

**F.No.18-8/2013- A&A**

Government of India  
Ministry of Culture

Ist Floor, CSL, Building,  
Shastri Bhavan, New Delhi

**Subject:- Filling up the post of Director General in National Archives of India under Ministry of Culture on deputation/contract basis.**

Applications are invited for appointment to the post of Director General, National Archives of India, New Delhi in the Pay Band Rs. 67,000-(annual increment @ 3%) - Rs.79,000/- General Central Service, Group 'A' Gazetted, Ministerial under Ministry of Culture by deputation or on contract basis.

2. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-I**.


3. Applications (in duplicate) in the given proforma (**Annexure-II**) by the eligible officers who can be spared in the event of selection may be sent through proper channel within 45 days of publication of the advertisement in the Employment News/Rozgar Samachar together with the following:

- (i) Up-to-date CR dossier of the applicant or clear photocopies of the ACRs for last five years duly attested by a Group 'A' Officer.
- (ii) A statement showing major or minor penalties, if any, imposed on the Officer.
- (iii) Integrity Certificate.
- (iv) Vigilance clearance in respect of the Officer.
- (v) Cadre clearance in respect of the Officer.

4. Applications received after the last date or otherwise found incomplete will not be considered. The Officers who apply for the post will not be allowed to withdraw their nomination subsequently.

5. The applications may be sent to Shri Dipankar Dutta, Under Secretary, Ministry of Culture, 1<sup>st</sup> Floor, Central Secretariat Library, Shastri Bhawan, New Delhi-110001.

6. Details including application format, Recruitment Rules for the post are also attached herewith.

  
(Dipankar Dutta)  
Under Secretary to the Government of India

## ANNEXURE-I

### PARTICULARS OF THE POST

(Qualifications, experience and other details required for the post)

1. Name of the post : Director General, National Archives of India, New Delhi
2. No. of the post : 1 (One)
3. Scale of pay : Pay Band Rs. 67,000-(annual increment @ 3%)  
- Rs.79,000/-
4. Classification : General Central Service, Group 'A' Gazetted Ministerial
5. Method of Recruitment : By deputation or on contract basis
6. Duties and responsibilities of the post : Apart from being the administrative head of the National Archives of India, the Director General of National Archives of India has the following broad

Duties and responsibilities:-

#### **I. Technical:**

1. To exercise overall responsibility for drawing up and implementation of the policy and programmes of the National Archives of India.
2. Preparation and editing of the volumes of records and historical manuscripts to be published by the National Archives of India.
3. Providing guidance to research scholars consulting records in the National Archives of India.
4. To accept custody of non-current records of Government fit for permanent preservation and to ensure their maximum preservation and utilization.

#### **II. Advisory:**

1. To co-ordinate and guide all the operations connected with public records of all Ministries and Agencies of the Government of India throughout the country in respect of their administration, preservation, and elimination.
2. To study and to oversee the implementation of the Archival Policy, Resolution of the Government of India and to submit a Report to Government every year on action taken by all Ministries and Agencies of the Government of India in the matter.
3. To advise State Government's manuscripts libraries and other records holding agencies throughout the country on the best method of organization of rehabilitation, disposal and utilization of records.

4. As (ex-officio) Secretary of the Indian Historical Records Commission to plan, organize and implement the business of the Commission.
5. As Convener of the National Committee of Archivists to plan, organize and implement its business.
6. To Plan and coordinate the work of the Regional Records Survey Committee, throughout the country and to publish the National Register of Private Archives.
7. To act as Vice-President of the National Guide Commission constituted by the Government of India for implementing UNESCO project for preparation of Guide to the sources of Asian History.
8. To act as Chairman of the Board of Studies for the School of Archival Studies.

7. Educational qualification and experience

**Essential:**

- (i) Master's degree from a recognized University or Institute.
- (ii) Eighteen years' experience (including research work) in History or Archives or Library Sciences or Information Technology out of which five years' experience shall be in the administration.

**Desirable:**

- (i) Bachelor's Degree in Management from a recognized University or Institute; or
- (ii) Diploma or Bachelor's Degree in Archival studies or related fields from a recognized University or Institute.

