

भारत सरकार/Government of India

वस्त्र मंत्रालय/Ministry of Textiles

**बुनकर सेवा केंद्र/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/3/22**

Applications are invited from the eligible candidates for filling up of the following "General Central Services", Group 'C', Non-Gazetted (Non-Ministerial/Ministerial) posts on Direct Recruitment basis by Weavers' Service Centre, Khanapara, Guwahati, Office of the Development Commissioner for Handlooms, Ministry of Textiles, Government of India. Selected candidates may be posted at any of Weavers' Service Centre 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 7th CPC & Pre-revised Pay Band/GP	No. of Post
1.	Junior Weaver	Level-5 of Pay Matrix (Rs. 29,200-92,300)	06-(UR-02,OBC-01,SC-02, ST-01)
2.	Senior Printer	Level-5 of Pay Matrix (Rs. 29,200-92,300)	01 - (UR)
3.	Junior Printer	Level-4 of Pay Matrix (Rs. 25,500-81,100)	03 - (UR-02, ST-01)
4.	Junior Assistant (Weaving)	Level-2 of Pay Matrix (Rs.19,900-63,200)	01 - (UR)
5.	Attendant (Processing)	Level-1 of Pay Matrix (Rs. 18,000-56,900)	06 -(UR-03, OBC-01, SC-01, EWS-01)
6.	Attendant (Weaving)	Level- 1 of Pay Matrix (Rs. 18,000-56,900)	10 - [UR-02, SC-01, OBC-05, EWS-01, PWD-01:(OA,OL,CP, LC, Dw, AAV)]
7.	Staff Car Driver	Level-2 of Pay Matrix (Rs. 19,900-63,200)	03 - (UR-02,SC-01)
		<b>Total</b>	<b>30</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 30/72

Director (East Zone)



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Sl. No.	Name of the post	Pay level in Pay Matrix as per 7 <sup>th</sup> CPC & Pre-revised Pay Band/GP	No.of Post
1.	Junior Weaver	Level-5 of Pay Matrix (Rs.29,200-92,300)	06 - (UR-02,OBC-01,SC-02, ST-01)
2.	Senior Printer	Level-5 of Pay Matrix (Rs.29,200-92,300)	01 - (UR)
3.	Junior Printer	Level-4 of Pay Matrix (Rs.25,500-81,100)	03 - (UR-02, ST-01)
4.	Junior Assistant (Weaving)	Level-2 of Pay Matrix (Rs.19,900-63,200)	01 - (UR)
5.	Attendant (Processing)	Level-1 of Pay Matrix (Rs.18,000-56,900)	06 - (UR-03, OBC-01, SC-01, EWS-01)
6.	Attendant (Weaving)	Level-1 of Pay Matrix (Rs.18,000-56,900)	10 - [UR-02, SC-01, OBC-05, EWS-01, PWD-01:(OA,OL,CP,LC, Dw, AAV),]
7.	Staff Car Driver	Level-2 of Pay Matrix (Rs.19,900-63,200)	03 - (UR-02,SC-01)
<b>Total</b>			<b>30</b>

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Sd/-  
Director (East Zone)

  
S. Bandyopadhyay  
Director (E.Z.)  
WSC, Guwahati



भारत सरकार/Government of India

वस्त्र मंत्रालय/Ministry of Textiles

बुनकर सेवा केन्द्र/Weaver's Service Centre

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### आवेदन आमंत्रण सूचना

विज्ञापन संख्या: बुसेकें /गुवा/13/22

बुनकर सेवा केंद्र, खानापारा, गुवाहाटी द्वारा सीधी भर्ती के आधार पर निम्नलिखित "सामान्य केंद्रीय सेवा", समूह 'सी', गैर-राजपत्रित (गैर-मंत्रिस्तरीय/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, अमरतला, 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 है:

