

Ministry of Textiles
Office of the Dev. Commissioner (Handicrafts)

West Block No. 7, R.K. Puram, New Delhi-66

One post of Assistant Administrative Officer (Group 'C' Non-Gazetted) in, PB-2 Rs. 9300-34800 with Grade Pay Rs.4200 are to be filled up on transfer on deputation basis at Hqrs. Office, Office of the Development Commissioner (Handicrafts), New Delhi, from the officials working in Central Government offices. The eligibility conditions for the post are given in Annexure-I. The period of deputation shall normally be for a maximum of 3 years. The terms and conditions of the deputation will be in accordance with the Central Government Rules and Orders issued in this regard from time to time.

The application in the prescribed proforma as per Annexure-II (in triplicate) in respect of candidates who wish to apply for the post and who can be relieved at short notice, duly accompanied by their ACR dossiers for the last five years, vigilance clearance certificate from their present employer, and proof of qualifications prescribed for the post, may be forwarded through proper channel so as to reach this office **within 45 days** from the date of issue of this advt. in the Rozgar Samachar/Employment News positively. The age of the applicants should not exceed 56 years as on the closing date of receipt of the applications.

The application which are not accompanied by the ACR dossiers, vigilance clearance certificate, proof of educational qualifications or received after the closing date or are incomplete or are not routed through proper channel, will not be considered.

The advt. along with Annexure-I & II is also available on the website www.handicrafts.nic.in

(A.M. Abdul Kader)
Deputy Director (Admn. III)

Annexure-I

Eligibility Conditions for the Post of Assistant Administrative Officer in the Office of the Development Commissioner (Handicrafts), New Delhi, to be filled up on Transfer on Deputation Basis.

1.	Name of the post	Assistant Administrative Officer
2.	Scale of Pay	PB-2 Rs. 9300-34800 with Grade Pay Rs. 4200/-
3.	Qualification	Transfer on deputation : Officials under the Central Government : (a) (i) Holding analogous posts on regular basis; or (ii) With four/five years regular service in posts in PB-2 Rs. 5200-20200 with Grade Pay Rs. 2800/- or equivalent; and (b) (i) Possessing a Degree in any subject from a recognized University or equivalent. (ii) Having experience in the field of Handicrafts, stores, maintenance of staff car and maintenance of office premises.

Annexure-II

Application form for the Post of Assistant Administrative Officer on transfer on Deputation Basis in the Office of the Development Commissioner (Handicrafts), New Delhi.

1. Full Name of the candidate (in capital letters) :
2. Date of birth in Christian era (please attach attested copies of the certificate) :
3. Educational Qualification (please attach attested copies of the certificate) :
4. Permanent & Present address :
- 5.I. a) Name of the present address :
- b) Whether held on regular basis :
- c) Date from which the present post is held :
- d) Scale of pay :
- e) Present pay :
- II. a) Name of the substantive post, if any :
- b) Pay scale of the substantive post :
- c) Pay last drawn against substantive post :
- III Date of continuous service in Central Government. :
6. Experience if any, in the required discipline/field :
7. Details of service :

S. No.	Name & pay scale of the post held	Whether held on regular/ deputation/ contract basis	Name of the employer	Duration		Nature of duties performed
				From	To	
i)						
ii)						
iii)						
iv)						

8. Whether belongs to SC/ST :
9. Special qualifications/experience, if any :
10. Date of return from last ex-cadre post, if any :

Date :

Place :

davp 41103/11/0002/1112

Name of the applicant
Signature

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