

A-50013/199/2020-ADMINISTRATION-MOWR-Part(1)

Government of India

भारत सरकार

Ministry of Jal Shakti

जल शक्ति मंत्रालय

Department of Water Resources, River Development & Ganga Rejuvenation

जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग

(Administration Section)

प्रशासन अनुभाग

Shram Shakti Bhawan, Rafi Marg,

New Delhi, dated 20th June, 2025

OFFICE MEMORANDUM

Subject: Filling up the post of Administrative officer, Group 'B' Gazetted, Ministerial, in the Pay Matrix level 08 (Rs. 47600-151100) by promotion/ transfer on deputation basis in the National Museum, Janpath, New Delhi under Ministry of Culture, Govt. of India -reg.

The undersigned is directed to refer to Ministry of Culture's Letter (F.No. 2-1/2023-NM) dated 05.06.2025 (Copy Enclosed) for filling up the post of Administrative officer, Group 'B' Gazetted, Ministerial, in the Pay Matrix level 08 (Rs. 47600-151100) for inviting applications of officers willing to fill up the above mentioned post may go through letter enclosed and to circulate the same.

Encl: As Above



(Raju)

Under Secretary to the Govt. of India

Tel No. 011-23738126

Email: usadmn-mowr@nic.in

To,

1. Wings Head/Division Head.
2. PPS to Secretary DoWR/Sr. PPS to AS(Admin).
3. For uploading on Intranet.

2784110
e-Off. No. /DOWR/CR
Date 17/6/25

F.No. 2-1/2023 - NM - 575
Government of India
Ministry of Culture
Shastri Bhawan
New Delhi - 110001



To

All Ministries/Departments of Government of India, Attached & Subordinate Offices/
autonomous Organization.

Sub:- Filling up the post of Administrative officer, Group 'B' Gazetted, Ministerial, in the Pay Matrix level 08 (Rs. 47600-151100) by promotion/transfer on deputation basis in the National Museum, Janpath, New Delhi under the Ministry of Culture, Govt. of India.

Sir,

I am directed to say that it is proposed to prepare a panel for filling up the post of Administrative officer, Group 'B' Gazetted, Ministerial, in the Pay Matrix level 08 (Rs. 47600-151100) by promotion/transfer on deputation basis in the National Museum, Janpath, New Delhi, a subordinate office under the Ministry of Culture from the Officers under the Central Government and their attached /subordinate Offices/Autonomous Organizations.

2. Detailed particulars, eligibility requirements etc. in respect of the posts are enclosed (Annexure-I). Persons selected on deputation basis will be entitled to the normal deputation terms as admissible under the Central Govt. Rules in force from time to time. 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 or department shall ordinarily not exceed three years.

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

4. It is requested that particulars of eligible and willing officers working in your Ministry/departments/ attached/ subordinate offices, duly verified and counter-signed by the employer may be forwarded through proper channel in the attached proforma (Annexure - II) along with copy of their up-to-date Annual Performance & Assessment Report duly attested by officers not below the rank of Under Secretary for the last five years and Integrity Certificate / Vigilance Clearance and Penalty Statement imposed during the last ten years so as to reach this office within 60 days from the date of publication of this circular in the Employment News / Rozgar Samachar. The applications may be sent at the following address:

The Administrative Officer
National Museum,
Janpath, New Delhi - 110011.

5. A candidate who applies for the post will not be allowed to withdraw his/ her candidature subsequently.

AS (A)
- on tour
DS (Admin)
18/06
18/06/2025

6. Applications received without up-to-date APARs/ Vigilance Clearance/ Integrity Certificates or otherwise found incomplete or received after the last date of application will not be entertained.

Yours faithfully,


Administrative Officer
National Museum
JANAKI, NEW DELHI-110011

To

1. Under Secretary (M-I), Ministry of Culture, Shastri Bhawan, New Delhi for display in the Notice Board of the Ministry and for uploading it on the website of the Ministry of Culture.
2. All the Ministries / Departments of Govt. of India with the request for further circulation of vacancy among all the attached / statutory or Autonomous Organizations under their control.
3. The Editor, Employment News (Advt.) Employment News, East Block IV, level - V, R. K. Puram, New Delhi - 110066 along with a gist of circular (in English and Hindi) with a request to publish in the Employment News / Rozgar Samachar/ A cutting of advertisement may be also supplied to this Ministry (through National Museum).
4. Director General, (Doordarshan), Doordarshan Bhawan, Copernicus Marg, New Delhi - 110001 with a request to telecast the vacancy in the Employment News Bulletin.
5. Director General (Resettlement Division), Ministry of Defense, West Block - IV, Wing - I, R. K. Puram, New Delhi for wide publicity among eligible officers.
6. All attached / Subordinate Offices/ Autonomous Organizations under Ministry of Culture.
7. Jatan Section for placing on the website of the National Museum.
8. National Career Service (NCS) Portal of Ministry of Labour & Employment (ddg-dget@nic.in)

PARTICULARS OF THE POST

1	Name of the post	Administrative officer
2	No. of the post	01 (One)
3	Scale of pay	Pay Matrix Level No. 08 (Rs. 47600-151100/-)
4	Classification	General Central Service Group 'B' Gazetted, Ministerial
5	Duties and responsibilities of the post	To supervise control and organize all work relating to the establishment, service and supply, stores, purchases, liveries, cash account, and budget etc., in the Administrative Department
6	Method of Recruitment	By promotion/transfer on deputation basis
	Eligibility	<p>Promotion/Transfer on deputation Transfer on deputation by:-</p> <p>(1) Officers under Central Government a)(i) holding analogous post; or</p> <p>(ii) with 3 years regular service in the pay Matrix Level No. 06 (35400-112400) (pre-revised PB - 2 Rs. 9300-34800 + 4200/- grade pay) or equivalent; or</p> <p>(iii) with 8 years regular service in the pay Matrix Level No. 05 (Rs.29200-92300/-) (pre-revised PB - 2 Rs. 5200-20200 + 2800/- grade pay) or equivalent; and</p> <p>b) Possessing experience in Administration, establishment and accounts matter.</p> <p>(2) The Departmental Jr. Administrative Officer with three years regular service in the grade will also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for appointment on deputation. Similarly deputationists shall not be eligible for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post hold immediately preceding this appointment in the same organization / department shall ordinarily not exceed 3 years).</p>
7	Educational Qualification	--

ANNEXURE-II

BIO-DATA/ CURRICULUM VITAE PROFORMA FOR FILLING UP THE POST OF
ADMINISTRATIVE OFFICER BY DEPUTATION 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 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 as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<p>Eligibility:-</p> <p>Promotion/Transfer on deputation</p> <p>Transfer on deputation by:-</p> <p>1) Officers under Central Government</p> <p>a)(i) Holding analogous post; or</p> <p>(ii) with 3 years regular service in posts in the Matrix Level No. 06 (35400-112400) (pre-revised PB – 2 Rs. 9300-34800 + 4200/- grade pay) or equivalent; or</p> <p>(iii) with 8 years regular service in posts in the Matrix Level No. 05 (Rs.29200-92300/-) (pre-revised PB – 2 Rs. 5200-20200 + 2800/- grade pay) or equivalent; and</p> <p>b) Possessing experience in Administration, establishment and accounts matter.</p> <p>(2) The Departmental Jr. Administrative Officer with three years regular in the grade with also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been by promotion.</p> <p>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. Similarly deputationist shall not be</p>	<p>Eligibility:-</p>

eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed 3 years).

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/Department	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
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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
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/ organization but still maintaining a lien in his parent cadre/ organization			
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 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 cadre.		
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 Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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. 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) professional training and (iii) work experience over and above prescribed in the Vacancy Circular /Advertisement) (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 Government and their attached subordinate offices are only eligible for "Absorption".		
# (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-----

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.

3. 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

(Employer/ Cadre Controlling Authority with Seal