

GOVERNMENT OF INDIA  
MINISTRY OF TEXTILES  
WEAVERS' SERVICE CENTRE  
C.1.B, RAJAJI BHAVAN  
BESANT NAGAR, CHENNAI 600 090

**NOTICE INVITING APPLICATION**

**Advt.No.MWSC/CDN/1/2018/1:** Applications are invited from the suitable and eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted Non-Ministerial posts on Direct Recruitment basis by the Director (South Zone), Weavers' Service Centre, C.1.B-Rajaji Bhavan, Besant Nagar, Chennai 600 090, a subordinate office under the Office of the Development Commissioner for Handlooms, Ministry of Textiles, for initially posting at any one of Weavers' Service Centres viz., Chennai, Kancheepuram, Salem, Vijayawada, Hyderabad, Bangalore & Kannur.

Sl.	Name of post	Level in Pay Matrix	No. of vacancy	Reservation position
1	Senior Assistant (Weaving)	Level-4 of Pay Matrix	1	UR-1:
2	Junior Assistant (Processing)	Level-2 of Pay Matrix	1	UR-1;
3	Attendant (Weaving)	Level-1 of Pay Matrix	3	UR-2; OBC-1

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

Director (SZ)

Government of India  
Ministry of Textiles  
Weavers' Service Centre  
C.1.B, Rajaji Bhavan  
Besant Nagar, CHENNAI 600 090

**Advertisement No.MWSC/CDN/1/2018/1**

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 any one of Weavers' Service Centres viz. Chennai, Kancheepuram, Salem, Vijayawada, Hyderabad, Bangalore and Kannur as given under:

Sl. No	Nomenclature of the posts with Level & Cell in Pay Matrix	No. of posts and Roster position	Age for Direct Recruitment	Educational 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
	Senior Assistant (Weaving)  Level-4 in Pay Matrix	1 (UR)	Not exceeding 30 years. Relaxable for Govt. servants up to the age of 40 years.*	<b>Essential:</b> Matriculation from a recognized board and should be a practical weaver with three years experience in Handloom Weaving, loom setting and should have knowledge of preparatory processes to weaving in a organization of repute. <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 Govt.)	2 years	1) To undertake various types of preparatory processes of weaving. (2) Weaving of handloom fabrics in different weaves and textures. (3) To assist in the implementation of various schemes including skill upgradation programs.
1	Junior Assistant (Processing)  Level-2 in Pay Matrix	1 (UR)	Not exceeding 30 years. Relaxable for Govt. servants up to the age of 40 years. *	Essential: (1) Matriculation from a recognized Board or Industrial Training Institutes (ITI) Diploma in Textile Dyeing or Printing trade. (2) Should have 3 years practical experience in a Dyeing or Processing House or unit of repute or Short term training course of not less than 4 months from Weavers' Service Centre or Indian Institutes of Handloom Technology with 2 years experience in a dyeing or processing house or unit of repute.	2 years	To assist in processing of textiles (including scouring, bleaching, dyeing, printing, finishing) and implementation of various schemes including skill upgradation programmes.
2	Attendant (Weaving) Level-1 of Pay Matrix	3 (UR – 2; OBC-1;)	Not exceeding 30 years (33 years for OBC). Relaxable for Govt. Servants up to the age of 40 years. *	Essential : (i)Matriculation from a recognized Board or Industrial Training Institutes (ITI) Diploma in Textile Weaving or Winding or Warping Trade from a recognized Institution of repute; and (ii) Should have two years experience in a reputed Handloom or Textile Weaving	2 years	1) Winding different yarn of warp and weft for weaving on loom. 2) To assist in sizing of yarn, jala lifting & warping. 3) To assist in the sundry

				<p>Unit and should be well-versed in different methods of winding, warping and sizing of silk, cotton and woolen 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.</p> <p>Desirable:- Preference will be given to those experienced in book binding, sample cutting and making booklets.</p>		<p>repairs of the looms, dismantling and erection of looms.</p> <p>4) Dusting and cleaning of looms and other equipments.</p> <p>5) To cut and prepare samples.</p> <p>6) To prepare sample booklets.</p>
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\*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 Government.

### **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 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.

### **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, Weavers' Service Centre, C.1.B, Rajaji Bhavan, Besant Nagar, CHENNAI 600090 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 fulfilling the conditions for age relaxation 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. The age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories.
3. 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
4. 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.
5. 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.
6. Experience certificate should be in the letter head of the Institution/Organisation/Company in which the candidate worked/working clearly indicating date of issue, name of the candidate, designation, pay/level of pay/emoluments, period of service (from \_\_\_ to \_\_\_) and nature of duties performed
7. Candidates employed in Govt./Semi Govt./Autonomous Bodies should submit their application through proper channel.
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.
9. Applications not in the prescribed format not filled as per instructions or partly filled/not signed will not be entertained.
10. Incomplete or illegible or unsigned applications and applications received without affixing (not pinned) recent passport size photographs duly self attested or without duly self-attested enclosures or received after due date will be summarily rejected. The enclosures, which are not listed in the application form, will not be considered.
11. 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.
12. Merely fulfilling the requisite qualification/experience will not entitle the applicant the right for calling for written and practical tests. 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.
13. The Appointing Authority reserves the right to reject or cancel application without assigning any reason thereof.
14. Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Chennai.



13. Educational/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 declaration of result of essential qualification	Percentage

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

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

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. \_\_\_\_\_

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 :  
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.  
Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.  
Revenue officers not below the rank of Tehsildar.  
Sub- Divisional Officers of the area where the candidate and/or his family normally resides.  
Certificates issued by the Gazetted Officers of Central or of a State Government countersigned by the District Magistrate concerned.  
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.