

**F. No. P-27011 /1 /2022-Leather**  
**Government of India**  
**Ministry of Commerce and Industry**  
**Department for Promotion of Industry**  
**and Internal Trade**

**Appointment to the post of Secretary, Footwear Design & Development Institute(FDDI).**

1. Department for Promotion of Industry and Internal Trade (DPIIT) invites the application in prescribed format from eligible candidates for appointment to the post of **Secretary, Footwear Design and Development Institute (FDDI)**. FDDI is an institution of national importance for the promotion and development of quality and excellence in education, research and training in all disciplines relating to footwear and leather products design and development and for matters connected therewith or incidental thereto.

2. The applicants from Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or Recognized Research Institute are required to apply through proper channel, who in turn will forward copies of completed Annual Confidential Report/Annual Performance Appraisal Report for the last five years.

3. The following are the terms and conditions for the post of Secretary, Footwear Design & Development Institute:

**No. of Post : 01 (one)**

**Scale of Pay : Level - 13 (Rs.123100-215000).**

**Method of Recruitment :** On deputation basis for a period of five years.

**Eligibility, Qualification and Experience :** Officers of the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous or Statutory body or University or Recognized Research Institute.

(i) (a) holding analogous post on regular basis; or

(b) with at least ten years' experience in Group 'A' or equivalent service in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or recognized Research Institute on the closing date of application;

(c) out of the ten years of service in Group 'A' as mentioned above, at least five years of service should be in level 12 in the pay matrix or equivalent in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or Recognized Research Institute on the closing date of application;

(ii) Possessing the following qualifications, namely:-

(a) Bachelor Degree from a recognized University.

(b) with five years' experience in the field of administration.

(iii) **Desirable : -**

(a) Experience in Leather Technology or Industry of at least one year.

(b) Master in Business Administration.

**Terms and Conditions :**

(i) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization

भारत सरकार/ Government of India

वस्त्र मंत्रालय/Ministry of Textiles

विकास आयुक्त (हथकरघा) कार्यालय

Office of Development Commissioner (Handlooms)

भारतीय हथकरघा प्रौद्योगिकी संस्थान

**Indian Institute of Handloom Technology**

फोल्क्स परिसर, तिल्ललाई नगर / Foulke's Compound, Thillai Nagar, सेलम/Salem-636001

Phone: 0427-2296943, Email: iiht.tnslm@nic.in, Web: www.iihtsalem.edu.in

**Notice Inviting Application**

**Advt.No.IIHTS/Rec/569/2022/1:** Applications are invited from the suitable and eligible candidates for filling up the following **General Central Services Group 'C' Un-Gazetted Non-Ministerial posts** on Direct Recruitment basis by the **Director (Institute), Indian Institute of Handloom Technology, Salem** functioning under the aegis of Office of the Development Commissioner for Handlooms, Ministry of Textiles, for initial posting at Salem (Tamil Nadu).

S. No.	Name of post	Pay Level	No. of vacancy	Reservation position
1.	Lab. Technician (Weaving)	Rs. 19,900/- (Minimum of Pay Matrix in Level 2), PB-1 Rs. 5200-20200 + GP. Rs. 1900/- (Pre-revised)	2	2-UR
2.	Lab. Attendant (Processing)	Rs. 18,000/- (Minimum of Pay Matrix in Level 1), PB-1 Rs. 5200-20200 + GP. Rs. 1800/- (Pre-revised)	1	1-UR

All the above posts are **not reserved** for the Persons with Disabilities, but the category **'OL' is identified suitable** for all the above posts.

For details about qualification, age limit, selection process and application format, etc., please log on the website: [www.handlooms.nic.in](http://www.handlooms.nic.in) & [www.iihtsalem.edu.in](http://www.iihtsalem.edu.in).

**Last date for receipt of application will be 45 days from the date of publication of the advertisement in "Employment News".**

Director (Institute)

Indian Institute of Handloom Technology

Salem

EN 33/19

8. Permanent Address: \_\_\_\_\_

9. Official Address: \_\_\_\_\_

10. Contact No. & Email id: \_\_\_\_\_

11. Present Post held with Date and Scale of Pay: \_\_\_\_\_

भारत सरकार / Government of India  
वस्त्र मंत्रालय / Ministry of Textiles  
विकास आयुक्त (हथकरघा) कार्यालय / Office of Development Commissioner (Handlooms)

**भारतीय हथकरघा प्रौद्योगिकी संस्थान**  
**INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY**

फोल्क्स परिसर, तिल्लई नगर / Foulke's Compound, Thillai Nagar, सेलम/Salem-636001  
Phone: 0427-2296943 Email: iiht.tnslm@nic.in Web: www.iihtsalem.edu.in

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All the above posts are **not reserved** for the Persons with Disabilities, but the category '**OL**' is **identified suitable** for all the above posts.

