

F.No.A-4-18/2022-Estt-I
Government of India,
National Archives of India,
Ministry of Culture
Janpath, New Delhi-110001, the

28 NOV 2022

To,

Chief Secretariates of All State: Governments and Union Territories.

Sub:- Filling up 09 (Nine) posts of Superintendent, Group 'B', Non-Gazetted, Non-Ministerial in the Level-6 (Rs.35,400–1.12,400/-) by promotion failing which by 50% by promotion failing which by deputation and 50% by deputation as per Recruitment Rules (dated 02/08/2019) in the National Archives of India, New Delhi an attached office of Ministry of Culture, Govt. of India.

Sir,

I am directed to say that it is proposed to prepare a panel for filling up 09 (Nine) post of Superintendent Group 'B', Non-Gazetted, Ministerial in the Level 6 (Rs. Rs.35,400 – 1.12,400/-) by 50% by promotion failing which by deputation and 50% by deputation in the National Archives of India an attached office of Ministry of Culture from the Officers of the Central Government or State Governments or Union Territory Administrations or Autonomous or Statutory Organisations or Public Sector Undertaking or recognised University or Institute or Research Institutions.

2 Detailed particulars, eligibility requirements etc. in respect of the post are enclosed (Annexure-1). 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) 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 or department shall ordinarily not exceed three years.

3. The maximum age limit for the candidates for appointment should not exceed 56 years as on the closing date fixed for the receipt of applications.

4. It is requested that particulars of eligible and willing officers working in your departments/ Institution, duly verified and counter signed by the employer may be forwarded through proper channel in the attached proforma (Annexure-II) along with their up to date Confidential Report dossiers or Photocopy of APARS duly attested by officers not below the rank of Under Secretary on each page 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 45 days from the date of publication of this circular in the Employment News /Rozgar Samachar. The applications may be sent at the following address:

Dr. Sanjay Garg,
Deputy Director of Archives
National Archives of India,
Janpath, New Delhi-110001.

5. A candidate who applies for the post will not be allowed to withdraw his/her candidature subsequently.
6. Applications received without up-to-date Confidential Reports/ Vigilance Clearance/ Integrity Certificates or otherwise found incomplete or received after the last date of application will not be entertained.

Yours faithfully,

A.K. Jain

(A.K. Jain)

Assistant Director of Archives(Estt.)
National Archives of India,
Janpath, New Delhi-110001.

To

1. Under Secretary (A&A) Section, 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 National Archives of India.
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 Defence, West Block-IV, Wing 1, R. K. Puram, New Delhi for wide publicity among eligible officers.
6. All attached / Subordinate Offices/ Autonomous Organizations under Ministry of Culture.
7. Registrars of all Universities in India for publicity.
8. Computer Section for uploading on the website of the National Archives of India.



VACANCY CIRCULAR

Subject: - Filling up the post of Superintendent in National Archives of India, New Delhi, R.C. Puducherry, R.C. Jaipur Ministry of Culture, New Delhi.

Applications in duplicate are invited for filling up the post of Superintendent in the National Archives of India under Ministry of Culture on deputation basis. Scale of pay, eligibly conditions i.e. qualifications and experience, period of deputation and duties etc. are as indicated below:

Name of the post : Superintendent
Pay Scale : Pay Matrix Level -6 Rs. 35,400-1,12,400
Method of recruitment : Deputation
Eligibility : Officers under the Central or State Governments or Union Territories:

Deputation:

Officers under the Central or State Governments or Union Territories:

- a. (I) holding analogous post on regular a basis in the parent cadre or department I or
(II) With six years 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; or
(III) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix or equivalent in the parent cadre or department; and
- b. Possessing three years' experience in administration, establishment and accounts.

Note: - The department officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputation shall not be eligible for consideration for appointment by promotion.

Note :- 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 three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

ANNEXURE II

1. Post Applied for **Superintendent** in the National Archives of India, _____.
2. Name of Applicant _____
(in Block Letters)
3. Date of Birth _____
4. Whether SC/ST, if not _____
Say 'Neither'
5. Present post held and Since when _____
6. Classification and scale of _____
pay of the post held
7. Present pay with date and Scale of pay _____
8. Details of permanent or _____
Quasi-permanent post held
9. Educational and other special _____
Qualification
10. Brief service particulars _____
11. Details of experience _____
12. Date of return from last Ex-cadre post, if any _____

Date:

(Signature of Applicant)

TO BE FILLED BY HEAD OF DEPARTMENT/OFFICE

Certified that the particulars of the service given above are according to service records of the official and are correct.

Is is also certified that no vigilance case is pending or being contemplated against the above official and there is no doubt his integrity.

Signature of Head of Department/Office

