



भारत सरकार/Govt. of India

वस्त्र मंत्रालय/ Ministry of Textiles

हथकरघा विकास आयुवत का कार्यालय

Office of the Development Commissioner for Handlooms

बुनकर सेवा केन्द्र/ Weavers' Service Centre

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

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No. WSC/GAU/Admn.1(93)/18/ 51 (B)

Date: 12.04.2022

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 in the WSC/IIHTs under Office of the Development Commissioner for Handlooms.

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 2021-222 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.

(S. Bandyopadhyay)
Director (EZ)

BIO-DATA CURRICULUM VITAE PROFORMA

ANNEXURE-II

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	
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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 it 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)

Annexure - III

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their *cooling-off period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt. (Pay.11) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that 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.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.