

File No. Misc./2020/UNESCO/MoC

Government of India
National Monuments Authority
Ministry of Culture

24, Tilak Marg
New Delhi – 110001
Dated: 08.12.2022

CIRCULAR

Subject: Filling up posts of Under Secretary (Administration), Administrative Officer, System Analyst & Photo Officer on Deputation/Short Term Contract/Re-employment basis in National Monuments Authority (NMA), Ministry of Culture.

It is proposed to fill up various posts in National Monuments Authority (NMA), Ministry of Culture on Deputation/Short Term Contract/ Re-employment. The period of such engagement initially will be for three years and can be extended or curtailed as required in exigencies of public services. The terms and conditions of deputation shall be governed by relevant orders of the Government on the subject.

2. The details of the posts along with eligibility conditions for appointment are at **Annexure -I.**

3. The applications of suitable and willing officers/officials, in the enclosed proforma (**Annexure -II**) may be forwarded **through proper channel** for filling up of these posts along with the Cadre Clearance, Vigilance Clearance, Integrity Certificate. A certificate by the Cadre Controlling Authority in the enclosed proforma (**Annexure -III**) along with attested copies of their Annual Confidential Reports/Annual Performance Appraisal Reports for the last 05 years may be sent for consideration. The duly completed applications along with all the requisite documents may be sent to the Member Secretary, National Monuments Authority, 24 Tilak Marg, New Delhi- 110001 or on E- mail ms-nma@nic.in **by 31.01.2023**. No action shall be taken on advance copy or applications received after the last date of submission. The details are available at NMA Website: www.nma.gov.in

4. **Period and other terms and conditions of Deputation.**

- i) Candidates should apply in the prescribed format through their Cadre Controlling Authority in the Parent Department/ Organization in the format enclosed herewith. (**Annexure – II**)
- ii) The applicant must mention the substantive post in parent Department and substantive pay of the post held by them corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC.
- iii) Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or Equivalent.

- iv) While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicants are correct.
- v) Vigilance Clearance/ Integrity Certificate to be signed not below the rank of the Dy. Secretary to the Government of India
- vi) No absorption in NMA shall be allowed.
- vii) The eligibility of the officer shall be reckoned from the date of publication of the advertisement.
- viii) Applications/CV not accompanied by the supporting Certificates/Document in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the section.

General Terms & Conditions:

- i) The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June, 2010 and other orders/ guidelines issued in this regard from time to time.
- ii) Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- iii) NMA reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons. Further, NMA reserves the right to reject any applications at any time without assigning any reasons
- iv) The applications in the prescribed format (Annexure-II) should reach by **31.01.2023** to the Member Secretary, National Monument Authority. 24, Tilak Marg, New Delhi – 110001 or on E- mail ms-nma@nic.in . No action shall be taken on advance copy or applications received after the last date of submission. Applications received after the last date shall not be entertained.



Col. Savyasachi Marwaha
Director

National Monuments Authority

Tel: 011- 23380532

Annexure – I

Details of the posts along with eligibility conditions for appointment to these posts are given below: -

S. No.	Name of the Post	Number of vacancies	Eligibility Conditions
1.	Under Secretary (Admn.)	01 (One) (Level -11) in the Pay Matrix Rs.15600-39100)	<p>i) Persons from Central Government, its attached or subordinate offices or Autonomous Organizations and State Governments <u>holding analogous post in Level -11</u> in the Pay Matrix Rs. 15600-39100.</p> <p>Or</p> <p>ii) <u>holding the regular post with 02 years service in Level -10</u> in the Pay Matrix Rs. 15600-39100.</p> <p>Or</p> <p>iii) <u>holding the regular post with 04 years service in Level-9</u> in the Pay Matrix Rs. 9300-34800.</p> <p>Or</p> <p>iv) <u>holding the regular post with 06 years combined service in Level-9</u> in the pay matrix Rs. 9300-34800 and <u>Level-10</u> in the pay matrix Rs.15600- 39100.</p> <p>v) Minimum 03 years' experience in the field of Administration & Establishment/ Accounts/Finance/Budget/Audit/Legal Matters /Vigilance.</p>
2.	Administrative Officer	01 (One) (Level-08) in the Pay Matrix (Rs.9300-34800)	<p>i) Persons from Central Government, its attached or subordinate offices or Autonomous Organizations and State Governments holding <u>analogous post in Level -8</u> in the Pay Matrix Rs. 9300-34800</p> <p>Or</p> <p><u>holding the regular post of Assistant Section Officer, Senior Auditors, Senior Accountant or equivalent posts with two years service</u> in Ministries/ Department/ Attached/Autonomous bodies/ Subordinate offices.</p> <p>ii) Minimum of 03 years' experience in the field of Administration & Establishment/ Accounts/Finance /Budget /Audit/Legal matters.</p>
3.	System Analyst	01 (One) (Level -10) in the Pay Matrix Rs.15600-39100)	<p><u>(I) For Deputation posts</u></p> <p>i) Persons from Central Government, its attached or subordinate offices or Autonomous Organizations and State Governments holding the regular post of System Analyst or <u>analogous in Level -10</u> in the Pay</p>

			<p>Matrix post Rs. 15600- 39100.</p> <p>Or</p> <p>ii) holding the regular post of Scientific Officer/Technical Assistant (B) or equivalent post with <u>02 years service in Level -9</u> in the Pay Matrix Rs. 9300-34800.</p> <p>Or</p> <p>iii) holding the regular post of Scientific Officer/ Technical Assistant (B) or equivalent post <u>with 03 years service in Level -8</u> in the Pay Matrix Rs. 9300-34800.</p> <p>iv) Minimum of 02 years Programming Experience in DOTNET/DOTPHP/ Database SQL/C++/JAVA</p> <p><u>(II) For Short Term Contract & Re-employment</u></p> <p>i) Possessing the educational qualification of B. Tech /B.E./B.Sc- Engg.(Electronics & Communication /Computers/IT) or M.Sc (IT) or MCA Minimum of 02 years Programming Experience in DOTNET/ DOTPHP/Database SQL/C++/JAVA</p>
4.	Photo Officer	01 (One) (Level-06) in the Pay Matrix Rs.9300-34800)	<p><u>I. For Deputation posts</u></p> <p>i) Persons from Central Government, its attached or subordinate offices or Autonomous Organizations and State Governments holding the regular post of Photo Officer/Senior Photographer or analogous post in Level - 6 in the Pay Matrix Rs. 9300-34800)</p> <p>Or</p> <p>ii) holding the regular post of Photographer with 02 years service in Level -5 in the Pay Matrix Rs. 5200-20200.</p> <p><u>II For Short Term Contract & Re-Employment</u></p> <p><u>Educational and other qualification</u></p> <p>Essential:</p> <p>i) Degree in Photography.</p> <p>ii) 05 years work experience in Photography.</p>

Note: - Age Limit for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of receipt of application. Based on the Credentials / Experience shortlisted candidates will be called for Personal interaction.

**APPLICATION FOR THE POST OF UNDER SECRETARY- Administration/
ADMINISTRATIVE OFFICER/ SYSTEM ANALYST/PHOTO OFFICER ON
DEPUTATION AT NMA, HEADQUARTER, MINISTRY OF CULTURE**

1.	Post applied for			
2.	Name of the Applicant (in block letters)			
3.	Date of Birth (DD/MM/YYYY)			
4.	Date of retirement			
5.	Present Address			
6.	Permanent Address			
7.	Designation (Present post held & official address)			
8.	Date of joining Govt. Service			
9.	Present Pay Scale with Grade Pay (as per 6 th CPC)/ Pay Level in the Pay Matrix as per 7 th CPC)			
10.	Educational qualification (Graduation level and above)			
Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects

11.	Details of employment in, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization / Institution	Post held	From	To	Scale of Pay of Nature of duties
12.	Complete office address along with telephone number of the present Employer				
13.	Nature of the present employment (the appropriate box)	Ad-hoc		Temporary	
Quasi-permanent			Permanent		
14.	Present grade and date from which held on regular/substantive basis				
15.	Name of the Service, if belonging to Organized Service of the Central Government				
16.	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.				

17.	Training/ attended	Courses	
18.	Details of award/ honour/ appreciation		
19.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.		

20. I have carefully gone through the advertisement and do hereby declare that all the information given above is complete and true to the best of my knowledge and belief. I also declare that there is no disciplinary proceeding either contemplated or pending against me.

Date: _____

Place: _____

(Signature of the Applicant)

Certificate by the Cadre Controlling Authority

Office of

F. No

Dated:

1. The applicant if selected, will be relieved immediately for a period of three years. The lending department may relieve an officer for a lesser period as per their own policy/ rules, which should not be less than three years in any case.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested in each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name and Designation of the forwarding officer

(Office Stamp) Date & Place