

Offg. Principal, Sainik School Nagrota



भारत सरकार /Government of India  
वस्त्र मंत्रालय /Ministry of Textiles



## बुनकर सेवा केंद्र /Weaver's Service Centre

खानापारा, गुवाहाटी /Khanapara, Guwahati-781022

फोन /Phone-0361-2302599, 2303586, 2303189, Email: - wscguw@gmail.com

**NOTICE INVITING APPLICATION**

**Advertisement No.WSC/GAU/1/25**

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, Khanapara, Guwahati, a sub-ordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles, Government of India. Selected candidates may be posted at any of Weavers' Service Centres viz. Kolkata, Bhubaneswar, Bhagalpur, Ranchi, Agartala, Imphal, Dimapur, Aizawl & Guwahati and IHTs, viz. Guwahati, Bargarh & Fulia under East Zone. Details are as under:

Sl. No.	Name of the post	Pay level in Pay Matrix as per 7th CPC & Pre-revised Pay Band/GP	Number of Vacancies and Category
1.	Junior Weaver	Level-5 of Pay Matrix (Rs.29,200-92,300) [Pre-revised:-PB-1, 5200-20200 + Grade Pay:-2800/-]	10-[UR-04,OBC-02,SC-01, EWS-02, PwD (B+LV)-01]
2.	Junior Printer	Level-4 of Pay Matrix (Rs.25,500-81,100) [Pre-revised:-PB-1, 5200-20200 + Grade Pay:-2400/-]	03-[UR-02, PwD (deaf & hard of hearing)- 01]
3.	Junior Assistant (Weaving)	Level-2 of Pay Matrix (Rs. 19,900-63,200) [Pre-revised:-PB-1, 5200-20200 + Grade Pay:-1900/-]	03-(UR-01, SC-01, ST-01)
4.	Junior Assistant (Processing)	Level-2 of Pay Matrix (Rs. 19,900-63,200) [Pre-revised:-PB-1, 5200-20200 + Grade Pay:-1900/-]	02-(OBC-01, SC-01)
5.	Attendant (Weaving)	Level-1 of Pay Matrix (Rs. 18,000-56,900) [Pre-revised:-PB-1, 5200-20200 + Grade Pay:-1800/-]	07-[UR-02, OBC-01, SC-01, ST-01, EWS-01, PwD (Locomotor disability including CP, LC, Dw, AVA, MD) -01]
6.	Carpenter	Level-2 of Pay Matrix (Rs.19,900-63,200) [Pre-revised:-PB-1, 5200-20200 + Grade Pay:-1900/-]	04- (SC-01, UR-02, EWS-01)
		<b>Total</b>	<b>29 (Twenty nine)</b>

\* 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. In addition to this, the appointing authority has the right to cancel or to make any correction of the notice without showing any reason.

For details about qualifications, age limit, selection process and application form etc. please log on the website: [www.handlooms.nic.in](http://www.handlooms.nic.in). Last date of receipt of applications will be 45 days from the date of publication of the advertisement in Employment News.

EN 12/36

Director (East Zone)



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Azadi Ka  
Amrit Mahotsav



सत्यमेव जयते



INDIA HANDLOOM  
COMFORT STYLE FABRIK

भारत सरकार/Government of India

वस्त्र मंत्रालय/Ministry of Textiles

बुनकर सेवा केन्द्र/Weaver's Service Centre

खानापारा, गुवाहाटी -781022/Khanapara, Guwahati-781022

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### आवेदन आमंत्रण सूचना

विज्ञापन संख्या: बुसेकें /गुवा/1/25

बुनकर सेवा केंद्र, खानापारा, गुवाहाटी द्वारा सीधी भर्ती के आधार पर निम्नलिखित "सामान्य केंद्रीय सेवा", समूह 'सी', गैर-राजपत्रित (गैर-मंत्रिस्तरीय) पदों को भरने के लिए योग्य उम्मीदवारों से आवेदन आमंत्रित किए जाते हैं। वस्त्र मंत्रालय के हथकरघा विकास आयुक्त के कार्यालय के अधीनस्थ कार्यालय बुनकर सेवा केन्द्रों कोलकाता, भुवनेश्वर, भागलपुर, रांची, अगरतला, इंफाल, दीमापुर, आइजोल, गुवाहाटी और आई.आई.एच.टी. गुवाहाटी, बरगढ़ और फुलिया में चयनित उम्मीदवारों को किसी भी केंद्र में नियुक्त किया जा सकता है, पदों का विवरण इस प्रकार हैं:

