीन वर्षों का मोटर कार चलाने का अनुभव। वांछनीय: (i) होमगार्ड/सिविल स्वयंसेवक के रूप में तीन वर्ष की सेवा।	स्पीड पोस्ट/पंजीकृत डाक

उपयुक्त पदों की रिक्तियों की संख्या घट या बढ़ सकती है।

योग्यता, आयु सीमा, चयन प्रक्रिया, आवेदन प्रारूप आदि के विवरण के लिए, कृपया विकास आयुक्त (हथकरघा) की वेबसाइट www.handlooms.nic.in पर लोग ऑन करें, आवेदन प्राप्त होने की अंतिम तिथि रोजगार समाचार में विज्ञापन प्रकाशन की तिथि से 45 दिन के भीतर होगी। सभी संबंधित दस्तावेजों के साथ पूरी तरह से भरा हुआ आवेदन पत्र अंतिम तिथि तक या उससे पहले "निदेशक, बुनकर सेवा केंद्र, बुनकर कॉलोनी, भरत नगर, दिल्ली - 110052" के पते पर पहुंच जाना चाहिए।

निर्धारित प्रारूप में संबंधित दस्तावेजों के साथ प्राप्त न होने वाले आवेदन को तुरंत अस्वीकार कर दिया जाएगा।

EN 25/54

निदेशक (उत्तरी क्षेत्र)

(पृष्ठ 20 का शेष)

9. सामान्य शर्तें/सूचना:

vi. एससीएससी को स्वप्रेषण से किसी भी उम्मीदवार पर विचार करने और साक्षात्कार के लिए आमंत्रित करने का

Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms
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NOTICE INVITING APPLICATION

Advertisement No. WSC/DLH/Admn.1(28)/2025/01

Applications are invited from the eligible candidates for filling up the following General Central Service Group 'C' Non-Gazetted (Non-Ministerial) posts on Direct Recruitment basis by **Weavers' Service Centre, Weavers' Colony, Bharat Nagar, Delhi-110052**, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles. Selected candidates may be posted at any of the Weavers' Service Centre viz. Delhi, Panipat, Kullu, Meerut, Chamoli, Srinagar, Jaipur, Jammu, and Indian Institute of Handloom Technology Jodhpur and Varanasi or any other office within North Zone.

Sl. No.	Nomenclature of the posts with Pay matrix	No. of posts and Roster position	Age for Direct Recruitment	Educational qualification and experience for Direct Recruitment	Mode of submission of application
1.	Junior Weaver, Level -5 (Rs. 29,200-92,300)	03 (UR-1, SC-1 & ST-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential: (i) Matriculation from a recognized Board and should have eight years' experience of loom setting and weaving of different types of fabrics and designs in an organization of repute. (ii) Should be well-versed in all the methods of preparatory processes for weaving. 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).	Speed post/ Registered post
2.	Jr. Assistant (Weaving), Level-2 (Rs. 19,900-63,200)	02 (OBC-1 & SC-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential: (i) Matriculation from a recognised Board; or Industrial Training Institutes (ITI), Diploma in Textile Weaving Trade from a recognised institution of repute. (ii) Should be well-verse in different methods of winding, warping & sizing of silk, cotton and woollen yarns or Three years' experience in a reputed Handloom or Textile Weaving unit or short-term training course of not less than four months from Weavers' Service Centre or Indian Institute of handloom Technology in Weaving discipline with two years' experience in a reputed Handloom or Textile Weaving Unit.	Speed post/ Registered post
3.	Jr. Assistant (Processing), Level-2 (Rs. 19,900-63,200)	01 (UR)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential (i) Matriculation from a recognized Board; or Industrial Training Institutes (ITI), Diploma in Textile Dyeing or printing trade. (ii) Should have Three years' practical experience in a dyeing or Processing house or unit of repute or short-term training course of not less than four months from Weavers' Service Centre or Indian Institute of handloom Technology with two years' experience in a dyeing or processing house or unit of repute	Speed post/ Registered post

