

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

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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
			(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. 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. Desirable: Knowledge of Manipuri and Hindi.
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	:	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. 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, NEHHDC, NIFT, NID – matter of registration of handicrafts products under GI Act, 1999. 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. d) Maintenance and monitoring of Urban Haat, Common Facility Centres of handicrafts in Manipur

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

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.
- 3.
- 4.
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