8. Source of Selection

**I. Deputation (ISTC)**

Officers under the Central Government or the State Governments or Union Territories or Public Sector Undertakings or Universities or recognized Research Institutions or Autonomous Organizations:-

- (a) (i) Holding analogous post on regular basis in the parent cadre or Department; or
- (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in post in the Pay Band 4 (Rs.37400-67000) and Grade Pay Rs.10,000/- or equivalent in the parent cadre or department; and

(b) Possessing the required educational qualifications and experience as mentioned under para 7 above.

Note: The maximum age limit for appointment by deputation shall not exceed **fifty-six years** as on the last date for receipt of applications.

## **II. On Contract basis**

Persons possessing the qualifications and experience as prescribed for appointment by deputation.

**Note 1 :** Appointment on contract basis shall be for a period of three years and may be extended for a period of further period of not exceeding three years or not exceeding the age of seventy years, whichever is earlier.

**Note 2 :** The maximum age limit for appointment on contract basis shall not exceed sixty seven years as on the closing date for receipt of applications.

**Note 3:** In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be as applicable to a Group 'A' Officer of the Central Government holding an analogous post.



**BIO-DATA PROFORMA**

(Application for the post of Director General, National Archives of India, New Delhi)

1. Name and address in Block Letters :
2. Date of Birth (in Christian Era) :
3. 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 qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same) :

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential: (i) (ii) (iii) (iv)		
<u>Desired:</u> (i) (ii) (iii) (iv)		

6. Please state clearly whether in the Light of entries made by you above, you meet the requirement 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.

Office / Institution/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of Duties

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 you belong

10. Additional details about present Employment. :

Please state whether working under

(a) Central Government

(b) State Government

(c) Autonomous Organizations

(d) Government undertakings

(e) Universities

11. Are you in Revised Scale of Pay? If yes, Give the date from which revision took place and also indicate the pre-revised scales :

12. Total emoluments per month now drawn :

13. Additional information, if any, which You would like to mention in support of your suitability for the post. Enclose a Separate sheet, if the space is insufficient. :

14. Whether belongs to SC/ST :

15. Remarks :

Signature of the Candidate

Address.....

.....

Date.....

**Forwarding note by the employer (for applications under deputation mode)**

It is certified that:

- (i) Information given in the above proforma is correct as per the service records of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the post.
- (vi) The CR/APAR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)



# भारत का राजपत्र

## The Gazette of India

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संस्कृति मंत्रालय

अधिसूचना

नई दिल्ली, 27 जनवरी, 2014

सा.का.नि. 65(अ).— राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और संस्कृति मंत्रालय, भारतीय राष्ट्रीय अभिलेखागार, महानिदेशक, समूह 'क' पद भर्ती नियम, 2009 को उन बातों के सिवाय अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पहले किया गया है या करने का लोप किया गया है, भारतीय राष्ट्रीय अभिलेखागार में महानिदेशक के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. संक्षिप्त नाम और प्रारंभ: (1) इन नियमों का संक्षिप्त नाम संस्कृति मंत्रालय, भारतीय राष्ट्रीय अभिलेखागार, महानिदेशक, (समूह 'क' पद) भर्ती नियम, 2013 है।  
(2) ये राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।
2. पद-संख्या, वर्गीकरण, वेतनबैंड और ग्रेड वेतन एवं वेतनमान : उनसे सम्बद्ध पद संख्या, उनका वर्गीकरण, वेतनबैंड और ग्रेड वेतन एवं वेतनमान वे होंगे, जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ 2 से स्तंभ 4 में विनिर्दिष्ट हैं।
3. भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि : उक्त पदों पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ 5 से स्तंभ 13 में विनिर्दिष्ट हैं।
4. निरर्हता : वह व्यक्ति -  
(क) जिसने ऐसे व्यक्ति जिसका पति या पत्नी जीवित है, से विवाह किया है ; या  
(ख) जिसने अपने पति या पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,  
उक्त पद पर नियुक्ति का पात्र नहीं होगा।

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. शिथिल करने की शक्ति : जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं उन्हें लेखबद्ध करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बावत, आदेश द्वारा शिथिल कर सकेगी।

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(1)



