

Government of India
Ministry of Textiles
Weavers' Service Centre
I I H T Campus
Jawahar Nagar, Khanapara
National Highway No. 37
Guwahati-781 022
PH: (0361) 2303586; FAX: 0361-2302599

No.WSC/GAU/Admn/1(4)/17-18/ 148

Dated 5th April,2018.

VACANCY CIRCULAR

Subject: Filling up of four posts of Assistant on deputation basis in respect of Weavers' Service Centre under East Zone.


Weavers' Service Centre, Guwahati a subordinate office of the Development Commissioner for Handlooms, Ministry of Textiles requires suitable officials for the post of Assistant on deputation basis. The particulars of the post, eligibility conditions etc. are as shown in the table below:-

Sl.	Name of the post of PB	No. of vacancy	Eligibility criteria/essential qualification
01	Assistant Pay band-2 Rs. 9300-34800 plus grade pay of Rs.4200. (Pre-revised) Pay Level 6 of Pay Matrix as per CCS(RP)2016	04	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. (B) Possessing the following educational qualifications and experience:- i. Bachelor's Degree from 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.

2. The period of deputation (including short-term contract) 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.

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3. For the purpose of appointment on deputation basis by an officer prior to 1st January ,2006 or the date from which are revised pay structure based on the sixth Central Pay Commission recommendations has been extended , shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based of the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale or pay into grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
4. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of application.
5. Selected officials shall be posted either at any WSC located at Guwahati/Kolkata/ Bhubaneswar/ Bhagalpur/ Ranchi/ Imphal/ Agartala/ Dimapur/ Aizwal or at IIHT, Guwahati/ Fulia
6. Pay and allowances of the official selected will be regulated in accordance with the Department of Personnel & Training's OM No.6/08/2009.Estt (Pay-III) dated 17.06.2010 as amended from time to time.
7. Candidates who apply for the posts once accepted by the appointing authority will not be permitted to withdraw their names later.
8. Applications of the suitable officials in the given Proforma (Annexure-I), who are eligible and who can be spared, may be forwarded to the Director (EZ), Weavers' Service Centre,IIHT Campus, Jawahar Nagar, Khanapara, Guwahati-781 022 along with a certificate in Annexure II duly filled in(in duplicate) **within 45 days** from the date of publication of the advertisement attaching therewith copies of their CR/APAR dossiers of last 5 years and vigilance clearance certificate. Application received after the stipulated date or without photocopies of CR dossiers will not be entertained.


(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, New Delhi.
4. All head of office, Central Government/State Government of NE Region.(as per list attached)
5. The Zonal Director,WSC,Delhi/Cheennai/Mumbai
6. The Director (I), IIHT, Guwahati, Salem, Varanasi,Jodhpur. Bargarh & Fulia
7. All the Head of Office, Weavers' Service Centres.
8. NIC Cell, O/O.DC(Handlooms), New Delhi with a request to upload the circular on the website.

(S. Bandyopadhyay)
Director (EZ)

BIO-DATA CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
ii) 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
<p>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.</p>	
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

