

No.A-11004/2020 /NGMA  
Government of India  
Ministry of Culture  
National Gallery of Modern Art  
Jaipur House, New Delhi-110003

Dated:31<sup>st</sup> August, 2020

**Subject:- Filling up of (i) two posts of Deputy Curator (ii) three posts of Public Relation Officer (iii) three posts of Upper Division Clerks (UDC) (iv) one post of Accountant (v) one post of Assistant Director (Administration & Finance) on deputation (including short term contract) basis and (vi) one post of Assistant Library and Information Officer (vii) one post of Security Officer and (viii) one post of Deputy Curator (Restoration) on Composite method [deputation(including short term contract) plus promotion] basis in National Gallery of Modern Art, New Delhi and its two branches at Mumbai and Bengaluru respectively.**

Applications are invited for filling up of (i) two posts of Deputy Curator (ii) three posts of Public Relation Officer (iii) three posts of Upper Division Clerks (UDC) (iv) one post of Accountant (v) one post of Assistant Director (Administration & Finance) on deputation (including short term contract) basis and (vi) one post of Assistant Library and Information Officer (vii) one post of Security Officer and (viii) one post of Deputy Curator (Restoration) on Composite method [deputation(including short term contract) plus promotion] basis in National Gallery of Modern Art, New Delhi and its two branches at Mumbai and Bengaluru. National Gallery of Modern Art is a sub-ordinate office under Ministry of Culture and a premier museum of India with rich and exquisite collections of contemporary paintings. The details i.e., number of posts; pay scale and location of the posts are as under:

**1. Deputy Curator [(by deputation (including short term contract))]**

**No. of Post-02**

PB-3 Rs.15,600-39,100/- plus Grade pay Rs.5400/- (pre revised) Level-10 in Pay Matrix  
Rs.56,100 - 1,77,500/- (Revised)

General Central Service Group 'A', Gazetted, Non Ministerial

Location of the post: - **One each in National Gallery of Modern Art, Mumbai and Bengaluru.**

**2. Public Relation Officer [(by deputation (including short term contract))]**

**No. of Post-03**

PB-2 Rs.9,300-34,800/- plus Grade pay Rs.4600/- (pre revised) Level-7 in Pay Matrix  
Rs.44,900 - 1,42,400/- (Revised)

General Central Service Group 'B', Gazetted Non-Ministerial

Location of the post: - **One each in National Gallery of Modern Art, New Delhi, Mumbai and Bengaluru.**

**3. Upper Division Clerk (UDC) [by deputation (including short term contract)]**

**No. of Post-03**

Level-4 in Pay Matrix Rs.25,500 - 81,100/-

General Central Service Group 'C' Non-Gazetted Ministerial

Location of the post: - **One each in National Gallery of Modern Art, New Delhi, Bengaluru and Mumbai.**

**4. Accountant [by deputation (including short term contract)]**

**No. of posts - 01**

Level 6 Pay Matrix Rs.35,400-1,12,400/- (revised)

General Central Service Group 'B' Non-Gazetted Ministerial

Location of the post: - **National Gallery of Modern Art, Bengaluru**

**5. Assistant Director (Administration & Finance) [by deputation (including short term contract)]**

**No. of post – 01**

PB-3 Rs.15600-39100/- plus Grade pay Rs.6600/- (pre-revised): Level 11 Pay Matrix 67700 – 208700/- (revised)

General Central Service Group 'A', Gazetted, Non Ministerial

Location of the post: **National Gallery of Modern Art, Mumbai**

**6. Assistant Library and Information Officer [Composite method [by deputation (including short term contract) plus promotion]**

**No. of Post-01**

PB-2 Rs.9,300-34,800/- plus Grade pay Rs.4600/- (pre revised): Level-7 in Pay Matrix Rs.44,900 - 1,42,400/- (Revised)

General Central Service Group 'B', Gazetted Non-Ministerial

Location of the post: - **National Gallery of Modern Art, New Delhi**

**7. Security Officer [Composite method [(by deputation (including short term contract) plus promotion]**

**No. of Post-01**

PB-2 Rs.9,300-34,800/- plus Grade pay Rs.4600/- (pre revised) Level-7 in Pay Matrix Rs.44,900 - 1,42,400/- (Revised)

General Central Service Group 'B', Gazetted Non Ministerial

Location of the post: - **National Gallery of Modern Art, Bengaluru.**

**8. Deputy Curator (Restoration) by Composite Method [deputation (including short term contract) plus promotion]**

**Note:** In case one of the posts of Restoration Assistant is held by the promotee and the other post is held by direct recruits, the method of promotion will be operated.