For details about qualification, age limit, selection process and application format, etc., please log on the website: [www.handlooms.nic.in](http://www.handlooms.nic.in) & [www.iihtsalem.edu.in](http://www.iihtsalem.edu.in). Last date for receipt of application will be **45 days** from the date of publication of the advertisement in "Employment News".

Director (Institute)  
Indian Institute of Handloom Technology  
Salem



:2:

Permanent address (**In Block Letters**):

<b>S</b>	<b>T</b>	<b>A</b>	<b>T</b>	<b>E</b>															
<b>P</b>	<b>I</b>	<b>N</b>																	

10. Nationality.....
11. Category to which belong (SC/ST/OBC)..... (Attach Photocopy of Certificate).
12. Whether Ex-serviceman (YES/NO)
13. Whether physically handicapped (YES/NO)  
If yes, indicate the nature of disability, one arm/two arms/one leg/two legs/ blind/deaf/dumb.
14. Educational/Professional Qualification possessed/Examination passed (duly supported by certificates)

Name of the Examination	Passed	Name of the Institute/Board/University	Date of declaration of result of essential qualification	Percentage

:3:

15. Work Experience (If any) (in chronological order) duly supported by experience certificates.

S. No.	Name of Institution/ Establishment	Designation	Nature of duties	Last Salary drawn	From	To	Duration of service		
							Y	M	D

I solemnly declare that the statements made by me in this form are correct to the best of my knowledge and belief.

Dated:

Place:

(Signature of the candidate)

**DECLARATION**

I affirm that the information in the application as given above is true and correct. I also fully understand that if at any stage the information furnished above is found false my candidature may be summarily rejected and my employment terminated forthwith.

Place:

Date:

**Signature of the candidate**

List of copies of documents enclosed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Annexure-II**

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 Shri/Smt./Kumari  
\_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of Village/Town \_\_\_\_\_ in  
District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ community which is  
recognized as a backward class under Government of India, Ministry of  
Social Justice & Empowerment's Resolution  
No. \_\_\_\_\_ dated \_\_\_\_\_.  
Shri/Smt./Kumari \_\_\_\_\_ and/or his/her  
family ordinarily (s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to 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 & Training OM No.36012/22/93-Estt.(SCT) dated 8.9.1993\*\*.

District Magistrate,  
Deputy Commissioner, etc.

Dated:  
Seal

\* The Authority issuing the certificate may have to mention the details of  
Resolution of Government of India, in which the caste of the candidate is  
mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term 'ordinarily' used here will have the same meaning as in Section 20  
of the Representation of the People Act, 1950.

**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\* \_\_\_\_\_  
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) (Part C States) order, 1951

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) 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 orders, 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 (Uttar Pradesh) Scheduled Tribes 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 (SC) orders (Amendment) Ordinance, 1996

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

2.Applicable 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 belongs to the  
\_\_\_\_\_ Caste\*/Tribe which is recognized as a

Scheduled Caste /Scheduled Tribe in the State/Union Territory\* issued by the  
\_\_\_\_\_ dated \_\_\_\_\_.



3. Shri/Shrimati/Kumari\* and/or\* his/her\* family ordinarily reside(s) in village/  
town\* \_\_\_\_\_ 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 ordinarily reside(s) used here will have the meaning as in section 20 of the Representation of the people Act, 1950.

