

No. Estt-147/H&T/2021
GOVERNMENT OF MANIPUR
DIRECTORATE OF HANDLOOMS & TEXTILES
Email: dirhandloom@gmail.com

Imphal, the 9th August, 2024

To

The Principal Director General,
Employment News, Publications Divisions,
Ministry of Information & Broadcasting,
Room No-779, VII Floor,
Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110003
Email: dpd@nic.in

Subject: Publication of Vacancy Circular in the Employment News – request thereof.

Madam,

I have the honour to state that the Directorate of Handlooms & Textiles, Manipur is inviting application for filling up of one post of Deputy Director (Handicrafts) on deputation basis. A copy of the Vacancy Circular along with the eligibility criteria and bio-data form are enclosed in pdf format.

2.0: In order to reach the information to all the concerned and fixation of last for submission of the application, publication in the Employment News is required.

I am, therefore, to request you to kindly make necessary arrangement for publication of the enclosed Vacancy Circular in the Employment News as an extraordinary.

Yours faithfully,

Enclosed: As above


(K. Lamlee Kamei)

Director of Handlooms & Textiles,
Manipur

Copy :-

1. The Additional Secretary (Textiles, Comm. & Industry), Government of Manipur.
2. **Ms Shikha Baraily**, Editor, Employment News, Publications Divisions, Ministry of Information & Broadcasting, Room No-762, VII Floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110003. Email: employmentnews.editor@gmail.com
3. The Assistant Publicity Officer (Press), Directorate of Information & Public Relations, Manipur

No.Estt-147/H&T/2021
GOVERNMENT OF MANIPUR
DIRECTORATE OF HANDLOOMS & TEXTILES

Imphal, the 8th August, 2024

VACANCY CIRCULAR

Subject: Filling up of One Post of Deputy Director (Handicrafts) in Directorate of Handlooms & Textiles, Department of Textiles, Commerce & Industry, Government of Manipur on deputation basis.

One post of Deputy Director(Handicraft) in the pay scale of Rs.9300-34800 plus Grade Pay of Rs.5400/-(Level 12 in Pay Matrix), Group A', Gazetted, Non-Ministerial is proposed to be filled in Directorate of Handlooms & Textiles, Government of Manipur on deputation basis from amongst the officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Semi - Government autonomous and statutory organizations or recognized research institutions or Councils. The terms & conditions for the appointment to the said post is mentioned in **Annexure-I**.

2.0: The period of deputation is ordinarily 3 (three) years but is extensible upto 5(five) years. The maximum age limit for appointment by deputation is 56 years, as on closing date of receipt applications. The pay of the officer appointed on deputation basis will be pay drawn by the officer immediately before deputation and deputation allowance @5% of his basic pay subject to a maximum of Rs.4500/- per month.

3.0: All Ministries/State Governments/Administrations/Departments are requested to circulate this vacancy and forward the application, complete in all respects, of the officers who fulfill the eligibility criteria and can be spared immediately in the event of his/her selection to the undersigned at Directorate of Handlooms & Textiles, Lamphel, Imphal West, Manipur - 795 004 in the prescribed proforma as at **Annexure-II**, in duplicate along with their up-to-date ACRs/APARs for the last 5 years within a period of 60 days from the date of publication of this advertisement in the Employment News.

4.0: While forwarding the applications, all are requested to verify the entries made by the candidates in his/her bio-data, furnish an integrity certificate duly signed by an Officer not below the rank of Under Secretary to the Government of India or equivalent in addition to vigilance clearance and a certificate to the effect that no major/minor penalty was imposed on the officer during the last ten (10) years. For details, www.dhtmanipur.com

5.0: Advance copy of the application as well as applications which are found incomplete or received after the due date of submission and/or which have been forwarded without verifying the entries of bio-data and up-to-date ACRs/APARs of the last 5 years, vigilance clearance, Integrity Certificate will not be entertained.


(K. Lamlee Kamei)

Director of Handlooms & Textiles,
Government of Manipur

Tel: No.0385 2410687

E-Mail: dirhandloom@gmail.com

Copy to:

