

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

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NOTICE INVITING APPLICATION

Advt.No.IIHTS/Rec/569/2023/1: Applications are invited from the suitable and eligible candidates for filling up the following **General Central Services Group 'C' Non-Gazetted Non-Ministerial** post(s) 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 (Processing)	Rs.19,900/- (Minimum of Pay Matrix in Level 2), PB-1 Rs.5200-20200 + GP. Rs.1900/- (Pre-revised)	1	UR

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

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 & 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**):

S	T	A	T	E															
P	I	N																	

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. _____

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_____ of
_____ 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* _____ of 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/1st 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.

EXPERIENCE CERTIFICATE

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

Letter Head of the Institution/Issuing Authority

Telephone No. _____
Email Id _____

Name of Organization _____
Address of the Organization _____

Dated: _____

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

Name of post held	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/Speciality/ Field of experience.
(1)	(2)	(3)	(4)	(5)	(6)
Pary scale and 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)	

Signature _____

Name & Designation of Competent Authority _____

Stamp of Competent Authority _____

Annexure-V

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT EMPLOYEES HOLDING CIVIL POSTS SEEKING AGE RELAXATION

(To be filled by the Head of the office or Department in which the candidate is working)

It is certified that Shri/Smt./Kum. _____ is a Central Government Employee holding a civil post in the pay scale of Rs. _____ with 3 years continuous and regular service in the grade as on the closing date of receipt of application stipulated in the notice.

In case of his/her selection for the post of _____, he/she will be relieved of his/her duties in this office to join the new assignment.

Signature _____

Name _____

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

INCOME & ASSETS 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 lakhs (Rupees eight lakhs only) for the financial year _____. His/Her family does not own or 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 _____ caste 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 properly holding test to determine EWS status.

Annexure-VII

Details of qualifications required, age limit etc.

Sl. No.	Nomenclature of post with Pay Level in Pay Matrix as per 7 th 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>Lab. Technician (Processing) Rs.19,900/- (Minimum of Pay Matrix in Level 2), PB-1 Rs.5200-20200 + GP. Rs.1900/- (Pre-revised)</p> <p>Classification: 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>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 & Spiti District and Panaji Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep).</p>	<p>Essential: i) Three years Diploma in Handloom Technology or Three years Diploma in Handloom & Textile Technology with Post Diploma in Textile Chemistry or Textile Processing or three years Diploma in Textile Chemistry. ii) One years' experience in dyeing laboratory or processing unit or teaching in academic institution.</p> <p>Note 1: The qualification is relaxable at the discretion of the Competent Authority in the case of candidates 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 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>	2 years	<p>Job requirement:- i) The candidate should be capable of handling the Practical classes in Dyeing, Printing, etc. (ii) Thorough knowledge of Dyes & chemicals which are commonly used in Textile Processing. (iii) The candidate should be capable of handling the apparatus/equipments used in Dyeing & Printing laboratory. (iv) The candidate should assist the Demonstrator/ Instructor in the practical classes of both analytic chemistry and textile chemistry including printing. (v) The candidate should be able to demonstrate as and when required.</p> <p>Nature of duties:- i) To assist the Demonstrator/Instructor in respect of Practical classes and other Technical matters. (ii) To Handle Practical classes in Dyeing & Printing as and when required. (iii) To maintain various equipment/ apparatus properly in Textile Chemistry Lab neat & tidy.</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 post(s) 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 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 of limit shall be the closing date for the 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 Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, 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/her claim an attested/certified copy in the prescribed format (Annexure-III), from the authority as listed in the format.
5. Candidates claiming experience may note that certificate of experience should be obtained in the prescribed format (Annexure-IV) or shall mention all the information as per Annexure-IV.
6. Candidates claiming relaxation by Government employees should submit certificate in the prescribed format (Annexure-V) (on the letterhead of the organization) along with declaration in support of his/her claim.
7. Candidates claiming to belong to Economically Weaker Section (EWS) should submit in support of his/her claim an attested/certified copy in the prescribed format (Annexure-VI), from the authority as listed in the format.
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, which are incomplete, not in the prescribed format, not filled as per instructions or partly filled will not be entertained.
10. Merely fulfilling the requisite qualification/experience will not entitle the applicant the rights for written and practical tests.
11. The Appointing Authority reserves the right to reject or cancel Application without assigning any reason thereof.
12. Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Chennai.
13. No Application seeking information under RTI Act shall be entertained till completion of selection.