6. व्यावृत्ति :—इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

**अनुसूची**

पद का नाम	पदों की संख्या	वर्गीकरण	वेतन-बैंड और ग्रेड वेतन या वेतनमान	चयन पद या अचयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा	
(1)	(2)	(3)	(4)	(5)	(6)	
महानिदेशक	एक (2013)* *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	सामान्य केन्द्रीय सेवा समूह 'क' राजपत्रित-अनुसचिवीय	67000/- रु. - वार्षिक वेतन वृद्धि 3% की दर से -79000	लागू नहीं होता	लागू नहीं होता	
सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नति पाने वाले व्यक्तियों के मामले में लागू होंगी या नहीं	परिवीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति, भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति द्वारा या विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(7)	(8)	(9)	(10)	(11)	(12)	(13)
लागू नहीं होता	लागू नहीं होता	लागू नहीं होता	अल्पकालिक संविदा सहित प्रतिनियुक्ति या संविदा आधार पर	1. प्रतिनियुक्ति (आईएसटीएस) केन्द्रीय सरकार अथवा राज्य सरकार या संघ राज्यक्षेत्रों अथवा सार्वजनिक क्षेत्र के उपक्रमों या विश्वविद्यालयों अथवा मान्यता प्राप्त अनुसंधान संस्थाओं या स्वायत्त संगठनों के अंतर्गत वे अधिकारी :- (क) (i) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं ; या (ii) जिन्होंने मूल काडर या विभाग में वेतनबैंड 4 (37400-67000/- रु.) और 10000/-रु. के ग्रेड-वेतन या समतुल्य के पद पर नियमित आधार पर अपनी नियुक्ति के पश्चात् उस श्रेणी में तीन वर्ष सेवा की हो; और	खोज-सह-चयन समिति जिसमें निम्नलिखित होंगे :- 1. मंत्रिमंडल सचिव - (अध्यक्ष) 2. प्रधानमंत्री के प्रधान-सचिव - (सदस्य) 3. सचिव, कार्मिक और प्रशिक्षण विभाग (सदस्य) 4. सचिव (संस्कृति) (सदस्य)	संघ लोक सेवा आयोग से परामर्श आवश्यक नहीं है।

			<p>(ख) निम्नलिखित शैक्षिक अर्हताएं एवं अनुभव रखते हों:-</p> <p>(i) किसी मान्यताप्राप्त विश्वविद्यालय से स्नातकोत्तर उपाधि या समतुल्य ;</p> <p>(ii) इतिहास या अभिलेखागार या पुस्तकालय विज्ञान या सूचना प्रौद्योगिकी में 18 वर्षों का अनुभव (अनुसंधान कार्य सहित), जिसमें से पांच वर्षों का अनुभव प्रशासन के क्षेत्र में होना चाहिए।</p> <p>वांछनीय :</p> <p>i. किसी मान्यताप्राप्त विश्वविद्यालय या संस्थान से प्रबन्धन में स्नातक उपाधि ; या</p> <p>ii. किसी मान्यताप्राप्त विश्वविद्यालय या संस्थान से अभिलेखीय अध्ययन या संबंधित क्षेत्रों में डिप्लोमा या स्नातक उपाधि।</p> <p>टिप्पण :</p> <p>1. प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु-सीमा आवेदन प्राप्त करने की अन्तिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p> <p>(iii) संविदा के आधार पर ऐसे व्यक्ति जिनके पास प्रतिनियुक्ति द्वारा नियुक्ति के लिए यथा विनिर्दिष्ट अर्हताएं और अनुभव हैं।</p> <p>टिप्पण 1 संविदा के आधार पर नियुक्ति 3 वर्ष की अवधि के लिए होगी तथा इसे पुनः तीन वर्षों के लिए अथवा अधिकतम आयु-सीमा 70 वर्षों के लिए, जो भी पहले हो, तक बढ़ाई जा सकती है।</p> <p>टिप्पण 2 संविदा के आधार पर नियुक्ति के लिए अधिकतम आयु-सीमा आवेदन प्राप्त करने की अन्तिम तारीख को 67 वर्ष से अधिक नहीं होगी।</p> <p>टिप्पण 3 संविदा के आधार पर नियुक्ति के मामले में, पदधारी की सेवा के निबन्धन और शर्तें वही होंगी जो केन्द्रीय सरकार के सदृश</p>	<p>5. इतिहास या अभिलेखागार या पुस्तकालय विज्ञान या सूचना प्रौद्योगिकी के एक अथवा एक से अधिक क्षेत्रों से 3 विशेषज्ञ जिनका अनुमोदन, संस्कृति मंत्रालय- (सदस्यों) द्वारा अनुशंसा किए गए 5 विशेषज्ञों में से प्रधानमंत्री द्वारा किया जाएगा।</p> <p>टिप्पण: — खोज-सह-चयन समिति ऐसी नम्य पद्धति अपनाएगी जो वह संबंधित क्षेत्र में उत्कृष्ट योग्यता वाले व्यक्तियों का पता लगाने और उनके नामों पर विचार करने के लिए उचित समझे।</p>
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				पदधारण करने वाले समूह 'क' के अधिकारी पर लागू होती हैं।		
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[फा.सं. 6-3/2009-ए एंड ए]