क्र. सं.	पद का नाम	वेतन स्तर 7वीं सीपीसी के वेतन मैट्रिक्स और पूर्व-संशोधित वेतन बैंड/जीपी के अनुसार	पद की संख्या एवं श्रेणी
1.	कनिष्ठ बुनकर	वेतन मैट्रिक्स में लेवल-5 (29,200-92,300 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1+जी.पी.2800/- रुपये)	10-[UR-04, OBC-02, SC-01, EWS-02, PwD (B+LV)-01]
2.	कनिष्ठ छपाईकर	वेतन मैट्रिक्स में लेवल - 4 (25,500-81,100 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1+ जी.पी. 2400/- रुपये)	03-[UR-02, PwD (deaf & hard of hearing- 01]
3.	कनिष्ठ सहायक (बुनाई)	वेतन मैट्रिक्स में लेवल - 2 (19,900-63,200 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1 + जी.पी. 1900/- रुपये)	03-(UR-01, SC-01, ST-01)
4.	कनिष्ठ सहायक (प्रसंस्करण)	वेतन मैट्रिक्स में लेवल - 2 (19,900-63,200 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1 + जी.पी. 1900/- रुपये)	02-(OBC-01, SC-01)
5.	परिचारक (बुनाई)	वेतन मैट्रिक्स में लेवल -1 (18,000-56,900 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1 + जी.पी. 1800/- रुपये)	07-[UR-02, OBC-01, SC-01, ST-01, EWS-01, PwD (Locomotor disability including CP, LC, Dw, AVA, MD -01]
	बढ़ई	वेतन मैट्रिक्स में लेवल - 2 (19,900-63,200 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1 + जी.पी. 1900/- रुपये)	04- (SC-01, UR-02, EWS-01)
		<b>कुल</b>	<b>29 (Twenty nine)</b>

इस विज्ञापन में उल्लिखित पदों के विरुद्ध भरी जाने वाली रिक्तियों की संख्या चयन के समय सीधी भर्ती द्वारा भरी जाने वाली रिक्तियों की वास्तविक संख्या के आधार पर घट या बढ़ सकती है। इसके अलावा, नियुक्ति प्राधिकारी को बिना कोई कारण बताए नोटिस को रद्द करने या सुधार करने का अधिकार है

योग्यता, आयु सीमा चयन प्रक्रिया और आवेदन प्रपत्र आदि के बारे में विवरण के लिए कृपया वेबसाइट: [www.handlooms.nic.in](http://www.handlooms.nic.in) पर लॉग ऑन करें। आवेदन प्राप्त करने की अंतिम तिथि रोजगार समाचार में विज्ञापन के प्रकाशन की तिथि से 45 दिन होगी।

Sd/-  
निदेशक (पूर्वी क्षेत्र)



भारत सरकार/Government of India  
वस्त्र मंत्रालय/Ministry of Textiles  
बुनकर सेवा केन्द्र/Weaver's Service Centre  
खानापारा, गुवाहाटी -781022/Khanapara, Guwahati-781022  
फोन:/Phone-0361-2302599, 2303586, 2303189  
Email: - wscguw@gmail.com

### NOTICE INVITING APPLICATION

#### Advertisement No.WSC/GAU/1/25

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, Khanapara, Guwahati, a sub-ordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles, Government of India. Selected candidates may be posted at any of Weavers' Service Centres viz. Kolkata, Bhubaneswar, Bhagalpur, Ranchi, Agartala, Imphal, Dimapur, Aizawl & Guwahati and IIHTs, Viz. Guwahati, Bargarh & Fulia under East Zone. Details are as under:

