

Government of India
Ministry of Textiles

Weavers' Service Centre

15 - A, Mama Parmanand Marg
Mumbai - 400004

NOTICE INVITING APPLICATIONS Advertisement No. WSCM/1/22

Applications are invited from the eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted, Non-Ministerial Posts on Direct Recruitment basis by Weavers' Service Centre, 15 A, Mama Parmanand Marg, Mumbai-400004, a subordinate office under the office of the Development Commissioner for Handlooms, Ministry of Textiles. Selected candidates may be posted at any of Weavers Service Centre viz. Mumbai; Nagpur, Ahmedabad, Indore & Raigarh under West Zone. The Details are as under:

Sr. No.	Name of Post	Level in the Pay Matrix	No. of Vacancy	Reservation Position
1.	Junior Weaver	Level- 5 of Pay Matrix as per 7th CPC	03	SC-1, ST-1, EWS-1
2.	Attendant (Weaving)	Level- 1 of Pay Matrix as per 7th CPC	01	OBC-1
3.	Attendant (Pro-cessing)	Level- 1 of Pay Matrix as per 7th CPC	01	UR-1

For details about qualification, age limit, selection process and application format etc. please log on the website: www.handlooms.nic.in. Last date of receipt of application will be 45 days from the date of publication of the advertisement in Employment News.

EN 38/87

Director (West Zone)



AX

D

Ban
bran
to s
tran
alia
for
busi
01. I

Sr

1.

2.

3.

4.

5.



भारत सरकार
वस्त्र मंत्रालय
हथकरघा विकास आयुक्त का कार्यालय
बुनकर सेवा केंद्र
15-ए मामा परमानन्द मार्ग,
मुंबई-400004
दूरभाष क्र.-23691238/23610923
dirwzscmum@yahoo.in



Government of India
Ministry of Textiles
O/o Development Commissioner for
Handlooms
Weavers' Service Centre
15-A, Mama Parmanand Marg
Mumbai-400004
Tele-23691238/23610923
dirwzscmum@yahoo.in



Advertisement No. WSCM/1/22

Applications are invited from the eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted, Non-Ministerial posts on Direct Recruitment basis for posting initially at anyone of WSCs viz. Mumbai, Ahmedabad, Indore, Nagpur and Raigarh but likely to be transferred to anywhere in West Zone. Details are as under:

Sr. No.	Nomenclature of the posts with Pay Band and Grade Pay	No. of posts and Roster position	Age for Direct Recruitment	Educational qualification and other qualification for Direct Recruitment	Brief description of the job requirement and nature of duties of the post
01.	Junior Weaver Pay Matrix Level-5 Rs. 29200-92300/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-2800/-)	03 (SC-1, ST-1, EWS-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs) Note: - The upper age limit will be relaxable upto 05 (Five) years for SC/ST, against reserved vacancies. Note: - The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and	Essential:- 1)Matriculation from a recognized Board and should have eight years' experience of loom setting and weaving of different types of fabrics and designs in a organization of repute. (2) Should be well versed in all the methods of preparatory processes for weaving. Note:-1 The qualification is relaxable at the discretion of the Competent Authority in the Case of candidate otherwise well qualified. Note:-2 The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to	1. To assist new weaving designs 2. To weave different types of fabrics in designs. 3. To prepare samples warps. 4. To assist in the implementation of skill upgradation programmes and other interventions of various schemes

			Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	be available to fill up the vacancy reserved for them. Desirable:- Three Years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognized institution of repute or two years Certificate Course in Handloom weaving (Upper & Lower Course, which should be recognized by State Government)	
02.	Attendant (Weaving) Pay Matrix Level-1 Rs. 18000-56900/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-1800/-)	01 (OBC-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note: - The upper age limit will be relaxable upto 03 (Three) years for OBC candidates against reserved vacancies. Note:- The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	Essential:- 1) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I). Diploma in Textile Weaving or Winding Trade from a recognized Institution of repute; and (2) Should have two years experience in a reputed Handloom or Textile Weaving unit and should be well versed in different methods of Winding, Warping and Sizing of silk, cotton and woollen yarns or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with one year experience in a reputed Handloom or Textile Weaving Unit. Note-1 The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified. Note-2 The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority of the opinion that sufficient number of candidates from these communities possessing the requisite	1. To cut and prepare samples. 2. To prepare sample booklets. 3. To assist in sizing of yarn. 4. To assist in winding of warp and weft. 5. To assist in warping/ winding/ jala lifting. 6. To assist in the implementation of skill upgradation programmes and other interventions of various schemes

