

Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms
Weavers Service Centre
Weavers Colony, Bharat Nagar
Delhi-110 052

NOTICE INVITING APPLICATION

Advertisement No.WSC/DLH/01/2016

Advertisement No. WSC/DLH/1/2016:- 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 the **Director, 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 one of Weavers' Service Centre viz. Delhi, Panipat, Kullu, Meerut, Chamoli, Srinagar, Jaipur and Varanasi or any other office within North Zone having transfer liability.

S. No	Nomenclature of the posts with Pay matrix	No. of posts and Roster position	Age for Direct Recruitment	Educational qualification and other qualification for Direct Recruitment	Brief description of the job requirement and nature of duties of the post
1.	Junior Assistant (Weaving) Pay matrix Level -2 (Pre-revised : PB-1 Rs. 5200-20200 with Grade pay Rs. 1900/-)	# 01 (SC)	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 trade from a recognized institution of repute. (ii)Should be well-versed in different methods of Winding, Warping & Sizing of Silk, cotton and woollen yarns or Three Year 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 institutes of Handloom Technology in Weaving discipline with two years experience in a reputed Handloom or Textile Weaving unit.	Preparatory process of weaving like warp preparation, sizing, beaming and general assistance in work of weaving section.
2.	Attendant (Weaving) Pay matrix Level -1 (Pre-revised : PB-1 Rs. 5200-20200 with Grade pay Rs. 1800/-)	02 (UR-2)	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.	Winding, jala lifting and to assist in the semi manual labour involved in Weaving section concerning with warping, winding, to cut samples & prepare sample booklets etc.

3.	Attendant (Processing) Pay matrix Level -1 (Pre- revised : PB-1 Rs. 5200- 20200 with Grade pay Rs. 1800/-)	01 (OBC)	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.	To assist in dyeing and later attending to the washing, cleaning of vessels, hydro extracting etc.
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The no. of actual vacancy is 01. The corrigendum is being published in the ensuing edition of Employment News.

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 up to 05 years for persons belonging to SC in respect of the posts reserved for SC. The upper age limit is relaxable for Govt. servants up to 10 years. The upper age limit is relaxable up to 03 years for persons belonging to OBC in respect of post reserved for OBC.

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 Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) **from the date of publication of the advertisement of the above vacancies in the Employment News .** The serving employees must send application through their respective employer otherwise 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.
- 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 Pangi 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 **3 years** before the closing date.
- 5) Candidates claiming to belong to one of the Scheduled Caste or Scheduled Tribes should submit in support of his claim an attested copy in the prescribed format (**Annexure-III**), from the authorities as listed in the format.
- 6) Candidates claiming relaxation of Ex-servicemen should submit the certificate issued from the competent authorities alongwith copy of the discharge book in support of his 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 .
- 8) Candidates claiming experience may note that certificate of experience should be obtained in the prescribed format (**Annexure-V**)
- 9) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Delhi.
- 10) No application seeking information under RTI Act shall be entertained till completion of selection process.

Format of application

Paste recent passport size colour photo

Advertisement No......

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

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

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3. Father's/Husband's Name

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4. Employment Exchange Card No, if any.....

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

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

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

S	T	A	T	E							P	I	N						

7. Nationality.....

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

9. Whether physically handicapped
(If yes, indicate the nature of disability)

YES/NO

If yes, please tick (√) the appropriate box below

OA		OL	
OAL		BL	
HC		B,LV	
LV			

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

10. Whether Ex-Serviceman (Yes/No) :
(If yes, indicate the detail of past service)

11. Date of Birth
(a) In figures

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 Passed	Subjects	Name of the Institute/Board/ University	Regular/ Correspondence	Date of declaration of result	Percentage

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

S. 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 Scheduled Castes & Schedule Tribes orders (Amendment) Act, 2002

The Constitution (Scheduled Castes) orders (Amendment) Act, 2002

The Constitution (Scheduled Castes & Schedule Tribes) orders (Amendment) Act, 2002

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

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

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

%3. Shri/Smt/Kumari* _____ and or* his/her family ordinarily resides 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.\
- (v) Administrator /Secretary to Administration/Development Officer (Lakshadweep)

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 (s0 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.

Fax No.

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 :