**No. of Post-01**

PB-3 Rs.15,600-39,100/- plus Grade pay Rs.5400/- (pre revised) : Level-10 in Pay Matrix Rs.56,100- 1,77,500/- (Revised)

General Central Service Group 'A', Gazetted Non-Ministerial

Location of the post: - National Gallery of Modern Art, New Delhi

**JOB DISRIPTION AND ELIGIBILITY OF ABOVE POSTS**

**1. Deputy Curator**

**Job Description:**

The National Gallery of Modern Art, a premier museum of India with rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post of Deputy Curator at Mumbai and Bengaluru. Dy. Curator will look after the planning; organizing the Educational, documentation, publication, exhibition programs and display of art works of the organization and supervise the Assistant Curator, Guide Lecturer and Technical Assistant; Display of Art works from the collection of Museum and change the display periodically; Liaison work with Embassy, Custom authority etc in connection with the outgoing exhibition; Supervising framing and mounting of exhibits; Supervising the activities of carpentry workshop and to cater to the increased needs of the organization etc.

**Eligibility:**

Officers under the Central/State Governments/Union Territories/ Autonomous organizations /Research Institutions including Professor/Associate Professor/ Assistant Professor or equivalent in Universities:

- a) (i) holding analogous posts on regular basis in the parent cadre or Department: or
- (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs 9,300-34,800/- with grade pay of Rs. 4,800/- (pre-revised) : level 8 Pay matrix Rs.47,600-1,51,100/- (revised) or equivalent in the parent cadre or department or
- (iii) with three year's service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band -2, Rs. 9,300-34,800/- with grade pay of Rs.4,600/- (pre-revised) Level 7 pay matrix Rs.44,900-1,42,400/- (revised) or

equivalent in the parent cadre/ department ; and

b) Possessing the following educational qualifications and experience:-

**Essential**

- (i) Master's Degree in Fine Arts or Art History & Criticism or Museology from a recognized university;
- (ii) At least three years experience in organizing exhibitions or production and publication of books & Journals on Indian Art or teaching Museology or History of Art or Fine Arts in a large Museum/Gallery/Organization/Educational Institution.

**Desirable**

- (i) Degree/Diploma/Certificate in any Foreign Language other than English from a recognized University/institution.
- (ii) Research experience supported by published works in the field of Art & Culture.

**2. Public Relation Officer**

**Job Description:**

The National Gallery of Modern Art, a premier museum of India with rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post of Public Relation Officer at New Delhi, Mumbai and Bengaluru. The incumbents will be responsible for updating of Museum website as well as mailing list; interacting with visitors, updating and implementing museum visitor's facilities; planning public relation programs; keeping liaison with media, cultural centers of embassies, other galleries etc. and advising the management on policy issues and communication strategies etc.

**Eligibility**

Officers under Central Government/State Governments/Union Territories/Autonomous Bodies/ Statutory Organization or Recognized Research Institutions or Public Sector Undertakings or Universities or Semi Governments.

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
  - (ii) with five years' service in the grade rendered after appointment thereto in a regular basis in posts in the Pay band – 2 Rs. 9300-34800/- plus grade pay of Rs. 4200/- (pre-revised) : level 6 Pay matrix Rs.35,400-1,12,400/- (revised) or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience namely:

### **Essential**

- (i) Bachelor's degree in Journalism or Mass Communication or a recognized University; and
- (ii) Two years' experience in public relation, journalism or event management in a reputed media unit "such as AAJ Tak (Today TV), NDTV, Times of India etc" or event management organization under the Ministry of Information & Broadcasting.

### **Desirable**

- (i) Master's Degree in Journalism or Mass Communication or
- (ii) Certificate course from a recognized institute or university in any foreign language as included in the Schedule of foreign languages of the United Nations.