श्रेया गुहा, संयुक्त सचिव

**MINISTRY OF CULTURE  
NOTIFICATION**

New Delhi, the 27th January, 2014

**G.S.R.65(E).**— In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Ministry of Culture, National Archives of India, Director General Group 'A' Post Recruitment Rules, 2009, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Director General, National Archives of India, namely:-

- Short title and commencement.** - (1) These rules may be called the Ministry of Culture, National Archives of India, Director General (Group 'A' Post), Recruitment Rules, 2013.  
(2) They shall come into force on the date of their publication in the Official Gazette.
- Number of post, classification, pay band and grade pay & pay scale** - The number of post, its classification, pay band and grade pay & pay scale attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these Rules.
- Method of recruitment, age limit, qualifications, etc.** - The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 13 of the aforesaid Schedule.
- Disqualification.** - No person,  
(a) who has entered into or contracted a marriage with a person having a spouse living, or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person,  
shall be eligible for appointment to the said post:  
Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
- Power to relax.**- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
- Saving.** - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	
1	2	3	4	5	6	
Director General	One (2013)* * Subject to variation dependent on workload	General Central Service, Group 'A' Gazetted, Ministerial	Rs.67,000 - annual increment @ 3% - 79,000	Not applicable	Not applicable.	
Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct	Period of probation, if any	Method of recruitment whether by direct recruitment or by	In case of recruitment by promotion or deputation or absorption from grades which	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be

	recruits will apply in the case of promotees		promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	promotion or deputation or absorption to be made		consulted in making recruitment
7	8	9	10	11	12	13
Not applicable	Not applicable	Not applicable	By deputation including Short-Term Contract or on Contract basis.	<p>(I)- <b>Deputation (ISTC)</b> Officers under the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or recognised research institutions or autonomous Organizations:-</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in post in the Pay Band 4 (Rs. 37,400-67,000) and Grade Pay Rs.10,000 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Master's Degree from a recognised University or Institute.</p> <p>(ii) eighteen years experience (including research work) in history or archives or library sciences or information technology out of</p>	<p>Search-cum-Selection Committee consisting of:-</p> <ol style="list-style-type: none"> <li>1. Cabinet Secretary – (Chairman)</li> <li>2. Principal Secretary to Prime Minister – (Member).</li> <li>3. Secretary, Department of personnel and Training – (Member).</li> <li>4. Secretary, (Culture) – (Member).</li> <li>5. Three experts drawn from one or more of the fields of history or archives or information technology or library science to be nominated by the Prime Minister from amongst five experts recommended by the Ministry of Culture – (Members).</li> </ol> <p>Note: The Search-cum-Selection Committee shall adopt such flexible procedure as it deems fit for seeking out and considering names of persons of outstanding ability in the respective fields.</p>	Consultation with Union Public Service Commission is not necessary.

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				<p>which five years' experience shall be in the administration.</p> <p><b>Desirable:</b></p> <p>(i) Bachelor's Degree in Management from a recognised University or Institute; or</p> <p>(ii) Diploma or Bachelor's Degree in archival studies or related fields from a recognised University or Institute.</p> <p>Note: 1. The maximum age limit for appointment by deputation shall not exceed fifty six years as on the last date for receipt of applications.</p> <p><b>(II) On Contract Basis</b></p> <p>Persons possessing the qualifications and experience as prescribed for appointment by deputation.</p> <p>Note 1: Appointment on contract basis shall be for a period of three years and may be extended for a further period of not exceeding three years or not exceeding the age of seventy years, whichever is earlier.</p> <p>Note 2: The maximum age limit for appointment on contract basis shall not exceed sixty seven years as on the closing date for receipt of applications.</p>		
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[F.No.6-3/2009-A&A]  
SREYA GUHA, Jt. Secy.