

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: 8th June, 2017

Office Memorandum


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 (pre-revised Pay Band 1, Rs. 5200-20200 with Grade Pay of Rs. 2400) 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, 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 (pre-revised Pay Band 1, Rs. 5200-20200 with Grade Pay of Rs. 2400) 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 (pre-revised Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 1900) 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 in the Pay Matrix viz Rs 19900-63200 (pre-revised Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 1900) 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) 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: _____

Certification by the Employer / Cadre Controlling Authority

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

No. 4(13)/2016-17/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

Applications are invited for the following posts on direct recruitment basis in the prescribed application form. The envelope containing the application should be superscribed with the name of the post and should be addressed to the Director, National Museum of Natural History, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi – 110003. The last date for receipt of application will be 60 days from the date of advertisement in the Employment News:

Sl. No.	Name of Post	No. of post	Level in the Pay Matrix	Upper age-limit	Reservation	Essential Qualifications & Experience	Desirable	Initial posting
1	Artist	1	Level 5, Rs. 29200-92300	30 years	OBC	i) Matriculation ii) Degree or Diploma in Painting or Commercial Art	Three years' experience in painting foregrounds, backgrounds, maps, lettering etc.	Mysuru (Karnataka)
2	Modeller or Exhibit Preparator	1	Level 5, Rs. 29200-92300	25 years	UR	i) Diploma in Modelling or sculpture from a recognized Institution; and ii) Two years' experience in Exhibit Preparation of Models or Casts etc. in a recognized Museum or Institution	i) Experience in preparation of scale models. ii) Experience in preparation of dioramas iii) Knowledge of computer	Bhubaneswar (Odisha)
3	Projectionist	1	Level 4, Rs. 25500-81100	25 years	UR	i) Matriculation or equivalent examination from recognized University / Institution / Board ii) Certificate / Licence from recognized institution or Government organization to operate cinematographic machines iii) At least three years' experience of handling the projectors, films, audio visuals etc.	--	New Delhi
4	Carpenter	1	Level 2, Rs. 19900-63200	25 years	OBC	i) Matriculation or equivalent pass from a recognized Board; ii) Certificate in carpentry trade from a recognized technical Institute; and iii) Two years' experience in making cabinets and other general carpentry work	Knowledge of preparing estimate of work	Bhopal (Madhya Pradesh)

INSTRUCTIONS AND ADDITIONAL INFORMATION FOR CANDIDATES

1. Separate applications are required for each post.
2. Self attested photocopies of educational / reservation categories / experience certificates etc., if any, should be enclosed with the application.
3. Upper age-limit Relaxable for OBC (3 years) and up to 40 years for Government servants.

FORMAT FOR APPLICATION FORM

1.	Advertisement No.:	
2.	Post applied for:	
3.	Name of the applicant in block letters:	
4.	Date of Birth:	
5.	Father's / Husband's Name:	
6.	Address in full:	
7.	Nationality:	
8.	Category to which belongs (SC/ST/OBC) Attach self attested photocopy of certificate:	
9.	Academic / Technical Qualifications (Beginning with matriculation level) Attach self attested photocopies of certificates	

Sl. No.	Name of Examination	Year of Passing	University / Board	Division / Class	Subjects	% of Marks

10. Experience (Attach self attested photocopies of certificates in support of experience):

Sl. No.	Name of Employer / Organization	Period		Designation	Pay Matrix / Pay Scale / Pay Band	Nature of duties	Reasons for leaving
		From	To				

I solemnly declare that statement made by me in this form is correct to the best of knowledge and belief.

(Signature of the candidate)

Date:

Place: