

No.F.17-26/2008-M.I
Government of India
Ministry of Culture

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Room No. 332 "C" Wing,
Shastri Bhavan, New Delhi – 110001
, the 27th August, 2009

To

All Ministries / Departments of the Government of India
(As per list)

Sub: Filling up of a post of Administrative Officer (AO) in National Gallery of Modern Art (NGMA), Jaipur House, India Gate, New Delhi.

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Sir,

I am directed to say that the services of a suitable officer is required for the post Administrative Officer (AO), Group "B" Gazetted in the scale of pay of Rs.7,450-225-11,500/- (pre-revised) (**in the revised pay band of Rs.9,300-34,800/- with grade pay Rs.4600/-**) in the NGMA, New Delhi.

2. The NGMA is a subordinate officer under the Ministry of Culture, New Delhi. The post of AO is to be filled by transfer on deputation from among the following officers of the Central Government. Eligibility for this post is as under:

(i) Holding analogous posts on regular basis; or

With 2 years regular service in posts in the pay scale of Rs.6,500-10,500/- (pre-revised) revised to pay band of Rs.9,300-34,000/- with grade pay Rs.4,200/-) or equivalent; or

(ii) Having knowledge / experience in administration and establishment matters; and

(iii) Should not be more than 55 years of age as on last date of the application.

3. It is requested that the above mentioned vacancy may be circulated amongst the eligible officials of your Ministry / Department and the application forwarded to the undersigned by **26th September, 2009** in the enclosed proforma. In each case, Vigilance Clearance alongwith ACRs for last 5 years. It may also be certified that in the event of his / her selection, the services of the concerned officer will be immediately spared. The application may be sent to the Under Secretary (Museum-I), Room No.332 "C" Wing, Shastri Bhavan, New Delhi – 110001.

4. The officers who volunteer for the post will not be permitted to withdraw their names. The period of deputation will not ordinarily

exceed three years. The pay of the officer selected will be regulated in accordance with the Rules in force at the time of offering the post.

5. Applications received after the last date or without ACR's and Cadre clearance / vigilance clearance or if otherwise found incomplete will not be considered. While forwarding the application, it may be ensured that no disciplinary case is either pending or is being contemplated against the applicant.

Yours faithfully,

(N.P. Joshi)

Under Secretary to the Govt. of India

Copy to:

1. All Sections of Ministry of Culture / HRD /WCD / Sports & Youth Affairs.
2. The Director, NGMA, Jaipur House, India Gate, New Delhi (The circular may be up loaded in their web site also).
3. The Director (Admn.), Archaeological Survey of India, Janpath, New Delhi.
4. The Director General, National Museum, Janpath, New Delhi
5. The Director, National Research Laboratory for Conservation of Cultural Property, Sector E/3, Aligang, Lucknow – 226024.
6. The Director, Central Reference Library, Veldere, Kolkata.
8. The Director, National Library, Veldere, Kolkata
9. Notice Board
10. HTU for Hindi version
11. D.A.V.P., C.G.O. Complex, Lodhi Road, New Delhi with a request of publish this vacancy in the Employment News.
12. All Subordinate Offices of Ministry of Culture.
13. NIC, Ministry of Culture, New Delhi, with request to upload this advertisement in our website.

(N.P. Joshi)

Under Secretary to the Govt. of India

PROFORMA

**APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER IN
THE NATIONAL GALLERY OF MODERN ART, NEW DELHI**

1. Name in Full (Block Letters)

2. Date of Birth

3. Residential Address

4. Present Post and Place of working

5. Basic Pay and scale of pay

6. Educational Qualifications

7. Date of Appointment on regular basis

8. Details of Experience:

S.No.	Name and Address of the Employer	Designation	period		Nature of work
			From	To	

9. Whether belongs to SC / ST / OBC / GENERAL

Signature of candidate

Place: _____

Date: _____

(TO BE FILLED BY THE FORWARDING AUTHORITY)

- (1) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (2) Certified that no disciplinary proceedings are either pending or contemplated against the officer.
- (3) Integrity certificate is attached.
- (4) CR Dossier attached or photocopies of up to date CR Dossiers of the officer for the last five years, duly attested, attached.
- (5) In the event of selection, he will be relieved of his duties immediately.

Signature _____

Name & Designation of the
Forwarding officer with seal
and Telephone No.