क्र. सं.	पद का नाम	वेतन स्तर 7वीं सीपीसी के वेतन मैट्रिक्स और पूर्व-संशोधित वेतन बैंड/जीपी के अनुसार	पद की संख्या
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)	06 - (अनारक्षित -02, अन्य पिछड़ा वर्ग -01, अनुसूचित जाति -02, अनुसूचित जनजाति -01)
2.	वरिष्ठ प्रिंटर	वेतन मैट्रिक्स में लेवल-5 (29,200-92,300 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1+जी.पी.2800/- रुपये)	01 - (अनारक्षित)
3.	कनिष्ठ प्रिंटर	वेतन मैट्रिक्स में लेवल - 4 (25,500-81,100 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1+जी.पी. 2400/- रुपये)	03 - (अनारक्षित -02, अनुसूचित जनजाति -01)
4.	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)	01 - (अनारक्षित)
5.	परिचारक (प्रसंस्करण)	वेतन मैट्रिक्स में लेवल -1 (18,000-56,900 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1 + जी.पी. 1800/- रुपये)	06 - (अनारक्षित -03, अन्य पिछड़ा वर्ग -01, अनुसूचित जाति -01, आर्थिक रूप से कमजोर वर्ग-01)
6.	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)	10 - [अनारक्षित-02, अनुसूचित जाति -01, अन्य पिछड़ा वर्ग -05, आर्थिक रूप से कमजोर वर्ग-01, विकलांग -01: (एक हाथ, एक पैर, प्रमस्तिष्क पक्षाघात, ठीक हुआ कुष्ठ, बौनापन, एसिड अटैक पीड़ित सहित)]
7.	स्टाफ कार चालक	वेतन मैट्रिक्स में लेवल - 2 (19,900-63,200 रुपये) (पूर्व-संशोधित: 5200-20200 रुपये का पी.बी-1 + जी.पी. 1900/- रुपये)	03- (अनारक्षित-2, अनुसूचित जाति -01)
<b>कुल</b>			<b>30 पद</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)

एस. खन्दापाध्याय  
निदेशक (पूर्वी क्षेत्र)



भारत सरकार/Government of India  
वस्त्र मंत्रालय/Ministry of Textiles  
बुनकर सेवा केन्द्र/Weaver's Service Centre  
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S l. No	Nomenclature of the posts with Pay Level	No. of posts and Roster position	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)	06 (UR-02, OBC-01, SC-02, ST-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 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).

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S. Bandyopadhyay  
Director (E.Z.)  
WSC, Guwahati

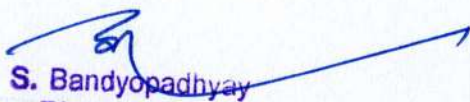
02	Senior Printer Level-5 of Pay Matrix (Rs.29,200-92,300)	01 - UR	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p><u>Note 1:-</u> The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not 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 eight years experience in block or screen printing or Dyeing or Processing house or printing 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> <p><u>Desirable:</u> Three Years Diploma in Textile Chemistry or three Years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology or One year Post Diploma in Textile Chemistry from a recognised Institution.</p>
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**S. Banayapuriyay**  
 Director (E.Z.)  
 WSC, Guwahati


03	Junior Printer Level -4 of Pay Matrix (Rs.25,500-81,100)	03 UR-02, 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 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>
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**S. Bandyopadhyay**  
**Director (E.Z.)**  
**WSC, Guwahati**

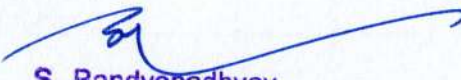
04	Junior Assistant (Weaving) Level -2 of Pay Matrix (Rs.19,900-63,200)	01 -UR	<p>Not exceeding 30 years (Relaxable for Govt. Servant up to the age of 40 years)*</p> <p><u>Note:-</u> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in 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 &amp; 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>
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**S. Bandyopadhyay**  
 Director (E.Z.)  
 WSC, Guwahati

05	Attendant (Processing) Level -1 of Pay Matrix (Rs.18,000-56,900)	06 (UR-03, EWS-01, 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/ST &amp; 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><u>Essential:-</u></p> <p>(i) 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.</p> <p>ii) Should have two years experience in a reputed Dyeing or Processing house or Short term training course of not less than four months from Weavers Service Centre or Indian Institute of Handloom Technology in Dyeing and Printing with one-year experience in a Dyeing or Processing House or Handloom Printing 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>
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**S. Bandyopadhyay**  
 Director (E.Z.)  
 WSC, Guwahati