Sl. No.	Name of the post	Pay level in Pay Matrix as per 7 <sup>th</sup> CPC & Pre-revised Pay Band/GP	Number of Vacancies and Category
1.	Junior Weaver	Level-5 of Pay Matrix (Rs.29,200-92,300) [Pre-revised:-PB-1,5200-20200 + Grade Pay:-2800/-)	10-[UR-04,OBC-02,SC-01,EWS-02, PwD (B+LV)-01]
2.	Junior Printer	Level-4 of Pay Matrix (Rs.25,500-81,100) [Pre-revised:-PB-1,5200-20200 + Grade Pay:-2400/-)	03-[UR-02, PwD (deaf & hard of hearing)- 01]
3.	Junior Assistant (Weaving)	Level-2 of Pay Matrix (Rs.19,900-63,200) [Pre-revised:-PB-1,5200-20200 + Grade Pay:-1900/-)	03-(UR-01, SC-01, ST-01)
4.	Junior Assistant (Processing)	Level-2 of Pay Matrix (Rs.19,900-63,200) [Pre-revised:-PB-1,5200-20200 + Grade Pay:-1900/-)	02-(OBC-01, SC-01)
5.	Attendant (Weaving)	Level-1 of Pay Matrix (Rs.18,000-56,900) [Pre-revised:-PB-1,5200-20200 + Grade Pay:-1800/-)	07-[UR-02, OBC-01, SC-01, ST-01, EWS-01, PwD (Locomotor disability including CP, LC, Dw, AVA, MD) -01]
	Carpenter	Level-2 of Pay Matrix (Rs.19,900-63,200) [Pre-revised:-PB-1,5200-20200 + Grade Pay:-1900/-)	04- (SC-01, UR-02, EWS-01)
		<b>Total</b>	<b>25 (Twentyfive)</b>

\* 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. In addition to this, the appointing authority has the right to cancel or to make any correction of the notice without showing any reason.

For details about qualifications, age limit, selection process and application form etc. please log on the website: [www.handlooms.nic.in](http://www.handlooms.nic.in). Last date of receipt of applications will be 45 days from the date of publication of the advertisement in Employment News.

Sd/-  
Director (East Zone)



भारत सरकार/Government of India  
 वस्त्र मंत्रालय/Ministry of Textiles  
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NOTICE INVITING APPLICATION

Advertisement No. WSC/GAU/1/25

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S I. No	Nomenclature of the posts with Pay Level	No. of posts and their category	Age for Direct Recruitment	Educational qualification and other qualification for Direct Recruitment
01	Junior Weaver Level-5 of Pay Matrix (Rs.29,200-92,300)	10 [UR-04, OBC-02 SC-01 EWS-02 PwD (B+LV)-01]	Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*  Note 1: The upper age limit will be relaxable upto 05 (Five) years for SC/ST, 03 (Three) years for OBC candidates and 10 (years) years for PwD (B+LV) 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)	<b>Essential:</b> 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 an organization of repute. 2.Should be well versed in all the methods of preparatory processes for weaving. <b>Note 1:</b> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. <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 Schedule Caste/Schedule 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. <b>Desirable:</b> 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 and lower course, which should be recognized by State Government).

Contd.. Page 2/-

02	Junior Printer Level -4 of Pay Matrix (Rs.25,500-81,100)	03 [UR-02, PwD (deaf & hard of hearing) - 01]	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p><u>Note 1:</u> The upper age limit will be relaxable upto 05 (Five) years for SC/ST, 03 (Three) years for OBC candidates and 10 (years) years for PwD (deaf &amp; hard of hearing) against reserved vacancies.</p> <p><u>Note 2:-</u> 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 &amp; K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshadweep)</p>	<p><u>Essential:-</u></p> <p>(i) Matriculation from a recognized Board or Industrial Training Institutes (I.T.I.) Diploma with Textile Printing or Screen Printing or Fabric Printing or Block Printing Trade.</p> <p>(ii) Should have five years experience in block or screen printing or Dyeing or Processing house or printing unit or in a recognized Institution of repute</p> <p><u>Note 1:</u> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p><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 Schedule Caste/Schedule 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.</p>
03	Junior Assistant (Weaving) Level -2 of Pay Matrix (Rs.19,900-63,200)	03 (UR-01, SC-01, ST-01)	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p><u>Note 1:-</u>The upper age limit will be relaxable upto 05 (Five) years for SC/ST candidates against reserved vacancies.</p> <p><u>Note 2:-</u> 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 and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshadweep)</p>	<p><u>Essential:-</u></p> <p>(i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Weaving Trade from a recognized Institution of repute.</p> <p>(ii) Should be well-versed in different methods of Winding, Warping and Sizing of Silk, Cotton and Woollen Yarns or three years experience in a reputed Handloom or Textile Weaving unit 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 two years experience in a reputed Handloom or Textile Weaving unit.</p> <p><u>Note 1:</u> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified</p> <p><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 Schedule Caste/Schedule 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.</p>