				experience are not likely to be available to fill up the vacancy reserved for them <u>Desirable:-</u> Preference will be given to those experienced in book binding, sample cutting and making booklets.	
03.	Attendant (Processing) Pay Matrix Level-1 Rs. 18000-56900/- (Pre revised Pay Band – I of Rs. 5,200-20,200/- Rs. GP-1800/-)	01 (UR-1)	Not exceeding 30 years (Relaxable for Govt. Servants up to the age of 40 yrs.) Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	<u>Essential:-</u> 1. Matriculation from a recognized Board Or Industrial Training Institutes (I.T.I) Diploma in Textile Dyeing or Printing or Fabric Printing or Screen Printing Trade. 2. Should have two years experience in a reputed Dyeing or Processing house or Short term training course of not less than 4 months from Weavers Service Centre or Indian Institutes of Handloom Technology in Dyeing and Printing with one year experience in a Dyeing and Processing house or Handloom Printing unit of repute. <u>Note-1</u> The qualification is relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified. <u>Note-2</u> The qualification (s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribe if at any stage of selection, the Competent Authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them	1.To attend to the work of the processing section. 2.To assist in the semi manual labour involved in the processing section. 3.To assist in dyeing and printing section in dyeing the yarn in the dye-vats and later attending to the washing, hydro-extracting and dyeing. 4. To assist in the implementation of skill upgradation programmes and other interventions of various schemes

Note: The number of vacancies to be filled against the posts mentioned in this advertisement may increase or decrease depending on the actual number of vacancies to be filled by Direct Recruitment at the time of Selection

ELIGIBILITY FOR APPLICANTS:

Applicants must fulfil the educational qualification, experience and age limit and other criteria for the post applied for, as on the last date of receipt of the applications, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying for the post(s) that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for the Written Test/Practical Test/Selection. **The candidates who are willing to apply for more than one post are required to submit a separate application against each post in the prescribed format.**

AGE RELAXATION FOR GOVERNMENT SERVANTS/SC/ST/OBC's/others:

The upper age limit is relaxable for Central Government servants upto 10 years. The age relaxation will be admissible to such of the Central Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. The above concession will be admissible only where an employee has rendered not less than three years continuous service under Central Government. The relaxation of age limit and other concessions for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Govt. from time to time.

SCHEME OF SELECTION:

Selection of the aforesaid posts will be on the basis of written and practical test, which will be conducted by a duly constituted Selection Committee. However, if the number of applications received for a particular post is large, then the appointing authority reserves the right to lay down any criteria for the purpose of short listing of the candidates for selection tests.

LAST DATE OF RECEIPT OF APPLICATIONS:

Application in the prescribed Proforma (**Annexure-I**) must reach by Speed Post/Registered Post along-with self-attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC/PH/EWS Certificates, if any etc. to the office of **Director(WZ), Weavers' Service Centre, 15-A, Mama Parmanand Marg, Mumbai- 400 004** within 45 days (52 days in respect of the candidates residing in NE Region Jammu & Kashmir, Lahaul and Spiti district and Pangri sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) **from the date of publication of the advertisement of the above vacancies in the Employment News.** The serving employees must send application through their respective employer; otherwise, their applications shall be summarily rejected. Application received after the last date or without relevant documents shall be summarily rejected and no correspondence in this regard will be entertained. **This Office shall not be responsible for any postal delay.**

The decision of the Appointing Authority in all respect relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/test etc. will be final and no enquiry/correspondence will be entertained in this regard.