4.	Attendant (Weaving) Level-1 (Rs. 18,000-56,900)	06 (UR)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential: - (i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) 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 woollen 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. Desirable: - Preference will be given to those experienced in book binding, sample cutting and making booklets.	Speed post/ Registered post
5.	Attendant (Processing), Level-1 (Rs. 18,000-56,900)	04 (UR-2, OBC-1 & ST-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential: (i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Dyeing or Printing or Fabric Printing or Screen-Printing trade. (ii) Should have two years' experience in a reputed Dyeing or Processing house or Short Term Training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Dyeing and Printing with one year experience in a Dyeing or Processing house or Handloom Printing unit of repute.	Speed post/ Registered post
6.	Staff Car Driver, Level-2 (Rs. 19,900-63,200)	01 (UR)	Not exceeding 27 years (Relaxable for Govt. Servants up to the age of 40 years)	Essential: Matriculation from a recognized Board Possession of valid driving license for motor car (i) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle) (ii) Experience of driving motor car for at least three years. Desirable: (i) Three years service as Home Guard/Civil volunteers.	Speed post/ Registered post

ELIGIBILITY FOR APPLICANTS

Applicants must fulfil 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 written/practical test. 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.

*AGE RELAXATION

The upper age limit is relaxable for Govt. servants up to 10 years. The age relaxation will be admissible to such of the Government servants who 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) for which application is/are submitted. The above concession will be admissible only where an employee has rendered not less than three years continuous service under Government.

The age relaxation will be admissible to physically handicapped person and Ex- Servicemen as applicable in accordance with the orders issued by the Central Government.

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.

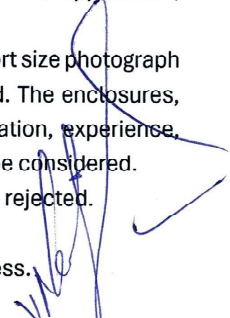
DETAILS OF APPLICATIONS AND LAST DATE OF RECEIPT OF APPLICATIONS

Application in the prescribed format (**Annexure-I**) must reach by speed post/Registered post along-with self-attested photocopies of all certificates of age, educational qualification, experience, age relaxation and SC/ST/OBC/PH Certificates in the prescribed formats (**Annexure – I to V**) as applicable to the office of **Director (NZ), Weavers' Service Centre, Weavers' Colony, Bharat Nagar, Delhi-110052** within 45 days (52 days in respect of the candidates residing in NE Region, Jammu & Kashmir, Lahaul and Spiti district and Pangti 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 i.e. on or before 03.11.2025 (10.11.2025 i.r.o NE Region, Jammu & Kashmir, Lahaul and Spiti district and Pangti sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)**. The serving employees must send application through their respective employer otherwise the application shall be summarily rejected. **Application received after the last date and/or not in the prescribed format and/or without self-attested copies of relevant documents in the prescribed format 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 number of vacancies of the posts mentioned above may increase or decrease as on date of declaration of result.
- 2) * The crucial date for determining the age limit, experience and any other criteria for the post applied for shall be the closing date for receipt of applications from candidates in all states of 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 Pangti sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
- 3) 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.
- 4) Candidates claiming OBC status may note that certificate on creamy layer status in the prescribed format (**Annexure-II**) should have been obtained within **1 year** before the closing date with the application.
- 5) Candidates claiming to belong to one of the Scheduled Caste or Scheduled Tribes should submit in support of his/her claim an attested copy in the prescribed format (**Annexure-III**), from the authorities as listed in the format with the application.
- 6) Candidates claiming relaxation of Ex-servicemen should submit the certificate issued from the Competent Authorities along with copy of the discharge book in support of his/her claim.
- 7) Candidates claiming relaxation by Government employees should submit the certificate in the prescribed format (**Annexure-IV**) (on letter head of the organisation) alongwith declaration in support of his/her claim with the application otherwise the application will be rejected.
- 8) Candidates claiming experience may note that certificate of experience should be obtained in the prescribed format (**Annexure-V**) with the application form otherwise the application will be rejected.
- 9) Self-attested copies of certificates of educational/professional qualification, proof of Identity, proof of date of birth, caste certificate, work experience certificate, etc. must be enclosed in support of the details furnished in the application, otherwise the application will be summarily rejected.
- 10) Incomplete or illegible or unsigned applications and applications received without affixing recent passport size photograph duly self-attested or without duly self-attested enclosures or received after due date will be rejected. The enclosures, which are not listed in the application form, will not be considered. Further the details of qualification, experience, community etc. mentioned in the application along with self-attested supporting documents will only be considered.
- 11) Applications not in the prescribed format, not filled as per instructions or partly filled, not signed will be rejected.
- 12) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Delhi.
- 13) No application seeking information under RTI Act shall be entertained till completion of selection process.


