



(For circulation to Ministries/Departments)

No. 16/19/2021-M-1  
Government of India  
Ministry of Culture

Shastri Bhawan, New Delhi  
Dated: 29 November, 2021.

Office Memorandum

Subject: Filling up the post of Director (Exhibition & Public Relations), Group-'A' Gazetted, Non Ministerial in the Pay Scale of Rs. 12000-375-16500(Pre-revised) [6<sup>th</sup> CPC-PB-3, Rs. 15600-39100/- plus Grade Pay Rs. 7600) (7<sup>th</sup> CPC-Level-12 of Pay Matrix)] by transfer on deputation (including short term contract)/transfer in the National Museum, New Delhi.

Applications are invited from eligible officers for appointment to one post of Director (Exhibition & Public Relations), Group-'A', Gazetted, Non-Ministerial in the Pay Scale of Rs. 12000-375-16500(Pre-revised) [6<sup>th</sup> CPC-PB-3, Rs. 15600-39100/- plus Grade Pay Rs. 7600) (7<sup>th</sup> CPC-Level-12 of Pay Matrix)] by transfer on deputation (including short term contract)/transfer in the National Museum, New Delhi, a Sub-Ordinate Office under Ministry of Culture.

2. **Job Description:**

Planning and organizing exhibitions within India as well as abroad. To deal with National Museum, New Delhi's Public relations including publicity of exhibitions/events and other related works.

3. **Eligibility**

Officers under the Central/State Government/Semi Governments/Statutory or Autonomous Organizations:

- (a) (i) holding analogous posts: or  
(ii) with five years' service in post in Pay Scale of Rs. 10000-15200(Pre-revised) [6<sup>th</sup> CPC- PB-3, Rs. 15600-39100/- plus Grade Pay Rs. 6600) (7<sup>th</sup> CPC-Level-11 of Pay Matrix)] or equivalent; and  
(b) Possessing the educational qualifications and experience as under:-

Essential:

- (i) Master's degree in Indian History, Archaeology, Anthropology, Fine Arts, Sanskrit, Pali, Prakrit, Persian or Arabic from a recognized University or equivalent.  
(ii) Experience in planning and organising major art and archaeology exhibitions.  
(iii) Ten years experience in a responsible capacity in a museum of standing or a comparable Institution.  
(iv) Knowledge of Indian antiquities, Museum and publications.

Desirable:

- (i) Research experience with evidence of published work.  
(ii) Study abroad in museums or experience in mounting exhibitions.

Note-1: Period of deputation/contract including period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed four years.



Note 2: The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date for receipt of applications.

Note 3: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in the Andaman and Nicobar and Lakshdweep).

4. Applications, in duplicate, in the enclosed prescribed proforma (Annexure) and complete up-to-date ACR dossiers (for the last 5 years) of the Officers who can be spared in the event of their selection along with (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance, and (iv) major / minor penalty statement for the last 10 years should reach the undersigned through proper channel within a period of 60 days from the date of publication of advertisement in the Employment News. Applications received after the due date or otherwise incomplete will not be considered and will stand rejected.

5. The details regarding eligibility conditions, educational qualifications and experience, application form, Recruitment Rules etc. attached to the post are also available on the website of the Ministry at [www.indiaculture.gov.in](http://www.indiaculture.gov.in)

Encl: as above



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To

1. All Ministries/Department of Govt. of India for further circulation of the vacancy among all the Attached / Subordinate Offices / Autonomous Bodies / Public Sector Undertakings / Universities / Recognized Research Institutions / Semi-Government / Statutory Organizations under their control.
2. Chief Secretaries of all States/Union Territories.
3. Administrative Officer, National Museum, Janpath, New Delhi for displaying it on the notice board of the Museum and for uploading it on the National Museum's website.
4. The Director General, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in their Bulletins / News on Employment.
5. Director General, Akashwani (AIR) Akashwani Bhawan, Sansad Marg, New Delhi for dissemination in their Bulletins / News on Employment.
6. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-I, R.K.Puram New Delhi for wide publicity among eligible officers.
7. All attached/Subordinate Offices/Autonomous Organizations under the Ministry of Culture.
8. Registrars of all Universities.
9. Director, Employment News, West Block, R.K.Puram, New Delhi 110066.
10. NIC for placing on the website of the Ministry.

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ANNEXURE

BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF DIRECTOR  
(EXHIBITION & PUBLIC RELATION) IN NATIONAL MUSEUM, NEW DELHI.

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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
Officers under the Central/State Government/Semi Governments/Statutory or Autonomous Organizations: (a) (i) holding analogous posts: or (ii) with five years' service in post in Pay Scale of Rs. 10000- 15200(Pre-revised) [6 <sup>th</sup> CPC-PB- 3, Rs. 15600-39100/- plus Grade Pay Rs. 6600) (7 <sup>th</sup> CPC-Level-11 of Pay Matrix)] or equivalent; and (b) Possessing the educational qualifications and experience as under:- <u>Essential:</u> (i) Master's degree in Indian History, Archaeology, Anthropology, Fine Arts, Sanskrit, Pali, Prakrit, Persian or Arabic from a recognized University or equivalent. (ii) Experience in planning and organising major art and archaeology exhibitions. (iii) Ten years experience in a responsible capacity in a museum of	<b>Essential:-</b>

standing or a comparable Institution. (iv) Knowledge of Indian antiquities, Museum and publications.  <b>Desirable:</b> (i) Research experience with evidence of published work. (ii) Study abroad in museums or experience in mounting exhibitions.	Desirable:-
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
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.	
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.	

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	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\* Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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	b) Period of appointment	c) Name of the parent	d) Name of the post and Pay

initial appointment	on deputation/ contract	office/organization to which the applicant belongs	of the post held in substantive capacity in the parent organisation
<p><b>9.1 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>9.2 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/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
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			
Basis Pay in the PB	Grade Pay	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	
<p><b>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b> (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</p>			

Circular /Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (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 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").	
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-----

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Date-----

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**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 is 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**

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**(Employer/ Cadre Controlling Authority with Seal)**

