

ANNEXURE – I**PARTICULARS OF THE POST**

1	Name of the post	: Chemist
2	No. of the post	1 (one)
3	Scale of pay	Matrix Level – 11 (Rs. 67700 - 208700/-)
4	Classification	General Central Service Group 'A' Gazetted Non-Ministerial
5	Duties and responsibilities of the post	(1) He / she will be responsible for carrying out day to day work of conservation and conservation Laboratory i.e. keeping record and documentation of objects before / after conservation. He will supervise preparing condition report of objects to be displayed or to be sent for exhibition. (2) He/ She will help in guiding the day to day research problems arising during analysis and experiments. (3) He/ She will also carry out the research of high order or of complex type. (4) He/ She will also supervise the work of preservation during execution and suggests ways/means to improve upon the existing one. (5) He/ She will assist the Director (Conservation) in running the day to day activities. (6) He/ She will deliver lectures to the trainees of various conservation courses. (7) He/ She will draft replies to various queries raised by different Museum on conservation techniques. (8) To assist Director (Conservation) to carry out purchase of equipment's/chemicals for the Laboratory. He will be next to the Director (Conservation) and will be responsible for all incidental jobs/works.
6	Method of Recruitment	By promotion failing which by deputation (including short-term contract) failing both by direct recruitment
7	Qualification Required	Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations: (A) (i) holding analogous post on regular basis in the parent cadre or Department; Or (ii) with five years' service in the grade of rendered after appointment thereto on regular basis in posts in the Pay Matrix level No. 10 (Rs. 56100-177500) or equivalent in the parent cadre or department; Or (iii) with six years' service in the grade of rendered after appointment thereto on a regular basis in posts in the Pay Matrix level No. 8 (Rs. 47600-151100) or equivalent in the parent cadre or department; Or (iv) with seven years' service in the grade of rendered after appointment thereto on a regular basis in posts in the Pay Matrix level No. 7 (Rs. 44900-142400) or equivalent in the parent cadre or department; Or (v) with ten years' regular service in the grade of rendered after appointment thereto on a regular basis in posts in the Pay Matrix level No. 6 (Rs.35400-112400) or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

Essential:-

- i) Master's Degree in Chemistry from a Recognized University.
- ii) Five years' experience in the application of science in examination and analysis or preservation of museum's materials.

Desirable:-

- 1) Evidence of published work in the field.
- 2) Training or experience abroad from a recognized institute or university.

Note 1: 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/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications

Note 3: for the purpose of appointment on deputation basis the service rendered on a regular basis by an officer prior to 1 st January, 2006/ the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/pay scale, and where the benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

ANNEXURE-II

BIO-DATA/ CURRICULUM VITAE PROFORMA FOR FILLING UP THE ONE POST OF CHEMIST IN NATIONAL MUSEUM, NEW DELHI

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
By promotion failing which by deputation (including short-term contract) failing both by direct recruitment: Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations: (A) (i) holding analogous post on regular basis in the parent cadre or Department; Or (ii) with five years' service in the grade of rendered after appointment thereto on regular basis in posts in the Pay Matrix level No. 10 (Rs. 56100-177500) or equivalent in the parent cadre or department; Or (iii) with six years' service in the grade of rendered after appointment thereto on a regular basis in posts in the Pay Matrix level No. 8 (Rs. 47600-151100) or equivalent in the parent cadre or department; Or (iv) with seven years' service in the grade of rendered after appointment thereto on a regular basis in posts in the Pay Matrix level No. 7 (Rs. 44900-142400) or equivalent in the parent cadre or department; Or	Eligibility:- Essential: Desirable:-

(v) with ten years' regular service in the grade of rendered after appointment thereto on a regular basis in posts in the Pay Matrix level No. 6 (Rs.35400-112400) or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

Essential:

- i) Master's Degree in Chemistry from a Recognized University.
- ii) Five years' experience in the application of science in examination and analysis or preservation of museum's materials.

Desirable:

- 1) Evidence of published work in the field
- 2) Training or experience abroad from a recognized institute or university.

Note 1: 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/absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications

Note 3: for the purpose of appointment on deputation basis the service rendered on a regular basis by an officer prior to 1 st January, 2006/ the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/pay scale, and where the benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

5.1 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.

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

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

6.1 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.

7. 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 drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

<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/ organization</p>		
<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>		
<p>11. Additional details about present employment:</p> <p>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>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
Basis Pay in the PB	Grade Pay	Total Emoluments
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

<p>16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. #</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non- Government Organizations are eligible only for Short Term Contract)</p>		
<p># (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>		
<p>18. Whether belongs to SC/ST</p>		

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-----

Date-----

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.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt._____.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is 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.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (As the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal