

No. 2/4/2024-NCM&HKA
Government of India
Ministry of Textiles
O/o the Development Commissioner for Handicrafts
National Crafts Museum & Hastkala Academy
(Formerly National Handicrafts & Handloom Museum)

Pragati Maidan, New Delhi-01
Dated: 01 August 2025

VACANCY CIRCULAR

Subject: Filling up of one post of Deputy Director (Museum Collection) - a General Central Service Group 'A' Gazetted, Non-Ministerial in Level-11 (Rs.67,700 – 2,08,700) in the pay matrix in National Crafts Museum & Hastkala Academy, O/o D.C.Handicrafts, Ministry of Textiles on deputation including short-term contract / absorption basis.

Applications in the prescribed proforma, as per the Annexure-II are invited from eligible persons for filling up the post of Dy. Director (Museum Collection) in National Crafts Museum & Hastkala Academy (formerly National Handicrafts & Handlooms Museum) - A Subordinate office under the organization O/o the Development Commissioner for Handicrafts, Ministry of Textiles, Government of India, New Delhi, on deputation including short-term contract / absorption basis. Details of the post are furnished in Annexure-I attached herewith.

2. The applications(in duplicate) and attested copies of CR/APAR (attested on each page not below the equivalent rank of Under Secretary) for the last five years of the eligible and willing officials, who can be spared immediately, in the event of their selection, along with (Vigilance Clearance, (ii) Integrity Certificate, (iii) Cadre clearance and (iv) major/minor penalty statement for the last 10 years may be forwarded to the undersigned through proper channel in the prescribed proforma (Annexure II). No action will be taken on advance copies of applications or applications not received through proper channel along with necessary clearance/certificates.


3. While forwarding the applications, it may be verified and certified by the forwarding authority that the particulars furnished by the officer are correct. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. Nomination of the officials who volunteer for the post once accepted by the appointing authority will not be permitted to withdraw their names later.

4. The deputation will be governed by the standard terms and conditions contained in the DoP&T OM No. 6/8/2009-Estt(Pay-II) dt. 17 June, 2010 as amended from time to time and as per the provisions in the existing Recruitment Rules of the posts.



5. The last date for receipt of applications will be 60 days from the date of publication of advertisement in Employment News.. Applications received after the last date would not be considered.

6. It is experienced in the past that candidates of un-employed / Pvt employees are applying for **Deputation including short term contract (ISTC)**, Whereas the recruitment method of Deputation (ISTC) is only for Govt employees holding analogous posts with same level or one or two levels below the post having with specified regular service. Hence, it is advised that **Pvt employees / Un-employed Candidates should not apply for Deputation (ISTC) .**


(Col Manoj Rana)
Sr Dir (M)

Encl: 1. Annexure I (Eligibility conditions)
2. Annexure II (Performa / Application format)

To

1. All Ministries/Departments under Govt. of India – With a request that a wide publicity may please be given to the vacancy circular in their Ministry and their attached / subordinate offices, Autonomous / Statutory Bodies and PSUs.
2. All State Govt, Administrator of UT with a request to give wide publicity to the vacancy in their various departments / offices.
3. Under Secy(cS-i), Lok Nayak Bhawan, Khan Market, New Delhi 110003- with a request to upload the vacancy circular on the website of DOPT for wider publicity (sunl.edu@nic.in)
4. US/Estt, M/o Textiles
5. O/o DC(HC) Asst Dir Website - With a request to upload the vacancy circular on website under heading recruitment at URL – www.handicrafts.nic.in
6. CCIC (Gen Manager (HR)) - This refers our letter No. 02/20/2023/NCM&HKA
ccic@cottageemporium.in 01 Jul 2025

Internal :

1. i/c Museum Website - With a direction to upload the vacancy circular
2. Notice Board, Whatsapp group

Annexure - I

1. Name of the Post : Deputy Director (Museum Collection)
2. Number of posts : 01 (One)
3. Date from which vacant : 10.07.2023 (date of revival of post)
4. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial.
5. Pay Band : Pay level-11 in the pay matrix (Rs.67,700 – 2,08,700/-).
6. Period of deputation : The period of deputation including the period of deputation in another in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed four years.
7. Brief Job description :
MuseumCollection.
(i) To function as Curator. Responsible for periodically verification of artifacts and its preservation and conservations.
(ii) Maintenance and periodically verification of Museum Library.
(iii) To discharge the duties of Head Of Office and also monitor the maintenance works / Rejuvenation Works and Procurement of goods and services.
(iv) To issue and receipt of Art and Crafts objects on Loan for organising exhibitions etc.
(v) To Liaison with other museums / similar organisations to improve standards of museums time to time.
8. Qualifications, Experience and Eligibility required for the post :
Deputation including short-term contract / Absorption :

Officers of the Central Governments or State Governments or Union territories or autonomous body or statutory organisation or public sector undertaking or University or recognised research institution,-
(a) (i) holding analogous post on regular basis in the parent cadre; or

- (ii) with five years service in the grade rendered after appointment thereto on regular basis in pay level-10 in the pay matrix (Rs. 56100-177500) or equivalent in the parent cadre; and
(b) possessing the following educational qualifications and experience :-

Essential :

(a) Essential Educational Qualification:

Master Degree in Anthropology or Ancient Indian History or Museology or Art History from a recognised University or Institute.