### **3. Upper Division Clerk (UDC)**

#### **Job Description:**

The incumbent will be responsible for recruitment and appointment of regular staff and outsourcing of contract staff; maintenance of service books; leave account; issue of financial sanctions; preparation of budget; posting/transfer and deployment of staff; maintenance of files; putting up draft replies; dispatch related activities including inward & outward and should be capable of taking up reception and other works as required in the office system.

#### **Eligibility**

Officials of Central Government or State Governments or Union Territories Administrations or semi Governments or autonomous organizations:

- (i) holding analogous post on regular basis in the parent cadre or department: or
- (ii) with eight years with regular service in the grade of Lower Division Clerk or equivalent.

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/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2\* :- (Period of deputation (including short term contract) including the 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 to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications).

(\* To be read for posts indicated at Sl. No. 1 to 3 above)

#### **4. Accountant**

##### **Job Description:**

The National Gallery of Modern Art, a premier museum of India with rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post of Accountant at NGMA, Bengaluru. The incumbent of the post will assist the Administrative Officer and Assistant Director (Administration & Finance) in all matters related to accounting functions including budgeting; allocation of funds to sub-ordinate formations; pay bills; T.A/D.A. bills; submission of financial reports and returns etc.

##### **Eligibility**

Officers under the Central or State Governments or Union Territories or universities or recognized research institutions or public sector undertakings or semi-Government or statutory or autonomous organizations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-5 in the pay matrix or equivalent in the parent cadre or Department; and
- (b) Who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent course and possessing two years experience of Cash, Accounts and Budget work.

(Period of deputation (including short term contract) including the 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 to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications).

#### **5. Assistant Director (Administration and Finance)**

##### **Job Description**

The National Gallery of Modern Art, a premier museum of India with rich and exquisite collections of contemporary paintings, under the Ministry of Culture is seeking qualified candidates for the post of Assistant Director (Administration and Finance) at Bengaluru. The incumbents will be responsible for all matters relating to administration, finance and vigilance, preparation of annual budget, allocation of funds to field units, monitoring and controlling of expenditure, all personnel matters e.g. recruitment, promotion, amendment of recruitment rules, pension cases, clearance of audit objections/ paras etc. He will also function as Drawing and Disbursing Officer.

## **Eligibility**

Officers under the Central Government or State Governments or Union Territories or Autonomous bodies or Statutory organizations or Recognized Research Institution or Public Sector Undertakings or Universities or Semi- Governments:

- a) (i) Holding analogous posts on regular basis in the parent cadre or Department or
- (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3. Rs 15600-39100/- plus grade pay of Rs. 5400/- (pre-revised) [level-10 Pay matrix Rs.56,100-1,77,500/- (revised by 7<sup>th</sup> CPC)] or equivalent in the parent cadre or department or
- (iii) With six year's service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2: Rs.9300-34800/- plus Grade Pay Rs. 4800/- (pre-revised) [ level-8 Pay matrix Rs.47,600-1,51,100/- (revised by 7<sup>th</sup> CPC)] or equivalent in the parent cadre or department: or
- (iv) with seven year's service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2: Rs.9300-34800/- plus Grade Pay Rs. 4600/- (pre-revised) [level -7 Pay matrix Rs.44,900-1,42,400/- (revised by 7<sup>th</sup> CPC) ] or equivalent in the parent cadre or department: and
- b) (i) Possessing the following educational qualifications and experience:-

## **Essential**

- (i) A Bachelor degree from a recognized university.
- (ii) Minimum five years of experience of having dealt with all matters relating to administrative, establishment and finance function.

## **Desirable**

Master of Commerce or Master of Arts (Economics) or Master of Business Administration or Master of Business Economics or Master of Public Administration or Cost or Chartered Accountant.

Note:1:- The officer in feeder grade must have undergone at least two weeks training in Establishment and Finance matter in Institute of Secretariat Training and Management or similar other training institute.

Note: 2:- The departmental Administrative Officer in the pay band -2: Rs.9300-34800/- plus grade pay of Rs.4600/- (pre-revised) [level-7 Pay matrix Rs.44,900-1,42,400/- (revised by 7<sup>th</sup> CPC)] with seven year regular service in the grade will also be considered along with outsiders and in case he or she is selected for appointment to the post the same shall be deemed to have been filled by promotion.

