

No. 4(29)/2017-18/NMNH/Admn
Government of India
National Museum of Natural History
(Ministry of Environment, Forest and Climate Change)

4th Floor, Block No. 3,
CGO Complex, Lodhi Road,
New Delhi – 110003

Dated: 04th April, 2018

Circular

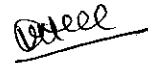
Subject: Filling up of two posts of Cashier one each at the National Museum of Natural History, New Delhi and the Regional Museum of Natural History, Mysore on deputation basis – reg.

Applications are invited for filling up two posts of Cashier one each at the National Museum of Natural History (NMNH), New Delhi and the Regional Museum of Natural History (RMNH), Mysore in Level 4, Rs. 25500-81100 in the pay matrix on deputation basis.

2. The pay and allowance of the selected officers will be regulated in accordance with the provisions of the DOPT's Office Memorandum No. 2/6/2009-Estt (Pay-II), dated 25.02.2009 as amended from time to time. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on closing date of receipt of applications.

3. Applications of suitable candidates who are eligible and willing and who, can be spared may be sent to the Director (in-charge), National Museum of Natural History, Ministry of Environment, Forest and Climate Change, Room No. 414, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi – 110003 within 60 days of publication of this advertisement in the Employment News along with (i) photocopies of up-to-date APARs of the officers for the last 5 years duly attested by an officer of the level of Under Secretary or equivalent; (ii) cadre clearance / vigilance clearance / integrity certificate; and (iii) certificate to the effect that no minor / major penalty has been imposed on the officer during the last ten years. Applications received late or which are otherwise found incomplete will not be considered. Applicants will not be permitted to withdraw their candidature later on.

4. Eligibility criteria, requisite qualifications, experience required and the application form are at annexure I & II.



(V.K. Garg)
Administrative Officer

To

1. All Ministries / Departments of Government of India
2. Attached / Subordinate offices of all Ministries / Departments.

Copy to: Scientists-in-Charge and Head of Offices of RMNH, Mysore, Sawai Madhopur, Bhubaneswar and Bhopal.

Eligibility criteria, requisite qualifications, experience etc. required for the post of Cashier in Level 4, Rs. 25500-81100 in the pay matrix on deputation basis one each at the National Museum of Natural History (NMNH), New Delhi and the Regional Museum of Natural History (RMNH), Mysore:

Officers of the Central Government:

- (a) (i) holding analogous posts on regular basis; or
- (ii) with eight years' regular service in the grade rendered after appointment thereto on a regular basis in Level 2 in the Pay Matrix viz. Rs. 19900-63200 or equivalent in the present cadre or Department.

And

- (b) Possessing 12th class or equivalent from a recognised Board or University and having either undergone Cash and Accounts Training in the Institute of Secretariat Training and Management or having three years' experience of Cash and Accounts work in Government Office.

BIO-DATA / CURRICULLUM VITAE PROFORMA

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		Qualifications / Experience possessed by the officer
Officers of the Central Government: (a) (i) Holding analogous posts on regular basis; or (ii) With eight years' regular service in the grade rendered after appointment thereto on a regular basis in Level 2, Rs. 19900-63200 in the pay matrix or equivalent in the present cadre or Department. And (b) Possessing 12 th class or equivalent from a recognised Board or University and having either undergone Cash and Accounts Training in the Institute of Secretariat Training and Management or having three years' experience of Cash and Accounts work in Government Office.		(a) (i) (ii) (b)
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.		

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	* Level in the Pay Matrix (pre-revised Pay Band and Grade Pay scale) of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

* **Important:** Level in Pay Matrix (pre-revised Pay Band and Grade Pay) granted under MACP are personal to the officer and therefore, should not be mentioned. Only Level in the Pay Matrix (Pay Band and Grade Pay) of the post held on regular basis to be mentioned. Details of ACP / MACP with present Level in Pay Matrix (Pay Band and Grade Pay) where such benefits have been drawn by candidate, may be indicated as below:

Office / Institution	Level in the Pay Matrix / Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme	From	To
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 / organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
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			
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 / organisation but still maintaining a lien in his parent cadre / organisation.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others			
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			
Level in the Pay Matrix with Pay Scale		Total Emoluments	
15. Additional information, 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) Profession training and (iii) work experience over and above prescribed in the vacancy circular / advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
16. 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.

Date:

(Signature of the candidate)

Address: _____

Tele No. _____

Email: _____

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. / Ms. _____
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs / APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- i) No minor / major penalty has been imposed on him / her during the last 10 years Or a list of minor / major penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Countersigned

Employer / Cadre Controlling Authority with Seal