06.	Attendant (Weaving) Level -1 of Pay Matrix (Rs.18,000-56,900)	10 [UR-02,PWD-01 (OA,OL,C P,LC, Dw, AAV), EWS-01, OBC-05, 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/ST &amp; 03(Three) years for OBC candidates, 10 (ten) years for PWD 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>
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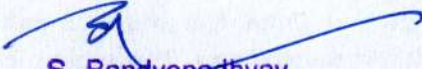
Contd.. Page 7/-

  
S. Bandyopadhyay  
Director (E.Z.)  
WSC, Guwahati

07	Staff Car Driver Level -2 of Pay Matrix (Rs.19,900-63,200)	3 (UR-02 SC-01)	<p>Not exceeding 27 years (Relaxable for Govt. Servant up to the age of 40 yrs in accordance with the instructions or orders issued by the Central Govt.)</p> <p><u>Note 1:</u> The upper age limit will be relaxable upto 05 (Five) years for SC/ST &amp; 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 (other than those in Andaman and Nicobar Islands and Lakshadweep)</p>	<p><u>Essential:</u></p> <p>i) Matriculation from a recognized Board</p> <p>ii) Possession of valid driving license for motor car</p> <p>(iii) Knowledge of motor mechanisms (The candidate should be able to remove minor defects in the vehicle).</p> <p>(iv) Experience of driving a motor car for at least three years.</p> <p><u>Desirable:</u></p> <p>(i) Three years service as Home Guard/Civil volunteers.</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 direction of the competent authority in the case of candidates belonging to Scheduled Caste/Scheduled Tribes 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 reserve for them</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](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. 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 will be summarily rejected.

Director (East Zone)

  
**S. Bandyopadhyay**  
 Director (E.Z.)  
 WSC, Guwahati

## **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 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**

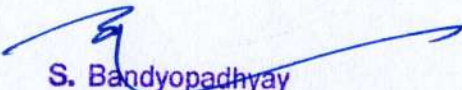
Application in the prescribed proforma (**Annexure-I**) must reach by speed post/Registered post along-with self-attested photocopies of all certificates for age, educational qualification, experience and SC/ST/OBC/PH Certificates, if any etc. to the office of **Director (EZ), Weavers' service Centre, 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.

  
S. Bandyopadhyay  
Director (E.Z.)  
WSC, Guwahati

**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 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. 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 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) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Guwahati.
- 9) No application seeking information under RTI Act shall be entertained till completion of selection process.

  
S. Bandyopadhyay  
Director (E.Z.)  
WSC, Guwahati

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The first part of the report deals with the general situation of the country and the progress of the work done during the year. It is followed by a detailed account of the various projects and the results achieved.

The second part of the report deals with the financial statement of the organization for the year. It shows the income and expenditure and the balance sheet at the end of the year.

The third part of the report deals with the administrative and general matters of the organization. It includes a list of the members of the organization and a list of the committees and sub-committees.

The fourth part of the report deals with the future plans of the organization for the next year. It includes a list of the projects to be undertaken and the estimated cost of each project.

The fifth part of the report deals with the conclusions and recommendations of the organization. It includes a list of the main findings of the report and a list of the recommendations for the future.

The sixth part of the report deals with the appendixes. It includes a list of the documents and reports referred to in the text and a list of the names of the persons who have assisted in the work of the organization.

The seventh part of the report deals with the index. It includes a list of the pages on which the various subjects mentioned in the report are treated.

The eighth part of the report deals with the list of the members of the organization. It includes a list of the names of the members and their addresses.

The ninth part of the report deals with the list of the committees and sub-committees. It includes a list of the names of the members of each committee and sub-committee.

W. S. J. J. J.  
(1919)  
W. S. J. J. J.

**Format of application**

**Advertisement No**.....

1. Name of the post applied for.....

2. Name of the Candidate (**In Block Letters**)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Father's/Husband's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Employment Exchange Card No, if any.....