(b) Experience:

Five years research or documentation work in rural and tribal crafts or any aspect of Indian Art or Archaeology in a recognised museum or institution dealing with art or crafts collection.

Note: Only officers of the Central Government or State Governments or Union territories shall be eligible to be considered for appointment in absorption basis.

9. Age : The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.
10. Last date of applications : 60 days from the date of publication of the vacancy Circular in the Employment News.

BIO-DATA / CURRICULUM VITAE PROFORMA

1.	Post applied for	
2.	Name and Address (In Block Letters)	
3.	Date of Birth(in Christian era)	
4.	Contact No. and Email address	
5.	i) Date of entry into service	
	ii) Date of retirement under Central / State Government Rules	
6.	Education Qualifications	
7.	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)	
8.	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) Qualifications
	B) Experience	B) Experience
8.1	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.	
8.2	In the case of Degree and Post Graduate Qualifications, Elective/main subject and subsidiary subject may be indicated by the candidate.	
9.	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	
9.1	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.	
10.	Details of Employment, in chronological order. Enclose a separated 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/ Scale of the post held on regular basis	Nature of Duties (in details) 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 under ACP/MACP Scheme	From	To

11.	Nature of present employment i.e. Ad-hoc or Temporary of Quasi-Permanent or Permanent			
12.	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
12.1	Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
12.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintain a lien in his parent cadre/organization			
13.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
14.	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 d) Government Undertaking e) Universities f) Others			
15.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
16.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
17.	Total emoluments per month now drawn			
	Basis Pay and Level in the Pay Matrix		Total Emoluments	
18.	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

19.	Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (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)	
20.	Achievements: The candidate 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)	
21.	Please state whether you are applying for deputation / absorption basis.	
22.	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)

Date _____ Address _____

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.
- iii) 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)

2-8 Aug 2025
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लसचिव

EN 18/105

Sd/-
Administrative Officer



No. 2/4/2024 & 2/1/2023-NCM&HKA
Government of India, Ministry of Textiles
O/o Development Commissioner for Handicrafts

National Crafts Museum & Hastkala Academy

(Formerly National Handicrafts & Handlooms Museum)
Bhairon Marg, Pragati Maidan, New Delhi - 110001
Website: <https://www.nationalcraftsmuseum.nic.in>
Email: mailtonhnm@gmail.com

VACANCY CIRCULAR

Applications are invited from suitable candidates for filling up the following General Central Service posts in this Museum as per the mode of recruitment indicated against each post :-

Sl. No.	Name & No. of Posts	Mode of Recruitment
1.	Dy Director (Museum Collection) - One* Group A / Level 11	Deputation (including short-term contract)/Absorption
* - The selection process for Dy Dir (MC) post, issued earlier vide Employment News dt. 22 Jun -28 Jun 2024 is cancelled.		
2.	Junior Accounts Officer- (one) Group B/ Level-6	Deputation (including short-term contract).
3.	Programme and Public Relation Officer - (one) Group B / Level 6	By deputation (including short-term contract).
4.	Gallery Assistant - (one) Group C/ Level-4.	By deputation (including short-term contract).
5.	Maintenance Officer - One Group B / Level-6	Deputation (including short-term contract)/Absorption
6.	Security Assistant - (one) Group C / Level - 5 (Anticipated vacancy)	Deputation (including short-term contract) or Deputation/ re-employment of Armed Force personnel

The deputation terms will be governed by the terms and conditions contained in the DOP&T OM No. 6/8/2009-Estt (Pay-II) dated 17th June 2010, as amended from time to time. The deputation period shall be three years or till further orders whichever is earlier. Details of eligibility criteria, application proforma and other information is available on the Museum's website under heading Career at URL: <https://www.nationalcraftsmuseum.nic.in> & O/o Development Commissioner (Handicrafts) under heading Recruitment at URL: <https://www.handicrafts.nic.in>.

The last date for receipt of application shall be 60 days from the date of publication of this advertisement in Employment News.

Senior Director (M)
EN 18/91

CBC 41105/12/0002/2526