

— १२७० सि ३००००

3964/PSO/16

No. 5099/MS/GI/2016

VS(S) 21

E

F. No.6-48/2014-M-I
Government of India
Ministry of Culture

Chastri Bhawan, New Delhi
Dated: 27 April, 2016.

8

16.5.2016

(अजय को विमानतल)
विश्व म्यूजियम
मुंबई एरिय -
उड प्रो रासन

17-5 16

Office Memorandum

Subject: Filling up the post of Additional Director General (ADG), Group-'A' (Gazetted), Ministerial in PB-4, Rs. 37400-67000, Grade Pay of Rs. 10000/- by Composite Method : Deputation (including short term contract) or promotion in the National Museum, New Delhi under the Ministry of Culture, Govt. of India.

Applications are invited from eligible officers for appointment to the post of Additional Director General (ADG), Group 'A' (Gazetted), Ministerial in PB-4, Rs. 37400-67000, Grade Pay of Rs. 10000/- in National Museum, New Delhi a Sub-Ordinate Office under Ministry of Culture.

Job Description:

The National Museum, the premier museum of India with a rich and exquisite collection under the Ministry of Culture is seeking qualified candidates for one post of Additional Director General (ADG). The incumbent will be overall in-charge of a division of the museum and will be responsible for collection and stores management, proper/scientific display of artifacts, information, signage, floor plans & visitor facilities. He /She will also look after activities pertaining to the museum shop and souvenirs, multi-media, audio visual and guide facilities. He/She will also be responsible for image building, publicity and cultural events, siting & travelling exhibitions, expansion & acquisition of collections, professional development of museum personnel, implementation of plan schemes & special projects, conservation and restoration etc.

Eligibility

Officers under the Central Government or the State Governments or Union Territories or Public Sector Undertakings or Universities or Research Institutions or Professor or Associate Professor or equivalent from recognized or Statutory and Autonomous organizations:

- (i) holding analogous posts on regular basis in the parent cadre or department; Or
- (ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-4 of Rs. 37400-67000/- with Grade Pay of Rs. 8900/- or equivalent in the parent cadre or department; Or
- (iii) with three years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-4 of Rs. 37400-67000/- with Grade Pay of Rs. 8700/- or equivalent in the parent cadre or department; and
- (iv) possessing the educational qualifications and experience as under:

(a) a degree in Archaeology or Museology or History or Anthropology or Fine Arts or a degree in Sanskrit or Hindi or Prakrit or Pali or Urdu or Persian or English or any other language; or

2248C
18/5/16
17.5.16

18.5.16

SD-1
H

6-48-2014-001

- (ii) Fifteen years' of experience at a level of Curator and above in a Museum of National or International repute with evidence of published research work.

Desirable:

Post Graduate diploma in Management or MBA from a recognized Institute or University.

Note-1: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

Note 2: The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on regular basis by an officer prior to 01.01.2006 the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one Grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the post(s) for which that Grade or Pay Scale is the normal replacement Grade without any upgradation.

Note 4: The Departmental Joint Director General in Pay Band-4 (Rs. 37400-67000 plus Grade Pay of Rs. 8700 with three years regular service in the Grade shall also be considered alongwith outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

4. The applications in duplicate in the enclosed prescribed proforma (Annexure) and complete up to date ACR dossiers of the officer (last 5 years) who can be spared in the event of their selection along with: (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years should reach the undersigned through proper channel within a period of 45 days from the date (excluding the first date of publication) of publication of advertisement in the Employment News. Applications received after the due date or otherwise incomplete will not be considered and will stand rejected. The applications/CV not accompanied by supporting certificate documents in support of Qualifications and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

5. The details regarding eligibility conditions, educational qualifications and experience, application form, Recruitment Rules etc. attached to the post are available on the website of the Ministry at www.indiaculture.gov.in

Encl: as above

Under Secretary to the Government of India
(Public Affairs)
Ministry of Culture
Room No. 101, Shastri Bhawan
New Delhi - 110 011

0,

1. All Ministries/Departments of Govt. of India for further circulation of the vacancy among all the Attached / Subordinate Offices / Autonomous Bodies / Public Sector Undertakings / Universities / Recognized Research Institutions / Semi-Government / Statutory Organizations under their control.
2. Chief Secretaries of all States/Union Territories.
3. Administrative Officer, National Museum, Janpath, New Delhi for displaying it on the notice board of the Museum and for uploading it on the National Museum's website.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in their Bulletins / News on Employment.
5. Director General, Akashvani (AIR) Akashwani Bhawan, Sansad Marg, New Delhi for dissemination in their Bulletins / News on Employment.
6. The Director General (Recruitment Division), Ministry of Defence, West Block-IV, Wing-I, R.K.Puram New Delhi for wide publicity among eligible officers.
7. All attached/Subordinate Offices/Autonomous Organizations under the Ministry of Culture.
8. Registrars of all Universities.
9. Director, Employment News, West Block, R.K.Puram, New Delhi 110066.
10. NIC for placing on the website of the Ministry.

BIO-DATA/CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
<p>Eligibility</p> <p>Officers under the Central Government or the State Governments or Union Territories or Public Sector Undertakings or Professor or Associate Professor or equivalent from recognized Universities or Research Institutions or Statutory and Autonomous Organizations:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department;</p> <p style="text-align: center;">Or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on regular basis in post in the Pay Band-4 of Rs. 37400-67000/- with Grade Pay of Rs. 8900/- or equivalent in the parent cadre or department;</p> <p style="text-align: center;">Or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on regular basis in post in the Pay Band-4 of Rs. 37400-67000/- with Grade Pay of Rs. 8700/- or equivalent in the parent cadre or department; and</p> <p>(b) possessing the educational qualifications and experience as prescribed in the advertisement.</p>	<p>Eligibility</p> <p>“ “ “ “ “ “ “ “ “ “</p>	

Recognized University by UGC or Association of Indian Universities in Museology or History of Art or History or Sanskrit or Pali or Prakrit or Persian or Arabic or Archaeology or Anthropology or Fine Arts or Chemistry; and

i) Fifteen years' experience at a post of Curator and above in a Museum of National or International repute with evidence of published research work.

Desirable:

Post Graduate diploma in Management or MBA from a recognized Institute or University.

Desirable:

1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the Employment News.

2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

Please state clearly whether in the entries made by you above, you meet the requisite Essential Qualification and work experience of the post.

1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the bio-data) with reference to the post applied.

Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay under ACP/MACP	From	To

Signature of Candidate: _____ Date: _____

deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre-organization but still maintaining a lien in his parent cadre/ organisation.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief	Total Emoluments	
	Other Allowances etc., (with break-up details)		
16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) Note: Enclose a resume sheet, if available (if insufficient)			
17. Achievements and other qualifications (to be provided in detail)			

information with regard to;

- i) Research publications and reports and special projects
- ii) Awards/Scholarships/Official appreciation
- iii) Affiliation with the professional bodies/institutions/societies and;
- iv) Patents registered in own name or achieved for the organization
- v) Any research/ innovative measures involving official recognition
- vi) any other information.

Note: Enclose a separate sheet if the space is insufficient)

7. Please state whether you are applying for reputation (ISTC)/Absorption/Re-employment basis.#
 Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

8. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address-----

ite-----

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

Also certified that;

There is no vigilance or disciplinary case pending/ contemplated against him/her.

His/ Her integrity is certified.

His/ Her CR Dossier in original and enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed during the last 10 years is enclosed. (the case may be)

Countersigned

Signature of the Employer/ Cadre Controlling Authority