

F. No. U-13/25/2020- UNESCO- 919  
Government of India  
Ministry of Culture  
National Monuments Authority

24, Tilak Marg,  
New Delhi- 110001  
Dated: 04.10.2023

**VACANCY CIRCULAR**

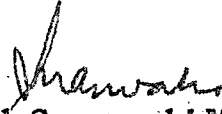
The National Monuments Authority, a statutory body under Ministry of Culture intends to fill the following post at HQ, New Delhi, from Officials of the Central Government or State Government or Union Territories or Statutory Organisations or Autonomous Organisations or Public Sector Undertakings on deputation (including short term contract) /re-employment basis:-

Post	Number of Posts	Level in the Pay matrix	Eligibility
Under Secretary	1 (One)	Level-11 (67700-208700)	(A) Officer of the Central Government or State Government or Union Territories or Statutory Organisations or Autonomous Organisations or Public Sector Undertaking:  (i) holding analogous post on a regular basis in the parent cadre or department; or  (ii) with three years' service rendered after appointment to the post on a regular basis in level- 10 of the pay matrix or equivalent in parent cadre or department; and  (B) possessing the following educational qualifications and experience:  (i) Bachelor's degree in any discipline from a recognised university or institute; and  (ii) having at least three years' experience in the field of administrations and establishment or accounts or budget or audit or legal matters or vigilance or e-governance or project implementation or planning.

**Note 1 :** 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 or department of the Central Government shall ordinarily not exceed four years.

**Note 2 :** The maximum age-limit for appointment by deputation (including short-term contract) /re-employment shall not be exceeding fifty-six years as on the closing date of the receipt of applications.

2. All Ministries/Departments of Government of India / State Government / Union Territories / Statutory Organisations / Autonomous Organisations / Public Sector Undertakings are requested to circulate the above posts amongst the officers of Central Government / State Government / Union Territory / Statutory Organisations / Autonomous Organisations / Public Sector Undertakings working with them and forward the application (in prescribed proforma **Annexure A**) of eligible and interested officers, **along with attested copies of APARs of last five years attested and certificates to the effect that they are clear from Vigilance angle, Integrity Certificate and Major/Minor Penalty of last ten years (Annexure B)** to the undersigned latest by **30.11.2023**.

  
(Col. Savyasachi Marwaha)  
Director, NMA

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments / Union Territories.

Copy to:-

1. Ministry of Culture-[Kind attn. to: Joint Secretary (Admn)/ASI/ NMA].
2. DG (ASI), Dharohar Bhawan, New Delhi.
3. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**
4. PS to Chairman, NMA
5. EA to Member Secretary, NMA
6. EA to Director, NMA

एफ. नं. यू-13/25/2020-यूनेस्को

भारत सरकार

संस्कृति मंत्रालय

राष्ट्रीय संस्मारक प्राधिकरण

24, तिलक मार्ग

नई दिल्ली-11000

दिनांक: 04.10.202

रिक्ति परिपत्र

राष्ट्रीय संस्मारक प्राधिकरण, संस्कृति मंत्रालय के अधीन एक सांविधिक निकाय केंद्र सरकार या राज्य सरकार या केंद्र शासित प्रदेशों या सांविधिक संगठनों या स्वायत्त संगठनों या सार्वजनिक क्षेत्र के उपक्रमों से प्रतिनियुक्ति (अल्पावधि संविदा सहित)/पुनर्नियोजन आधार पर मुख्यालय, नई दिल्ली निम्नलिखित पद भरना चाहता है:-

पद	पदों की संख्या	वेतन मैट्रिक्स में स्तर	पात्रता
अवर सचिव	1 (एक)	लेवल-11 (67700-208700)	(क) केंद्र सरकार या राज्य सरकार या केंद्र शासित प्रदेशों या सांविधिक संगठनों या स्वायत्त संगठनों या सार्वजनिक क्षेत्र के उपक्रम के अधिकारी;  (i) मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद धारण किए हो; या  (ii) मूल संवर्ग या विभाग में वेतन मैट्रिक्स के स्तर 10 या समकक्ष में नियमित आधार पर पद पर नियुक्ति के बाद तीन वर्ष की सेवा की हो; और  (ख) निम्नलिखित शैक्षिक योग्यता और अनुभव रखते हों:  (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से किसी भी विषय में स्नातक की डिग्री; और  (ii) प्रशासन और स्थापना या लेखा या बजट या लेखापरीक्षा या कानूनी मामलों या सतर्कता या ई-गवर्नेंस या परियोजना कार्यान्वयन या योजना के क्षेत्र में कम से कम तीन साल वर्ष का अनुभव हो।