Director (North Zone)

Advertisement No.....

2. Name of the Candidate (In Block Letters)

[illegible]

- [illegible]

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

[illegible]

- [illegible]

9. Whether physically handicapped (If yes, indicate the nature of disability)
- YES/NO
If yes, please tick (✓) the appropriate box below

OA: One Arm	
OL: One Leg	
OAL: One Arm & one Leg	
BL: Both Legs	

HC: Hearing Communication	
B, LV: Blind Low Vision	
LV: Low Vision	

11. Date of Birth

D	D	M	M	Y	Y	Y	Y

- (b) In Words

12. Sex

13. Education/Professional Qualification possessed/examination passed (duly supported by certificates)

Name of the Examination	Name of the Institute/Board/ University	Roll. No.	Regular/ Private	Month & Year of Passing	CGP/ Percentage

14. Work Experience (If any) (in chronological order) duly supported by experience certificates in the prescribed format.

Sl. No.	Name & full address of Institution/ Establishment	Govt./ Semi Govt. /Private	Designation	Nature of duties performed	Salary 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 age, educational qualification, experience, category and other particulars in connection with my candidature for the post of in any WSCs falling under North Zone is true and correct to the best of my knowledge and belief. In case, any information found false or incorrect in future, my candidature is liable to be treated as cancelled and my employment terminated forthwith.

Place: _____

Signature of the candidate

Date: _____

FOR OFFICIAL USE ONLY

1. Application received on: _____

2. Application accepted/rejected: _____

3. Reason of rejection: _____

4. Index No. _____

Signature

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

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 recognised as a backward class under the Government of
India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(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 O.M. 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/Smt/Kumari* _____ son/daughter 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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

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 (Schedule Caste & Schedule Tribes) orders (Amendment) Act, 2002@

%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/Smt/Kumari _____ Father/Mother of Shri/Smt/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/Smt/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 quotes specific presidential order.

% Delete the paragraph which is 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/1st 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.

The form of certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms..... S/o,D/o,W/o Shri is a regularly appointed an employee of this Organisation/Department/Ministry and duties performed by him/her during the period (s) are as under: -

Certified that :

- *(a) Shri/Shrimati/Kum. holds substantively a permanent post ofin the Office/Department of with effect from
- *(b) Shri/Smt./Kum. has been continuously in temporary service on a regular basis under the Government in the post of in the Office/Department with effect from

Signature

Name

Designation

Ministry/Office

Address

Office seal

Place :

Date :

* **Strike out whichever is not applicable.**

EXPERIENCE CERTIFICATE

(The form of certificate to be produced by candidates for claiming experience)

Letter Head of the Institution/Issuing Authority

Telephone No.

Email ID.

Name of Organization

Address of the Organisation

Dated

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri..... was/is an employee of this Organisation/Department/Ministry and duties performed by him/her during the period (s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment Permanent, Regular, Temporary, Part-time, Guest, Honorary etc.	Department/Specialty/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn		Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet duly signed with seal)			Place of posting
(7)		(8)			(9)

2. It is certified that above facts and figures are true and based on service records available in our organisation/Department/Ministry.

Signature:

Name of Competent Authority:

Stamp of Competent Authority: