

(To be placed on web site of MoC/National Museum.)

No. 6-40/2017-M-1  
Government of India  
Ministry of Culture

Shastri Bhawan, New Delhi.  
Dated: 27<sup>th</sup> June, 2017.

### VACANCY CIRCULAR

Applications are invited from the Officers of the Central Government / State Governments / Union Territories / Universities / Recognized Research Institutions / Public Sector Undertakings / Semi Government / Statutory or Autonomous Organizations for appointment to the post of Curator (Manuscripts) in Level 11 of Pay Matrix by Composite Method : Deputation (including short term contract)/promotion in the National Museum, New Delhi.

#### 2. Job Description

To conduct the specialized work of scholarly study, cataloguing research, to contribute to Publication; to carry on collection, safeguarding, exhibition and interpreting for education and culture, the material in their respective fields.

#### 3. Eligibility

(1) Officers of the Central Government / State Governments / Union Territories / Universities / Recognized Research Institutions / Public Sector Undertakings / Semi Government / Statutory or Autonomous Organizations:

(a) (i) holding analogous post on regular basis in the parent cadre/Department;

Or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Matrix level No. 10 (Rs. 56100-177500) or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:

#### **Essential:**

(i) Master's degree of a recognized University or equivalent in Museology History of Art;

Or

Master's degree in Indian History/Sanskrit/Pali/Prakrit/Persian/Arabic/Archaeology/ Anthropology/Fine Arts with diploma in Museology of a recognized University or equivalent;

(ii) Five years' experience in a Museum of National/ Regional importance under the control of Central Government/State Governments/Union Territories;

(iii) One year's research experience with evidence of published research work in the field on Manuscripts and Farmans (Royal documents issued by emperors);

(iv) One year's practical experience and training in the field of Manuscripts and Farmans (Royal documents issued by emperors).

**Desirable**

(i) Ph. D. Degree in the in any one of the subjects referred to in educational qualifications;

(ii) Bachelor's degree of recognized University or equivalent in Sanskrit/Pali/Prakrit/Persian/Arabic

(iii) M. Phil. degree or diploma in relevant field from a Recognized University/Institution or equivalent.

(2) The departmental Deputy Curator (Manuscripts) in Level-10 of Pay Matrix (Rs. 56100-177500) with five years' regular service in the grade shall also be considered alongwith outsiders. In case he/she is selected for appointment to the post the same shall be deemed to have been filled by promotion.

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. 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 three years.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

4. The applications in duplicate in the prescribed proforma (Annexure-1) 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 **Under Secretary (M-I), Ministry of Culture, Room No. 210, D Wing, Shastri Bhawan, Dr. Rajendra Prasad Road New Delhi – 110015** through proper channel within a period of 60 days from the date of publication of advertisement in the Employment News. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection. The applications received after the due date or otherwise incomplete will not be considered and will stand rejected.

(S. K. Singh)

Under Secretary to the Govt. of India  
Tel. No. 23380136



the field of Manuscripts and Farmans (Royal documents issued by emperors).

**Desirable**

(i) Ph. D. Degree in the in any one of the subjects referred to in educational qualifications;

(ii) Bachelor's degree of recognized University or equivalent in Sanskrit/Pali/Prakrit/Persian/Arabic

(iii) M. Phil. degree or diploma in relevant field from a Recognized University/Institution or equivalent.

(2) The departmental Deputy Curator (Manuscripts) in Level-10 of Pay Matrix (Rs. 56100-177500) with five years' regular service in the grade shall also be considered alongwith outsiders. In case he/she is selected for appointment to the post the same shall be deemed to have been filled by promotion.

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. 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 three years.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

**Desirable:-**

**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	From	To	*Pay Band and GradePay/Pay Scale	Nature of Duties (in detail)
--------------------	----------------------	------	----	----------------------------------	------------------------------

	basis			of the post held on regular basis	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 organisation
<p><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9(c) &amp; (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><b>11. Additional details about present employment:</b> 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 /other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information</b>, 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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the <b>professional</b> bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>		
<p>17. Please state whether you are applying for deputation (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)</p>		
<p># (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or</p>		

"Re-employment").	
18. 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-----  
-----

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)