The following Officers are authorized to issue caste certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra-Assistant Commissioner.
- (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.
- (v) Certificates issued by the Gazetted Officers of Central or of a State Government countersigned by the District Magistrate concerned.
- (vi) Administratory/Secretary to Administrator (Laccadive, Minicoy and Amindive Islands)

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

**Annexure-IV**

**Details of qualifications required, age limit etc.**

Sl. No.	Nomenclature of post with Pay Level in Pay Matrix as per 7 <sup>th</sup> CPC & Pre-revised Pay Band/ GP	No. of Posts and Roster position	Age for Direct Recruitment	Essential qualification and other qualification for Direct Recruitment	Period of Probation if any	Brief description of the job requirement and nature of duties of the post
1.	<p><b>Lab. Technician (Weaving)</b> Rs.19,900/- (Minimum of Pay Matrix in Level 2), PB-1 Rs.5200-20200 + GP. Rs.1900/- (Pre-revised)</p> <p><b>Classification:</b> General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.</p>	2(Two) (UR)	<p>Below 30 years (Relaxable for Government servants upto the age of 40 years as per the extant instructions issued by the Government from time to time).</p> <p><b>Note 1:</b> 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&amp;K State, Lahaul &amp; Spiti District and Panaji Sub-division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Island or Lakshadweep).</p>	<p><b>Essential:</b> Three years Diploma in Handloom Technology or Textile Technology or Three years Diploma in Handloom &amp; Textile Technology or equivalent from a recognized institution with One year's practical experience in a Weaving mill or Handloom or Powerloom factory. Must be well acquainted with weaving mechanism, cloth analysis and transfer of designs to point paper and loom.</p> <p><b>Note 1:</b> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe if at any stage of selection, the Competent Authority is 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.</p> <p><b>Desirable:</b> Experience of Teaching in a Government or recognized institution.</p>	2 years	<p><b>Job requirement</b> (i) To work on different types of Handlooms/Powerlooms/ Unconventional looms. (ii) Do preparatory processes like Winding, Warping etc. and weaving on different types.</p> <p><b>Nature of duties--</b> To perform the duty of Winding, Warping, Weaving &amp; other related works. To keep the Handloom/Powerloom/ Unconventional loom in good working condition for demonstration. (ii) To maintain all the machines and equipments of weaving lab in order and keep them neat and clean. (iii) To assist the Sr. Instructor/ Instructor/Demonstrator in various preparatory and weaving process.</p>

Sl. No.	Nomenclature of post with Pay Level in Pay Matrix as per 7 <sup>th</sup> CPC & Pre-revised Pay Band/ GP	No. of Posts and Roster position	Age for Direct Recruitment	Essential qualification and other qualification for Direct Recruitment	Period of Probation if any	Brief description of the job requirement and nature of duties of the post
2.	<p><b>Lab. Attendant (Processing)</b> Rs.18,000/- (Minimum of Pay Matrix in Level 1), PB-1 Rs.5200-20200 + GP. Rs.1800/- (Pre-revised)</p> <p><b>Classification:</b> General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.</p>	1(One) (UR)	<p>Below 30 years (Relaxable for Government servants upto the age of 40 years as per the extant instructions issued by the Government from time to time).</p> <p><b>Note 1:</b> 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&amp;K State, Lahaul &amp; Spiti District and Panaji Sub-division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Island or Lakshadweep).</p>	<p><b>Essential</b> Matriculate or its equivalent with two years' experience in a reputed process house involved in Bleaching, Dyeing, Printing and Finishing.</p> <p><b>Note 1:</b> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribe if at any stage of selection, the Competent Authority is 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.</p> <p><b>Desirable:</b> Advance certificate course or Short Term course in Processing (Dyeing or Printing) from a recognized Institute or Weavers' Service Centres or Indian Institutes of Handloom Technology.</p>	2 years	<p><b>Job requirement:</b> Preparation of dyes and chemicals, arrangement of lab equipment for demonstration, cleaning &amp; maintenance of lab equipment, etc. and requirement of interaction with students.</p>

## **ELIGIBILITY FOR APPLICANTS**

Applicants must fulfill 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 interview/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.

## **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 format (**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 Certificates, if any, etc. to the **Director, Indian Institute of Handloom Technology, Foulke's Compound, Thillai Nagar, Salem-636 001** 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 respects 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 Pangri 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 Authority as listed in the format.
- 5) Self-attested copies of certificates of educational/professional qualification, proof of date of birth, caste certificate, work experience certificate, etc. must be enclosed in support of the details furnished in the application.
- 6) Applications, which are incomplete, not in the prescribed format, not filled as per instructions or partly filled will not be entertained.
- 7) Merely fulfilling the requisite qualification/experience will not entitle the applicant the rights for written and practical tests.
- 8) The Appointing Authority reserves the right to reject or cancel application without assigning any reason thereof.
- 9) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Chennai.