5. Correspondence Address with Phone No.

<b>S</b>	<b>T</b>	<b>A</b>	<b>T</b>	<b>E</b>																
<b>C</b>	<b>O</b>	<b>N</b>	<b>T</b>	<b>A</b>	<b>C</b>	<b>T</b>	<b>N</b>	<b>O</b>												

6. Permanent address:

<b>S</b>	<b>T</b>	<b>A</b>	<b>T</b>	<b>E</b>																

7. Nationality .....

8. Category (SC/ST/OBC/PH/Others).....

9. Date of Birth .....

10. Sex.....

11. Education/Professional Qualification possessed examination passed

Name of the Examination	Passed	Name of the Instituted/Board/University	Year of passing	Percentage

12. Work Experience :

Sl.	Name of the employer	Designation/post held	Period		Pay/scale of pay	Nature of duty	Reason for leaving
			From	To			

**DECLARATION**

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

**Signature of the candidate**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

1. Application received on: \_\_\_\_\_

2. Application accepted/rejected: \_\_\_\_\_

3. Reason of rejection: \_\_\_\_\_

4. Index No. \_\_\_\_\_

Signature

**The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of Shri..... of village/town\*  
..... in District/Division\*..... of the State/Union  
Territory\*..... belongs to the.....Community which is recognized as a  
backward class under :

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March,1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December,1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December,1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December,1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October,1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December,1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.



@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 18th August, 2010 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 232 dated 18th August, 2010.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 11th October, 2010 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 274 dated 12th October, 2010.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/15/2008-BCC dated 16th June, 2011 published in the Gazette of India Extraordinary, Part-I, Section-1, No. -123 dated 16th June, 2011.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/13/2010-BC-II dated 8th December, 2011 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-257 dated 8th December, 2011.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/05/2011-BC-II dated 17th February, 2014 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-41 dated 17th February, 2014.

Shri/Shrimati/Kumari\*.....and/or\* his/her\* family ordinarily reside(s) in village/town\*.....of.....District/Division\* of the State/Union Territory\* of .....

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 O.M. No. 36012/22/93-Estt(SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and O..M. No. 36033/1/2013-Estt.(Res.) dated 27th May, 2013.

Signature.....

\*\*Designation..... (with seal of Office)  
State/Union Territory

Place.....

Date.....

\*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

**NOTE :** The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\* Authorities empowered to issue Other Backward Classes certificates will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

**Note 1 :** Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

**Note 2 :** The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

**Note 3 :** No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

(B-1) The format of undertaking to be furnished along with the DAF by Other Backward Class candidates applying for appointment to posts under the Government of India.

(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)

@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/1<sup>st</sup> 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.

## Form-VII

Certificate of Disability  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)  
[See rule 18(1)]

Recent Passport  
size Attested  
photograph  
(Showing face  
only) of the person  
with disability

Certificate No. ....

Date: .....

This is to certify that I have carefully examined Shri/Smt./Kum .....  
son/wife/daughter of Shri ..... Date of Birth..... (DD)/(MM)/(YY)  
Age ..... years, male/female..... Registration No. .... permanent resident of  
House No..... Ward/Village/Street ..... Post Office ..... District..... State  
..... whose photograph is affixed above, and am satisfied that he/she is a  
case of ..... disability. His/her extent of percentage physical  
impairment/disability has been evaluated as per guidelines (to be specified) and is shown  
against the relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after ..... years ..... months, and therefore this certificate shall be valid till ..... (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified  
Medical Authority)

(Name and Seal)

Countersigned

(Countersignature and seal of the  
Chief Medical Officer/Medical  
Superintendent/ Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal))

Signature/Thumb

impression of the  
person in whose  
favour certificate of  
disability is issued.

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.



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

**(Letter Head of the Institution/Issuing Authority)**

This is to certify that Shri/Ms.....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 of..... In 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.

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 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 property holding test to determine EWS status.



Faint header text, possibly a title or address, mostly illegible due to fading.

Main body of faint text, appearing to be several paragraphs of a letter or document.

Lower section of faint text, possibly a signature block or a concluding paragraph.

Faint text at the bottom of the page, possibly a footer or a date.