

**No. F. 2-6 / 2015 - NM**  
Government of India  
Ministry of Culture  
National Museum  
Janpath, New Delhi – 110011

Application on the prescribed Performa (Annexure II) are invited from candidate working under the Central Government for filling-up the post of Administrative officer, Group 'B' Gazetted, Ministerial, in the **Matrix Level No. 08 (47600-151100) (pre-revised PB – 2 Rs. 9300-34800 + 4800/- grade pay)** in the National Museum, Janpath, New Delhi, a Subordinate office under the Ministry of Culture, by Promotion/transfer on deputation basis.

Detailed particulars, eligibility requirements etc. in respect of the post are given in Annexure I. Person selected on transfer on deputation basis will be entitled to the normal deputation terms as admissible under the Central Government rules in force from time to time. The period of deputation shall ordinarily not exceed 3 years.

Eligible persons working under Central Government may forward their application in the prescribed Performa (Annexure II) through proper channel with their up to date Confidential Reports (ACR/APARs) for the last 5 years duly attested on each page, Integrity certificate/vigilance clearance along with statement of major / minor penalties, if any, for the last 10 years so as to reach to the undersigned within 21 days from the date of this advertisement in the Employment News. The candidate once applied for the post through his/her office will not be allowed to withdraw his candidature during selection process.

(Parveen Singh Parihar)  
Administrative Officer

**PARTICULARS OF THE POST**

1. Name of Post : Administrative Officer
2. Number of Post : One
3. Scale of Pay/Pay Band : **Matrix Level No. 08**  
**(47600-151100) (pre-revised PB – 2**  
**Rs. 9300-34800 + 4800/- grade pay)**
4. Classification : General Central Service Group ‘B’  
Gazetted (Ministerial)
5. Mode of appointment : Promotion/Transfer on deputation  
Transfer on deputation by:-
- (1) Officers under Central Government
- a) (i) holding analogous post; or
- (ii) with 03 years’ regular service in posts in the **Matrix Level No. 07 (44900-142400) (pre-revised PB – 2 Rs. 9300-34800 + 4600/- grade pay)** or equivalent; or
- (iii) with 08 years’ regular service in the posts in the **Matrix Level No. 06 (35400-112400) (pre-revised PB – 2 Rs. 9300-34800 + 4200/- grade pay)** or equivalent; and
- b) Possessing experience in Administration, establishment and accounts matters.
- (2) The departmental officers in the feeder category who are in the direct line of promotion & are eligible will also be considered but they will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed 3 years).

**BIO – DATA PROFORMA**

1	Name of the applicant (in block letters)		
2	Date of Birth (In Christian era)		
3	Postal Address (With telephone no. & email address)		
4	Educational Qualification		

Sl No.	Essential	Desirable

5	Whether belong to SC/ ST		
6	Present post & Scale of pay (including last drawn)		
7	Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.		

Office/ Institution / Organization	Post held	From	To	Scale of pay and	Nature of Duties

8	Nature of present employment i.e. ad-hoc or temporary or permanent		
9	In case of present employment is held on deputation please state;		
	a) The date of initial appointment		
	b) Period Of appointment on deputation/ contract		
	c) Name of the parent office / organization to which you belong		
10	Additional details about present employment please state whether working under		
	a) Central Govt.		

	b) State Govt. c) Autonomous Organization d) Government undertakings e) Universities  Are you in revised scale of pay? If yes, give the date from which reservation took place and also indicate the pre-revised scale	
12	Additional Information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	

Signature of the candidate

Address: \_\_\_\_\_

\_\_\_\_\_

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

**(TO BE FILLED BY THE FORWARDING AUTHORITY)**

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the officer.
3. Integrity certificate is attached
4. Statement of major / minor penalty imposed on the applicant in the last 10 years is attached
5. Photocopies of up to date CR Dossiers of the officer for the last five year, duly attested, attached.
6. In the event of selection, the officers will be relieved of their duties immediately.

Signature \_\_\_\_\_

Name & Designation of the Forwarding  
Officer with Seal and Tel. No.