

**GOVERNMENT OF INDIA**  
**MINISTRY OF TEXTILES**  
**O/o The DEVELOPMENT COMMISSIONER FOR HANDLOOMS**  
**INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY**  
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Advertisement No.IHTB/ADMN/VI/03

Application is invited from the eligible candidates for filling up of One post of Lab. Attendant(Weaving) on **Direct Recruitment** basis by **Indian Institute of Handloom Technology, Bhatli Road, Khedapali, Bargarh-768038 (Odisha)**, a subordinate office under office of the Development Commissioner for Handlooms, Ministry of Textiles. Selected candidate may be posted at I.I.H.T, Bargarh Odisha but likely to be transferred to anywhere in India.

S.No.	Name of the post and Scale of pay	No. of Post	Age Limit	Category of post earmarked	Educational qualification & other qualification for Direct Recruitment
1	<b>Lab. Attendant (Weaving) Group- "C" (Non-Gazetted, Non-Ministerial) Pay Matrix Level-1 (Rs.18,000- 56,900)</b>	<b>1 (One)</b>	Below <b>30</b> years (Relaxable for Govt. Servant Up to 40 Years)	<b>UR</b>	<b>Essential:</b> i) Matriculation or its equivalent from recognized Board or University with at least two years' experience in winding, warping and other operations related to weaving. 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 the these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Advance certificate course or Short Term Course in Weaving from a recognized Institute or Weavers' Service Centre's or Indian Institutes of Handloom Technology.

**Eligibility for applications:**

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 application, failing which the application shall be summarily be rejected and no correspondence will be entertained in this regard. Candidates are, therefore, advised to satisfy themselves before applying the post(s) that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possessing of the same does not entitle candidates to be called for the selection test. The candidates who are willing to apply for the post are required to submit an application in the prescribed format (**Annexure-I**).

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The upper age limit is relaxable for Government Servants up to 10 years. The age relaxation will be admissible to such of the Government servants who 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

**Scheme Selection:**

Selection of the aforesaid posts will be on the basis of Written & Practical tests, 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 Institute reserves the right to lay down any criteria for the purpose of short listing of the candidates for written test & practical tests.

**Last Date of Receipt of Application:**

Application in the prescribed proforma (Affixing a recent passport size photograph) must reach to **“The Director, Indian Institute of Handloom Technology, Bhatli Road, Khedapali, Bargarh – 768038”** by **Speed post/Registered Post** alongwith self-attested photocopies of all certificates for age, educational qualification, experience if any, to the undersigned within 45 days (52 days in respect of the candidates residing in NE Region, Jammu /Cashmir, Lahaul & Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, A & N Islands or abroad) from the date of publication of this advertisement in employment News. The service employees must send application through their respective employer, otherwise, the applications shall be summarily rejected. The Institute shall not be held responsible for any postal delay.

The decision of the Appointing Authority in all respect 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.

**The candidates may please note the following.**

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 NE region, Jammu and Kashmir, Lahaul & Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, A & N Islands.
2. Candidates should note that 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. The Institute reserves the right to cancel the recruitment process entirely at any time.
4. Candidates claiming relaxation of Ex-Servicemen should submit the certificate issued from the Competent Authorities alongwith copy of the discharge book in support of his claim.
5. Candidates claiming relaxation of Government Employees should submit the certificate in prescribed format **(Annexure-II)** (on letter head of the organization) alongwith declaration in support of his/her claim.
6. Candidates claiming experience may note that certificate of experience should be obtained in the prescribed format **(Annexure-III)**
7. Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Bargarh.
8. No application seeking information under RTI Act shall be entertained till completion of selection process.

Head of Office  
IIHT, Bargarh



12. Educational /Professional Qualification Possessed / Examination passed:

Sl. No.	Name of the Examination	Year of Passing	Name of the Institute/Board/University	Percentage of Marks	Subjects

13. Work Experience (in chronological order) duly supported by experience certificates:

Sl. No.	Name of the Institution/ Establishment	Designation	Nature of Duties	Last Salary Drawn	From	To	Duration of Service		
							YY	MM	DD

**DECLARATION**

I do hereby declare that the information furnished in the format towards support of my educational qualification, experience and the other particulars in connection with my candidature for the post of Lab. Attendant (Weaving) at IIHT, Bargarh, Odisha 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.

**List of Enclosures:**

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Place:

Date:

Signature of the Candidate

**Annexure-II**

Dated:

**AGE RELAXATION CERTIFICATE**

This is certified 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 duties the  
periods 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 :

**Annexure-III**

Dated: \_\_\_\_\_

**EXPERIENCE CERTIFICATE**

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

Name of the 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/Specialty/Field Experience
(1)	(2)	(3)	(4)	(5)	(6)
<b>Pay Scale and Last Salary drawn</b>	<b>Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet signed with seal</b>			<b>Place of Posting</b>	
(7)	(8)			(9)	

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature: \_\_\_\_\_

Name of Component Authority: \_\_\_\_\_

Stamp of Component Authority: \_\_\_\_\_