



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301 (उ०प्र०)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

Head Office : Jalmarg Bhawan, A-13, Sector-1, Noida-201 301 (U.P.)

Website: www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764



No. IWAI-12013(11)/1/2022-Admn

Date: 09.10.2025

To

As per enclosed list

Sub: Filling up of the post of Personal Assistant on deputation basis in IWAI-reg.

Sir,

IWAI intend to filling up the following post on deputation basis. The details advertisement is herewith enclosed for reference.

Sl. No.	Name of Post	Consolidated Pay/Pay-Scale	No. of Post	Method of Recruitment
1	Personal Assistant	Level 6 in the pay matrix as per 7 <sup>th</sup> CPC.	01	01 Post on Deputation basis.

It is requested that the applications of willing and eligible official may be sent to this Authority. The application in the prescribed proforma, along with attested photocopies of the ACR/APAR dossiers for the last five years of the concerned officer(s), Vigilance Clearance and Integrity Certificate, may kindly be sent to the undersigned positively by 24/11/2025.

Enclosures : As stated.

Yours faithfully

(Neeraj Singh)

Assistant Secretary(Admn & Rectt.)

E-Mail : nsingh@iwai.gov.in

Phone : 0120-2474050

1. The Secretary, Department of Agriculture Research & Education, Ministry of Agriculture, Room No 107 Krishi Bhawan, New Delhi -110001
2. The Secretary, Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers, A-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001
3. The Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi -110001
4. The Secretary, Ministry of Coal, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001
5. The Secretary, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110001
6. The Secretary, Department of Telecommunications, Ministry of Communications & Information Technology, Sanchar Bhawan, Rafi Marg, New Delhi -110001
7. The Secretary, Department of Posts, Ministry of Communications & Information Technology, Dak Bhawan, Sansad Marg, New Delhi -110001
8. The Secretary, Department of Food and Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Room no. 169 Krishi Bhawan, New Delhi - 110001
9. The Secretary, Ministry of Corporate Affairs, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
10. The Secretary, Ministry of Culture, C- Wing Shastri Bhawan, New Delhi-110001
11. The Secretary, Department of Defence, Ministry of Defence, 101 South Block, New Delhi-110001
12. The Secretary, Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011
13. The Secretary, Ministry of Disinvestment, Room No. 407, 4<sup>th</sup> Floor Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
14. The Secretary, Ministry of Drinking Water & Sanitation, C- Wing Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
15. The Secretary, Ministry of Earth Sciences, Mahasagar Bhawan, Block- 12, CGO Complex, Lodhi Road, New Delhi-110003
16. The Secretary, Ministry of Environment, Forest & Climate Change, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
17. The Secretary, Ministry of Finance, 3<sup>rd</sup> Floor Jeevan Deep Building, Sansad Marg, New Delhi-110001
18. The Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049
19. The Secretary, Ministry of Health & Family Welfare, C- Wing Nirman Bhawan, New Delhi-110001



20. The Secretary, Ministry of Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi-110001
21. The Secretary, Ministry of Home Affairs, Room No. 114, North Block, New Delhi-110001
22. The Secretary, Ministry of Housing & Urban Poverty Alleviation, Nirman Bhawan, Maulana Azad Road, New Delhi-110001
23. The Secretary, Ministry of Human Resource Development, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
24. The Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
25. The Secretary, Department of Justice, Ministry of Law and Justice, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
26. The Secretary, Ministry of Mines, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
27. The Secretary, Ministry of Micro Small & Medium Enterprises, Udyog Bhawan, Rafi Marg, New Delhi-110011
28. The Secretary, Ministry of Minority Affairs, 11<sup>th</sup> Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
29. The Secretary, Ministry of New & Renewable Energy, Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
30. The Secretary, Ministry of Overseas Indian Affairs, Akbar Bhawan, Chankyapuri, New Delhi-110021
31. The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
32. The Secretary, Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi-110001
33. The Secretary, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, North Block, New Delhi-110001
34. The Secretary, Ministry of Petroleum & Natural Gas, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
35. The Secretary, Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
36. The Secretary, Ministry of Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
37. The Secretary, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016
38. The Secretary, Ministry of Science and Technology, Department of Biotechnology, 7<sup>th</sup> Floor, Block -2 CGO Complex, Lodhi Road, New Delhi-110003