1. The PS to Minister (Textiles, Commerce & Industry), Manipur
2. All Ministries/Departments of the Central Government
3. All the Administrative Secretaries, Government of Manipur
4. The Secretaries (Handlooms & Textiles) of State Governments /UT Administrators.
5. The Secretary, Union Public Service Commission, New Delhi.
6. The Development Commissioner (Handicrafts), Ministry of Textiles, Government of India, R.K. Puram, New Delhi – 110066
7. The Secretary, Manipur Public Service Commission, Imphal, Manipur
8. The Principal Director General, Employment News, Publications Divisions, Ministry of Information & Broadcasting. Room No-779, VII Floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110 003.
9. The Department of Personnel & Training (Office of the Establishment Officer), North Block, New Delhi.
10. The Director, Information Technology, Government of Manipur for uploading in the Government website – www.manipur.gov.in
11. The Director, Information & Public Relations, Manipur
12. The Executive Director, Export Promotion Council for Handicrafts (EPCH), EPCH House, Pocket 6&7, Sector 'C', LSC, Vasant Kunj, New Delhi - 110070. India
13. NIC, DOP & T, North Block, New Delhi, A-Block, CGO Complex, Lodhi Road, New Delhi - 110 003, India with the request to upload on their website.
14. The State Informatic Officer, NIC, Manipur Secretariat, Imphal, Manipur
15. All Regional Directors, North-Eastern Region/ Southern Regional Office/ Central Region Office/ North Region/ Western Regional Office O/o The Development Commissioner (Handicrafts), Guwahati/Chennai/Lucknow/New Delhi/Navi Mumbai. Applications may please be sent through the concerned region.
16. The Additional Director, Employment Exchange, Manipur
17. All attached/ subordinate offices under the Development Commissioner (Handicrafts), Ministry of Textiles, Government of India.
18. The Joint Director/HoO, Directorate of Handlooms & Textiles, Manipur for uploading in www.dhtmanipur.mn.gov.in and www.dhtmanipur.com
19. The Managing Director, Manipur Handloom & Handicrafts Development Corporation Ltd., Imphal.
20. The Chief Executive Officer, Manipur Khadi & Village Industries Board, Imphal
21. Indian Institute Craft & Design


08.08.24
(E. Jeeten Singh),
Joint Director/HoO,
Directorate of Handlooms & Textiles,
Government of Manipur
Tel. No.0385 2410687
E-Mail: ejeetensingh@gmail.com

Annexure-I

QUALIFICATION, EXPERIENCE AND OTHER DETAILS REQUIRED FOR DEPUTY DIRECTOR(HANDICRAFT) IN THE DIRECTORATE OF HANDLOOMS & TEXTILES, GOVERNMENT OF MANIPUR

1.	Name of Post	:	Deputy Director (Handicraft)
2.	Number of Post	:	01(One)
3.	Classification	:	GCS, Group 'A' Gazetted, Non-Ministerial
4.	Scale of pay	:	Level – 12 (rs.78800-209200) as per 7 th CPC
5.	Method of Recruitment	:	By Deputation
6.	Period of Deputation	:	Ordinarily 3 (three) years but is extensible upto 5(five) years.
7.	Eligibility condition	:	Officers under the Central/ State Governments
			<p>(a) (i) Holding, analogous posts on regular basis; or (ii) With 5 years' regular service in posts in Level-8-11 (Rs.9300-34800 + GP 4300 - 4800) in the Pay Matrix or equivalent; (b) Possessing the educational qualifications and experience mentioned below.</p> <p>Essential: i. Master Degree of a recognised University with 3(three) years' supervisory capacity in Development activities in Govt./Semi-Govt. Organizations in the field of Handicrafts.</p> <p>Desirable: Knowledge of Manipuri and Hindi.</p>
8.	Pay structure	:	The pay of officer selected will be regulated in accordance with the provisions contained in DP's O.M. No. DEP-8/1/2021-DP-DP (1) dated 16-08-2021 of Government of Manipur
9.	Job requirement	:	The incumbent of the post shall be the Divisional Head of Handicrafts in the Directorate of Handlooms & Textiles
10	Duties & Responsibilities	:	<p>a) Head of Section of Handicrafts and to assist the Joint Director of Handlooms and Textiles in the implementation of various of handicrafts programmes in Manipur.</p> <p>b) Assisting the Joint Director of Handlooms and Textiles in overall – exercising financial control in the matter of loans and grants to the handicrafts artisans –Entrepreneurs-Cooperative Societies – Exhibitions and Fairs - matter relating to all handicrafts Committees - State Level Project Committee, State Level Advisory Committee, State Level Implementation Committee - Matters relating to Handicrafts Service Centre, EPHC, NEHDC, NIFT, NID – matter of registration of handicrafts products under GI Act, 1999.</p> <p>c) Also assisting the Joint Director of Handlooms & Textiles for implementation of Welfare Schemes of State and Central Schemes on National/State Awards, Pension Scheme, Insurance Schemes, etc.</p> <p>d) Maintenance and monitoring of Urban Haat, Common Facility Centres of handicrafts in Manipur</p>

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.(i)	Date of entry into service	
(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
5.1	Note: This column needs to be amplified to indicate Essential and Desirable qualification as mentioned in the RRs by the 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 experience of the post.	

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, Pay Band and Grade Pay(Basic Pay with Pay Level as per 7 th CPC)	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay (Basic Pay with Pay Level as per 7th CPC) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale (Basic Pay with Pay Level as per 7th CPC) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay with Pay Level as per 7th CPC where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay(Basic Pay with Pay Level as per 7 th CPC)	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/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate		
9.2	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 maintaining a lien in his parent cadre/ 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 d) Government Undertaking e) Universities f) 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 the revision took place and also indicate the pre-revised scale		
14.	Total emoluments per month now drawn		
	Basic Pay	Pay Level as per 7th CPC	Total Emoluments

15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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 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)		
16.B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarship/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)		
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’ /‘Reemployment’ are 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)

Date:

Address: - - -

Contact No.

Email ID :

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. A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Signature :
Name & Designation :
Telephone No. :
Email ID. :
Office Seal :

Place :
Dated :

List of enclosure:

- 1.
- 2.
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