

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 Pay band of Rs. 9300-34800/- + 4800/- Grade Pay in the National Museum, Janpath, New Delhi, a Subordinate office under the Ministry of Culture, by transfer on deputation basis.

Detailed particulars, eligibility requirements etc. in respect of the post are given as per Annexure I. Persons 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 5years 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 60 days from the date of this advertisement in the Employment News.

(Anand Kumar)
Administrative Officer

PARTICULARS OF THE POST

1. Name of Post : Administrative Officer
2. Number of Post : One
3. Scale of Pay/Pay Band : PB – 2 Rs. 9300 – 34800/- + Grade Pay 4800/-
4. Classification : General Central Service Group 'B' Gazetted
(Ministerial)
5. By Promotion / Transfer on deputation : Promotion / Transfer on deputation
 - (1) Officers under Central Government
 - a) (i) holding analogous post; or
(ii) with 03 years' service in posts in the Pay band of Rs. 9300 – 34800/- + 4600/- Grade Pay or equivalent; or
(iii) with 08 years' service in the posts in the pay band of Rs. 9300 – 34800/- + 4200/- Grade pay or equivalent; and
 - b) possessing experience in Administration, establishment and accounts matter
 - (2) The departmental officers in the feeder category who are in the direct line of promotion 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 and address in Block Letters :
2. Date of Birth (in Christian Era) :
3. Date of retirement under Central State Govt. rules :
4. Educational Qualification :
5. Whether Educational and other qualifications required For the post are satisfied. (if any qualifications has been Treated as equivalent to the one prescribed treated as Equivalent to the one prescribed in the rules, state the Authority for the same)

	Qualification / Experience required	Qualifications / Experience possessed by the officers
Essential i) ii) iii) iv)		
Desired: i) ii) iii) iv)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

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

8. Nature of present employment, i.e. ad-hoc Or temporary or quasi permanent or permanent :
9. In case the present employment is held on 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 to which
Belong

10. Additional details about present employment :
Please state whether working under

- a) Central Government
- b) State Government
- c) Autonomous Organizations
- d) Governments undertakings
- e) Universities