Note:

- 1) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
- 2) Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent examination will be accepted and no subsequent request for its change will be considered or granted.
- 3) Candidates claiming OBC status may note that certificate on creamy layer status in the prescribed format (**Annexure-II**) should have been obtained within **3 years** before the closing date.
- 4) Candidates claiming to belong to one of the Scheduled Caste or Scheduled Tribes should submit in support of his claim an attested/certified copy in the prescribed format (**Annexure-III**), from the District Officer or the Sub-Divisional Officer or any other officer as listed in the format.
- 5) Candidates claiming identified EWS status will have to submit a copy of certificate of EWS in the prescribed proforma (**Annexure-IV**) from the competent Authority against the identified reserved vacancy.
- 6) **Candidates are required to submit Experience Certificate in the prescribed format (As per Sr. No.12 of Annexure-I) for all periods of working experience claimed whether in Private/Cooperative or in Government Sector. (It is mandatory to furnish the experience in prescribed Experience Certificate Format (Annexure-VI) on the Letter Head of concerned Firm/Organisation failing which the application is liable to be rejected.**
- 7) Candidates claiming relaxation by Government employees should submit certificate in the prescribed format (**Annexure-V**) (on the letterhead of the organisation) along with declaration in support of his/her claim.
- 8) Self-attested copies of certificates of educational/professional qualification, proof of Identity, proof of date of birth, caste certificate, work experience certificate, etc. must be enclosed in support of the details furnished in the application, otherwise the application will be summarily rejected.
- 9) Applications not in the prescribed format, not filled as per instructions or partly filled, not signed will be rejected.
- 10) Incomplete or illegible or unsigned applications and applications received without affixing recent passport size photograph duly self-attested or without duly self-attested enclosures or received after due date will be rejected. The enclosures, which are not listed in the application form, will not be considered. Further the details of qualification, experience, community etc. mentioned in the application along with self-attested supporting documents will only be considered.
- 11) Applications with any other form of irregularities will not be considered.
- 12) Applications received in response to this advertisement will be short-listed together with those received from Local Employment Exchange and candidates will be called for written and practical tests.
- 13) Merely fulfilling the requisite qualification/experience will not entitle the applicant the rights for written and practical tests.

14) The Appointing Authority reserves the right to reject or cancel Application without assigning any reason thereof.

15) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Mumbai.

16) No application seeking information under RTI Act shall be entertained till completion of selection process.

Director (West Zone)

11. Education/Professional Qualification possessed/examination passed (duly supported by certificates)

Name of the Examination Passed	Subjects	Name of the Institute/ Board/ University	Regular/ Correspondence	Date of leaving the Institute/ Board/ University	Date of declaration of result	Percentage

12. Work Experience (If any) (in chronological order) duly supported by experience certificates in the prescribed format.

S. No.	Name & full address of Institution/ Establishment	Govt./Semi Govt./ Private	Designation	Nature of duties performed	Salary drawn	From	To	Duration of Service		
								Y	M	D

DECLARATION

I do hereby declare that the following information furnished in the format towards support of my age, educational qualification, experience, category and other particulars in connection with my candidature for the post of in any WSCs falling under West Zone is true and correct to the best of my knowledge and belief. In case, any information found false or incorrect in future, my candidature is liable to be treated as cancelled and my employment terminated forthwith.

Place:

Signature of the candidate

Date:

FOR OFFICIAL USE ONLY

1. Application received on: _____
2. Application accepted/rejected: _____
3. Reason of rejection: _____

4. Index no.: _____

Signature

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING
FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

[Govt. of India, Department of Per &Trg. OM No.36033/28/94-Estt(Res)dated 02.07.1997]

This is to certify that _____
son/daughter of _____ Vill. _____
_____ District/Division _____ in the
_____ State belongs to the _____ community which is recognized as a
backward class under:-

- (i) Government of India, Min of Welfare, Resolution No.12011/68/93-BCC© dated the 10 September 1993 published in the Gazette of India, Extraordinary, Part I, section-1, No.186 dated the 13th September 1993.
- (ii) Government of India, Min of welfare, Resolution No. 12011/9/94-BCC dated the 19th Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, section No.163, dated the 20th October, 1994.
- (iii) Government of India, Min of Welfare, Resolution no.12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part-1, section1, No.88, dated the 25h May 1995.
- (iv) Government of India, Min of Welfare, Resolution No.12011/44/96-BCC dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-1 Section-1, No.210, dated the 11th December 1996.

