

## Detailed Advertisement



### Office of the Development Commissioner (Handicrafts)

Ministry of Textiles, Govt. of India  
West Block No. 7, R.K. Puram, Sector -1, New Delhi - 110 066  
Ph. : 011-26177002 Fax : 011-26163085

#### REQUIREMENT OF PROFESSIONALS (TECHNICAL)

#### **Advt. No. PRU/03/2017**

Office of the Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India having regional/filed offices across India, invites application from experiences technical professionals for 28 positions for its various schemes and sub-schemes under National Handicrafts Development Programme throughout the country, through EdCIL (India) Limited, A "Mini Ratna" CPSE under Ministry of Human Resource Development, Govt. of India. The appointment is purely temporary and on contractual basis initially for a period of 01 year. The details are as under:

1. **Name of post** - Professionals (Technical) on contract.
2. **No. of post** – 28 Nos.
3. **Nature of Job**: Purely on contract basis initially for a period of 01 year
4. **Age**: 25 - 35 years as on date of publication of advertisement.
5. **Knowledge of Computer**: The professionals must possess thorough knowledge of computer application, ability to develop innovative approach to meet the required needs.
6. **Language**: Fluency in English & Hindi (Written & spoken). Professionals having Regional Languages knowledge for respective regions shall be preferred.
7. **Consolidated Professional Fee**: Rs. 35,000/- per month.
8. **Qualification & Experience**:

| S. no | Disciplines of professional                   | Education Qualification & Experience  | No of Post and Place of Posting   |
|-------|---|---|---|
| 1.    | Design & Product Development                  | Bachelor Degree in Design/Animation/ Graphics or any equivalent from a recognized Institute.    | Head Office, Delhi – 02<br><b>Total-02</b>  |
| 2.    | Marketing Analysis/e-commerce                 | MBA or PGDBA in marketing from any recognized institute.  | Head Office, Delhi – 02<br>Regional Office, Delhi – 01<br>Regional Office, Kolkata-01<br>Regional Office, Lucknow-01<br>Regional Office, Chennai-01<br>Regional Office, Mumbai-01<br>Regional Office, Guwahati-01<br><b>Total- 08</b> |
| 3     | Exports/ Exports Trading/ Branding            | MBA/PGDBA in Export management or nay equivalent subject from any recognized institute.         | Head office, Delhi – 02<br><b>Total-02</b>  |
| 4.    | Training/ Capacity Building/Skill Development | MBA or PGDBA in Human Resource development or any equivalent subject from recognized institute. | Head office, Delhi- 02<br>Regional Office, Delhi – 01<br>Regional Office, Kolkata-01<br>Regional Office, Lucknow-01<br>Regional Office, Chennai-01<br>Regional Office, Mumbai-01<br>Regional Office, Guwahati-01<br><b>Total-08</b>   |
| 5     | Scheme monitoring/ MIS/Portal & e-commerce    | MCA/PGDCA/B.Tec(IT) from any recognized institute.  | Head office, Delhi- 02<br>Regional Office, Delhi – 01<br>Regional Office, Kolkata-01<br>Regional Office, Lucknow-01<br>Regional Office, Chennai-01<br>Regional Office, Mumbai-01<br>Regional Office, Guwahati-01<br><b>Total-08</b>   |
|       |   |   | <b>Total Post -28 Nos</b>   |

#### **9. Knowledge, skills and competencies:**

- a. The professionals should have knowledge about putting notes on various issues, they are required to interact with subject specialist, collection of research data, data assessment, should be well versed MIS system, e-commerce & should have ability for statistical presentation.
- b. The professionals should have capacity to interact with the foster partnership with Central Ministries and State Government, National and International Agencies, Civil Society and other Stakeholders to facilitate good

Governance practices.

- c. The professionals must possess through knowledge of computer applications, ability to develop innovative approaches to meet the work need.
- d. They shall also have ability to produce to high quality reports and knowledge products including development of e-repository of best practises.

### **General information**

1. Only Indian Nationals are eligible to apply.
2. Mode of receipt of application will be **ONLINE only**. Any other mode of application is not acceptable.
3. **Candidates are required to select their preferences for 02 places of posting.**
4. The prescribed qualifications and experience should be acquired on or before the last date stipulated for receipt of the application. Qualifications should be from recognized institutions.
5. The selection process will be based on academic qualifications and experience and will also include interview as may be decided depending on the total number of eligible applicants.
6. Candidates working in Government organizations/ PSEs must route their application through proper channel.
7. Documents in support of Qualification, Experience etc have to be produced in original at the time of Joining.
8. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, his/her candidature will summarily be rejected at any stage of the selection process.
9. Candidates are informed that mere submission of applications shall not give them any right to be called for interview/selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates **by email only. Applicants should ensure that the e-mail id given in the online application is maintained active.**
10. The Advertisement Number and Online Application Number may be noted for future reference.
11. The candidature of the candidates called for the interview is provisional and mere appearance in the interview does not entitle him/her to any claim for the post. The candidature will be treated as void ab-intio in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding possession of the requisite qualifications, caste etc. as stipulated for the post he/she has applied for before appearing in the interview.
12. **No TA/DA will be paid for appearing in the Interview.**
13. Office of the Development Commissioner (Handicrafts) reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also to increase or decrease the number of posts at its discretion without assigning any reason thereof.
14. The applications received **other than online mode shall not be accepted** under any circumstances.
15. The engagement of professionals will be initially for a period of 01 year. However, the period of contract shall be co-terminus with the expiry of project and further extension of contract shall depend upon the requirement of manpower, continuance of the project and performance of the candidates.
16. **Selection Procedure:** The selection process will be based on academic qualifications and experience and will also include Computer Skill Test/Written Test followed by interview as may be decided depending on the total number of eligible applicants.
17. **The last date of receipt of application is 10.06.2017**