टिप्पणी 1: केंद्र सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित कि अन्य पूर्व-केंद्र पद पर प्रतिनियुक्ति की अवधि सहित प्रतिनियुक्ति की अवधि सामान्यतया चार वर्ष से अधिक नहीं होगी।

टिप्पणी 2: प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित)/पुनर्नियोजन द्वारा नियुक्ति के लिए अधिकतम आयु-सी आवेदन प्राप्त होने की अंतिम तिथि को छप्पन वर्ष से अधिक नहीं होगी।

2. भारत सरकार के सभी मंत्रालयों/विभागों/राज्य सरकार/केंद्र शासित प्रदेश/सांविधिक संगठन/स्वायत्त संगठन/सार्वजनिक क्षेत्र के उपक्रमों से अनुरोध है कि वे उनके अधीन केंद्र सरकार/राज्य सरकार/केंद्र शासित प्रदेश/सांविधिक संगठनों/स्वायत्त संगठनों/सार्वजनिक क्षेत्र के उपक्रम के अधिकारियों को उपरोक्त पद को प्रस्ताव करें और पात्र तथा इच्छुक अधिकारियों के आवेदन (निर्धारित प्रोफार्मा अनुलग्नक क में) पिछले पांच वर्षों एपीएआर की सत्यापित प्रतियों के साथ और इस आशय के प्रमाण पत्र के साथ कि वे सतर्कता के दृष्टिकोण

स्पष्ट हैं, सत्यनिष्ठा प्रमाण-पत्र और पिछले दस वर्षों की बड़ी/लघु शास्ति (अनुलग्नक ख) अधोहस्ताक्षरी को अधिकतम 30-11-2023 तक भेज दें।

सत्यसाची मारवाहा

(कर्नल सत्यसाची मारवाहा)  
निदेशक, राष्ट्रीय संस्मारक प्राधिकरण

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग
2. राज्य सरकारों/केंद्र शासित प्रदेशों के सभी मुख्य सचिव।

प्रति:-

1. संस्कृति मंत्रालय - (ध्यानार्थ: संयुक्त सचिव (प्रशासन)/एएसआई/राष्ट्रीय संस्मारक प्राधिकरण)।
2. महानिदेशक (एएसआई), धरोहर भवन, नई दिल्ली।
3. निदेशक (सीएस), डीओपीटी, लोक नायक भवन, खान मार्केट, नई दिल्ली- व्यापक प्रसार के लिए इस परिपत्र को डीओपीटी की वेबसाइट पर अपलोड करने के अनुरोध के साथ।
4. अध्यक्ष, राष्ट्रीय संस्मारक प्राधिकरण के निजी सचिव
5. सदस्य सचिव, राष्ट्रीय संस्मारक प्राधिकरण के कार्यकारी सहायक
6. निदेशक, राष्ट्रीय संस्मारक प्राधिकरण के कार्यकारी सहायक

**BIO-DATA PROFORMA**

**ANNEXURE A**

Recent Passport Size Photograph
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1	Name Designation (Batch) 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 Govt. 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>
<b>Essential:</b>		<b>Essential:</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable:</b>		<b>Desirable:</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
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):

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

Office/Institutions	Basic Pay, Pay Band/ Pay Matrix and Grade Pay/ Level 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 / organization to which the applicant belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
<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/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:	
11	<b>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) University (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 PB/ Pay Matrix	Grade Pay/ Level
		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	<b>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 insufficient)</b>	
16	<b>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. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17	Whether belongs to SC/ST	
18	Language Known (Mother Tongue)	

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.

Office/ Institution	Post held on regular basis	From	To	*Pay Band/ Pay Matrix and Grade Pay/Pay Scale/ Level of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

(Signature of the Candidate)  
Address: \_\_\_\_\_

Contact No \_\_\_\_\_  
Email id: \_\_\_\_\_  
Office Contact No \_\_\_\_\_  
Office Email Id: \_\_\_\_\_

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 (photocopies of the ACRs for the last 5 years duly attested 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)