(Period of deputation (including short term contract) including the 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 to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications).

## **6. Assistant Library and Information Officer**

### **Job Description:**

The incumbent will be responsible for managing day to day activities of the library; arranging meeting of the library committee for acquisition of new books; rendering library services/assistance to research scholars, art students and general public visiting the library and; maintaining News clippings for record and research purposes; classification and cataloguing of books, etc.

### **Eligibility**

Officers under Central Governments or State Governments or Union Territories or Public Sector undertakings or Recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous organizations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9,300-34,800/- with Grade pay Rs.4200/- (pre-revised) level 6 Pay matrix Rs.35,400-1,12,400/- (revised) or equivalent in the parent cadre/department; and
- (b) Possessing the following essential educational qualification and experience, namely :-

### **Essential:-**

- (i) Bachelor's Degree in Library Science or Library and Information Science from a recognized University/ Institute;
- (ii) Two years' professional experience in a Library under Central / State Governments/ Autonomous or Statutory organization/ PSU/University or Recognized Research or Educational Institution.

### **Desirable:-**

- (i) Master's Degree in Library Science or Library and Information Science from a recognized University/ Institute;
- (ii) Diploma in Computer Applications from a recognized University/ Institute.

Note: The Departmental Library and Information Assistant with atleast 5 years' regular



service in the grade will also be considered and in case he/ she is appointed to the post, the same shall be deemed to have been filled by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. Maximum age limit for appointment on deputation (ISTC) shall not exceed 56 years as on the closing date for receipt of applications).

## **7. Security Officer**

### **Job Description:**

The incumbent will act as overall security and surveillance in-charge of NGMA premises; identify protection goals, objectives and metrics consistent with the strategic security needs of the organizations; plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure foolproof maintenance of security; manage effective operation of access control system, video surveillance and ensure proper network protection; oversee and manage incident response planning as well as investigation of security breaches, disciplinary and legal matters associated with such breaches; ensure protection from fire and safety hazards; enforce rules and regulations related to security matters; maintain excellent coordination and relationship with police and civic agencies; keep vigil and ensure that only authorized materials are allowed in and out of the premise; prepare duty rosters of security assistant, caretaker, security guards, etc.; ensure security and documentation of all movements of art objects in and out of the gallery; supervise and ensure adequate and proper Janitorial and Sanitary services are in place at the gallery and its surroundings; responsible for day to day opening and closing of gallery and maintaining securitized environment thereon; ensure that security personnel are in proper uniform and perform assigned duties scrupulously and any other tasks assigned by Director/ Director General depending on exigencies of work.

### **Eligibility:**

Officers of Central or State Police Organizations, Para Military Forces, Central Civil Defence Organizations, Armed Forces Personnel in the Rank of Naib Subedar in Indian Army or Junior Warrant Officer in Indian Air Force or Chief Petty Officer in Indian Navy:

### **Essential:**

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or  
(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs. 9300-34,800/- plus Grade Pay of 4,200/- (pre-revised) - level-6 of Pay Matrix Rs. 35,400-1,12,400/- (revised) or equivalent in the parent cadre or Department; and
- (b) Possessing the following essential educational qualification and experience, namely :-

- (i) Bachelor's Degree in any discipline of a recognized University;
- (ii) Diploma in security and fire fighting from a recognized institution: and
- (iii) Five years experience in security related functions in Central or State Police Organizations or Para Military Forces or Armed Forces or Central Civil Defence Organizations or a large private sector organization.

**Desirable:-**

Diploma or Certificate course in Security Management

Note: The Departmental Security Assistant in the pay band-1 Rs. 5200-20200/- plus Grade Pay 2800/- (pre-revised)-Level-5 Pay Matrix -29200-92300/- (revised) with atleast 11 years' regular service will also be considered along with outsiders and in case he/ she is selected to the post, the same shall be deemed to have been filled by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. Maximum age limit for appointment on deputation (including short term contract)) shall not exceed 56 years as on the closing date for receipt of applications).