Shri _____ and or his family ordinary resides in the _____
District/Division _____ State. This is to also certify that he/she does not belong to the
persons/sections(CREAMY LAYER) mentioned in column 3 of the Schedule to the Government
of India, Department of Personnel and Training, OM No.36012/22/93-Estt(SCT) dated
08.09.1993.

Dated:

Seal

**District Magistrate/
Deputy Commissioner etc.**

Annexure-III

**(FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES
CANDIDATES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town* on District/Division * _____ of the State/Union Territory* _____ Belongs to the Caste/Tribes* _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under :-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951* _____

The Constitution (Scheduled Tribes) Union Territories order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order(Amendment Act) 1976*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@

The Constitution (Pondicherry) Scheduled Castes order, 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) order, 1967@

The Constitution (Goa, Daman & Diu) Scheduled Castes order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes order, 1968@

The Constitution (Nagaland) Scheduled Tribes order, 1970@

The Constitution (Sikkim) Scheduled Castes order, 1978@

The Constitution (Sikkim) Scheduled Tribes order, 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (SC) orders (Amendment) Ordinance, 1996

%2.Application in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother _____ of

Shri/Shrimati/Kumari* _____

of village /town* _____ in District/Division * _____ of the

State/ Union Territory* _____ who belong to the _____ Caste/Tribes

which is recognized as a Scheduled Castes/Scheduled Tribes in the State/Union Territory issued by the _____ dated _____.

%3.Shri/Shrimati/Kumari and or* his/her family ordinarily reside(s) in

village/town* _____ of

_____ District/Division* _____ of the State/Union Territory of _____

Place _____

Signature _____

Date _____

Designation _____

(with seal of office)

*Please delete the words which are not applicable.

@Delete quote specific presidential order.

% Delete the paragraph which in not applicable.

NOTE: The term ordinary reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue officers not below the rank of Tehsildar.
- (iv) Sub- Divisional Officers of the area where the candidate and/or his family normally resides.\

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Annexure-IV

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/
wife of _____ permanent resident of _____,
Village /Street _____ Post Office _____ District _____ in
the State/Union Territory _____ Pin Code _____ whose photograph is attested
below belongs to Economically Weaker Sections, Since the gross annual income* of his/her family** is below
Rs. 8 lakh (Rupees Eight Lakh Only) for the financial year _____.

His/her family does not own possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____
casts which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of office _____

Name _____

Designation _____

Recent Passport
size attested
photograph of the
applicant.

* Note 1 : Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2 : The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*** Note 3 : The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The form of Certificate to be produced by Central Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms/Smt....., S/o,D/o,W/o
Shri..... is a regularly appointed an employee of this Organization/

Department/Ministry and duties performed by him/her during the period (so are as under:-

Certified That:

(a)Shri/Smt/Kum..... holds substantively a permanent post
ofin the Office/Department of
.....with effect from.....

(b)Shri/Smt/Kum..... has been continuously in temporary
service on a regular basis under the Government in the post of
..... in the Office/Department
..... with effect from

Signature.....

Name.....

Designation.....

Ministry/Office.....

Address.....

Office SEAL.....

Place:

Date:

***Strike out whichever is not applicable.**

EXPERIENCE CERTIFICATE

(The form of certificate to be produced by candidates for claiming experience)

Letter Head of the Institution/Issuing Authority

Name of Organisation

Address of the Organisation

Dated

Contact No. & Email id of the Organisation

This is to certify that Shri/Ms/Smt.....S/o, D/o, W/o Shri was/is an employee of this Organisation/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of Post head	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment/Permanent/Regular/Temporary/Part time/Guest/Honorary etc.	Department/Specialty/Field of Experience
1	2	3	4	5	6
Pay Scale & Last Salary Drawn	Duties performed/Experience gained in brief in each post(please give details. If need be, in attached sheet duly signed with seal				Place of posting
7	8				9

2. It is certified that above facts and figures are true and based on service records available in our Organisation/Department/Ministry.

Signature.....

Name and Designation of Competent Authority.....

Stamp of Competent Authority.....