04	Junior Assistant (Processing) Level -2 of Pay Matrix (Rs.19,900-63,200)	02-(OBC-01 SC-01)	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p><u>Note 1:</u> The upper age limit will be relaxable upto 05 (Five) years for SC and 03 (Three) years for OBC candidates against reserved vacancies.</p> <p><u>Note 2:-</u> 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 and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshadweep)</p>	<p>(i) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I) Diploma in a Textile Dyeing or Printing Trade.</p> <p>(ii) Should have three years practical experience in a dyeing or processing house or unit of repute or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology with two years experience in a dyeing or processing house or unit of repute.</p> <p><u>Note 1:</u> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified</p> <p><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 Schedule Caste/Schedule 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.</p>
05.	Attendant (Weaving) Level -1 of Pay Matrix (Rs.18,000-56,900)	07-[UR-02, OBC-01, SC-01, ST-01, EWS-01, PWD (Locomotor disability including CP, LC, Dw, AVA, MD -01]	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p><u>Note 1:</u> The upper age limit will be relaxable upto 05 (Five) years for SC/ST, 03(Three) years for OBC candidates and 10 (ten) years for PWD candidate (Locomotor disability or CP) against reserved vacancies.</p> <p><u>Note 2:-</u> 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 &amp; K State, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman And Nicobar Islands or Lakshadweep)</p>	<p><u>Essential:-</u></p> <p>(i)Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma in Textile Weaving or Winding or Warping Trade from a recognized Institution of repute; and</p> <p>(ii) 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 yarn 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.</p> <p><u>Note 1:</u> The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p><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 Schedule Caste/Schedule 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</p> <p><u>Desirable:</u> Preference will be given to those experienced in book binding, sample cutting and making booklets.</p>

06	Carpenter Level -2 of Pay Matrix (Rs.19,900- 63,200)	04- (SC-01, UR-02, EWS- 01)	<p>Not exceeding 30 years (Relaxable for Government Servants up to the age of 40 years).</p> <p>Note 1: The upper age limit will be relaxable upto 05 (Five) years for SC against reserved vacancies.</p> <p>Note 2: 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 and Spiti district and pangi sub-division of chambha district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p>	<p>Essential:-</p> <ol style="list-style-type: none"> <li>1. Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I) Diploma with carpentry Trade or its equivalent.</li> <li>2. Must be a professional Carpenter with three years experience in carpentry and loom setting.</li> </ol> <p>Note 1:- The qualification is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p>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 be available to fill up the vacancy reserved for them.</p> <p>Desirable:-</p> <p>Professional experience in carpentry work in connection with handloom weaving shed and loom setting.</p>
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For details about qualification, age limit, selection process, application format, etc., please log on to the Development Commissioner (Handlooms) 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. Completely filled application form in the prescribed format available in the website [www.handlooms.nic.in](http://www.handlooms.nic.in) along with all relevant documents should reach "The Director, Weavers' Service Centre, IIHT Campus, Jawahar Nagar, Khanapara, Guwahati-781022 on or before closing date. The application received not in the prescribed format/without relevant documents/incomplete application will be summarily rejected.

Director (East Zone)

### **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 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 Government servants' upto 10 years. The age relaxation will be admissible to such of the 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 (As per Annexure -VI)** The relaxation of age limit and other concessions for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, 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 Certificates, if any etc. to the office of **Director (EZ), Weavers' service Centre, IIHT Campus, Jawaharnagar, Khanapara, Guwahati-781022** within 45 days (52 days in respect of the candidates residing in NE Region, Jammu & Kashmir, Lahaul and Spiti district and Pangi 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 of Non 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 PWD status will have to submit a copy of certificate of identified disability in the prescribed proforma (**Annexure-IV**) from the Competent Authority against the identified reserved PWD vacancy.
- 6) Candidates are required to submit Experience Certificate in the prescribed format (Annexure - V) (as per Sr. No. 14 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 on the Letter Head of concerned Firm/Organization failing which the application is liable to be rejected.**
- 7) Candidates claiming identified EWS status will have to submit a copy of certificate of EWS in the prescribed proforma (**Annexure-VII**) from the Competent Authority against the identified reserved vacancy.
- 8) Self-attested copies of certificates of educational/professional qualification, proof of Identity, proof of date of birth, caste certificate, work experience, 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, PwD status, 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) Application 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 test.
- 13) Merely fulfilling the requisite qualification/experience will not entitle the applicant the rights for written and practical test.
- 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 Guwahati.
- 16) No application seeking information under RTI Act shall be entertained till completion of selection process.

Director (East Zone)