**8. Deputy Curator (Restoration)**

**Job Description**

The incumbent of the post will be responsible for (i) conducting survey of the art objects in the collection of the Gallery (ii) undertaking preventive and curative care of the Reserve Collections (iii) preparing report on the condition of the damaged paintings and submission (iv)undertaking restoration work of damaged art works. (v) preparing condition Reports of Art Works of incoming and outgoing exhibitions (vi) maintaining the required humidity and temperature of Air Conditioned area of the Gallery where Oil paintings are on display (vii) guiding Technical Assistants and Technical Restorers in the preparation of Colors, Chemicals etc. required for the restoration of paintings. The Deputy Curator (Restoration) will also take classes on the Conservation of Paintings and will impart practical training to the students in the restoration laboratory along with the Curator (Restoration).

**Eligibility**

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institution or Universities or Semi-Governments or Statutory or Autonomous organizations :

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department: or
- (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- plus grade pay of Rs. 4800/-or

equivalent (pre-revised): Level-8 Pay matrix Rs.47,600 – 1,51,100/- or equivalent in the parent cadre or department; or

(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- plus grade pay of Rs. 4600/-or equivalent (pre-revised): Level-7 Pay matrix Rs.44,900 – 1,42,400/- or equivalent in the parent cadre or department; or

(iv) with eight years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2, Rs.9300-34800/- plus grade pay of Rs. 4200/-or equivalent (pre-revised): Level-6 Pay matrix Rs.35,400 – 1,12,400/- or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:-

**Essential**

- (i) Bachelor's Degree in Fine Arts from a recognized university or institution.
- (ii) 10+2 examinations pass with Chemistry as one of the subjects from a recognized Board or University.
- (iii) At least three years experience in restoration work in a large museum or Gallery of National or Regional importance under the control of Central Government or State Government or Union Territories.

**Note:** The Departmental Restoration Assistant in the Pay Band-2, Rs.9300-34800 plus Grade Pay of Rs. 4200/-or equivalent (pre-revised): Level-6 Pay matrix Rs.35,400– 1,12,400/- or equivalent with eight years regular service in the grade will also be considered alongwith outsiders and in case he or she will selected for appointment to the post, the same shall be deemed to have been filled by promotion.

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/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

[Period of Deputation (including short term contract) including the period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications].

**Note \*\*:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January-2006 /the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where

there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation

*(\*\* To be read for all above posts except Serial No. 3 & 4 i.e. Upper Division Clerk (UDC) & Accountant)*

3. Applications, in duplicate, in the prescribed proforma placed below (Annexure-1) and complete up-to- date ACR dossiers of the Officers (last five years) who can be spared in the event of their selection alongwith vigilance clearance, integrity certificate, cadre clearance, major/minor penalty statement for the last ten years should reach the undersigned through proper channel within a period of 60 days from the date of publication of the advertisement in the Employment News. Certification by the forwarding authority at the end of the enclosed proforma may invariably be done certifying the correctness of the information submitted by the applicant together with conveying the vigilance clearance, certification regarding integrity and certification regarding non-imposition of the penalty upon the officer during the last ten years. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected.

4. The crucial date for determining the eligibility, experience, age etc. will be the last date prescribed for the receipt of the applications. The last date for receipt of the applications will be counted after excluding the first date of publication of the vacancy/post in the employment news.

5. The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the website of Ministry of Culture <http://www.indiaculture.nic.in> and NGMAs website [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in) .



(S.P. Datta)

Curator (Restoration) & Head of Office

Tel. No.: 011-23386208

Jaipur House, New Delhi-110003

**ANNEXURE-I**

**BIO-DATA/ CURRICULUM 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. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essen tial</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desir able</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</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.	
<b>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.</b>	

9. 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/Pay Scale of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

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 organization
<p><b>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>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/ organization</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization 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		
Basic Pay in the pay matrix	Level	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be closed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<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) <b>(Note: Enclose a separate sheet, if the space is</b>		

<b>insufficient)</b>	
<p><b>16.B Achievements:</b>  The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li><b>(iii) Affiliation with the professional bodies/institutions/societies and;</b></li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>vi) any other information.</li> </ul> <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)  # (The option of 'STC' / 'Absorption'/'Re-employment 'are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or" Re-employment").</p>	
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 are 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)**