

No. 4(52)/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 Office Superintendent one each at the National Museum of Natural History, New Delhi and the Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur (Rajasthan) on deputation (Including Short-Term Contract) basis – reg.

Applications are invited for filling up two posts of Office Superintendent one each at the National Museum of Natural History (NMNH), New Delhi and the Rajiv Gandhi Regional Museum of Natural History (RMNH), Sawai Madhopur (Rajasthan) in Level 6 (Rs. 35400-112400) in the pay matrix on deputation (ISTC) 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 (ISTC) including the period of deputation (ISTC) 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 (ISTC) shall not be exceeding 56 years as on the 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, 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.

OKed
4/4/2018
(V.K. Garg)

Administrative Officer

To

All Ministries / Departments of Government of India and All State Governments and Union Territories. The Office Memorandum may be circulated amongst the Ministries / Departments / State Governments / Union Territories, their Attached and Subordinate offices as well as all recognised Research Institutions, Universities, Public Sector Undertakings, Semi-Government, Statutory and Autonomous Organisations.

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 Office Superintendent in Level 6 (Rs. 35400-112400) in the pay matrix on deputation (Including Short-Term Contract) basis one each at the National Museum of Natural History (NMNH), New Delhi and the Rajiv Gandhi Regional Museum of Natural History (RGRMNH), Sawai Madhopur (Rajasthan):

Officers of the Central Government or State Government or Union Territories or Recognised Research Institution or Universities of Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:

- (a) (i) holding analogous posts on regular basis; or
- (ii) with six years' regular service in posts in Level 5 in the pay matrix; or
- (iii) with ten years' regular service in posts in level 4 in the pay matrix;

And

- (b) possessing the following educational qualifications and experience:-
 - i) Degree of a recognised University / Institute.
 - ii) three years' experience in accounts, administration, establishment work in the Central Government or State Governments or Union territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations.

Note:

- I) The Departmental officers in the feeder categories who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation, and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
- II) Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.
- III) The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of application.

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 of State Government or Union Territories or Recognised Research Institution or Universities of Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations: (a) (i) holding analogous posts on regular basis; or (ii) with six years' regular service in posts in Level 5 in the pay matrix; or (iii) with ten years' regular service in posts in level 4 in the pay matrix; And (b) possessing the following educational qualifications and experience:- i) Degree of a recognised University / Institute. ii) three years' experience in accounts, administration, establishment work in the Central Government or State Governments or Union territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations. | (a) (i) (ii) (iii) (b) i) ii) |
| 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. 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 |
| | | |
| 16. 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) | | |
| 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 Organisations are eligible only for Short Term Contract). | | |
| # (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" OR "Absorption" or "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.

Date:

(Signature of the candidate)

Address: _____

Telephone 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