39. The Secretary, Ministry of Skill Development & Entrepreneurship, 2<sup>nd</sup> Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, Near Connaught Place, New Delhi-110001
40. The Secretary, Ministry of Social Justice & Empowerment, C-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
41. The Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001
42. The Secretary, Ministry of Steel, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
43. The Secretary, Ministry of Textiles, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
44. The Secretary, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi-110001
45. The Secretary, Ministry of Tribal Affairs, Room 738 Shastri Bhawan A- Wing, New Delhi-110001
46. The Secretary, Ministry of Urban Development, Nirman Bhawan C- Wing, Dr. Maulana Azad Road, New Delhi-110001
47. The Secretary, Ministry of Water Resources, River Development and Ganga Rejuvenation, Room No 412 Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
48. The Secretary, Ministry of Women and Child Development, Shastri Bhawan A – Wing, Dr. Rajendra Prasad Road, New Delhi-110001
49. The Secretary, Ministry of Youth Affairs and Sports, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
50. Chairman, Central Board of Direct Taxes, North Block, New Delhi-110001.
51. Chief Secretary, Government of Arunachal Pradesh, Secretariat, Itanagar - 791111.
52. Chief Secretary, Government of Assam Secretariat Block –C 3<sup>rd</sup> Floor, Dispur, Guwahati-781006
53. Chief Secretary, Government of Bihar, Old Secretariat, Rajbansi Nagar, Patna, Bihar -800015
54. Chief Secretary, Government of Chhattisgarh D K S Bhavan Mantralay Raipur - 492001
55. Chief Secretary, Government of Goa, Secretariat, Porvorim, Goa- 403001
56. Chief Secretary, Government of Gujarat, Block No.1, 3<sup>rd</sup> Floor, New Sachivalaya Complex, Gandhi Nagar-382010
57. Chief Secretary, Government of Haryana, Secretariat, Chandigarh -160001
58. Chief Secretary, Government of Himachal Pradesh Secretariat Shimla -171001
59. Chief Secretary, Government of Andhra Pradesh Secretariat Hyderabad-500022
60. Chief Secretary, Government of Jammu & Kashmir, Civil Secretariat, Srinagar-190001



61. Chief Secretary, Government of Jharkhand, Secretariat, Ranchi – 834001
62. Chief Secretary, Government of Karnataka 3<sup>rd</sup> Floor, Vidhan Sabha Secretariat, Bangalore -560001
63. Chief Secretary, Government of Kerala Secretariat, Thiruvanthapuram -695001
64. Chief Secretary, Government of Maharashtra, 5<sup>th</sup> Floor Main Building Mantralaya, Mumbai-400032
65. Chief Secretary, Government of Madhya Pradesh, Vallabh Bhawan Mantralaya, Bhopal- 462003
66. Chief Secretary, Government of Manipur, Room No.171, South Block Secretariat, Imphal -795001
67. Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong-793001
68. Chief Secretary, Government of Mizoram, Civil Secretariat Block- C, Aizawl-796001
69. Chief Secretary, Government of Nagaland Secretariat Kohima -797001
70. Chief Secretary, Government of NCT of Delhi, New Secretariat Building, I. P. Estate, New Delhi-110002
71. Chief Secretary, Government of Odisha Secretariat, Bhubaneswar-751001
72. Chief Secretary, Government of Puducherry, Secretariat 1, Beach Road, Puducherry- 605001
73. Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh -160001
74. Chief Secretary, Government of Rajasthan Secretariat, Jaipur- 302005
75. Chief Secretary, Government of Sikkim Secretariat, Gangtok -737101
76. Chief Secretary, Government of Tamil Nadu Secretariat, Chennai -600009
77. Chief Secretary, Government of Telangana Secretariat, Hyderabad -500022
78. Chief Secretary, Government of Tripura, Civil Secretariat, Agartala -799001
79. Chief Secretary, Government of Uttar Pradesh, Lal Bahadur Shastri Bhawan, UP Secretariat, Lucknow-226001
80. Chief Secretary, Government of Uttarakhand, Uttarakhand Secretariat, 4B Subhash Road, Dehradun -248001
81. Chief Secretary, Government of West Bengal, Writers Building, Kolkata-700001
82. Chief Secretary, Government of U. T. of Andaman & Nicobar Islands, Secretariat Port Blair, Andaman -744101
83. Adviser to Administrator, U. T. of Chandigarh Secretariat, Sector 9 Chandigarh-160001.
84. Administrator Union Territory, Dadra & Nagar Haveli Secretariat, Silvassa-3962305
85. Administrator U.T, Daman & Diu Secretariat, Moti, Daman-396220

86. Administrator U.T, Lakshadweep Secretariat, Lakshadweep House, Kavratti-682555
87. The Chairman, Kolkata Port Trust, 15 Strand Road, Kolkata -700001 West Bengal
88. The Chairman, Chennai Port Trust, 1 Rajaji Selai, Chennai -600001
89. The Chairman, Jawaharlal Nehru Port Trust, Admn. Building, Sheva Uran, Navi Mumbai
90. The Chairman, Kandla Port Trust, Sector -8 Gandhiham, Gujarat- 370201
91. The Chairman, Mormugoa Sada Vasco da Gama Goa -403804
92. The Chairman, Mumbai Port Trust, Port House, Shoorji Vallabhadas Marg, Mumbai-400001
93. The Chairman, New Mangalore Port Trust, Near Panambur Beach, Panambur Mangaluru, Karnataka -575006.
94. The Chairman, Paradip Port Trust, Paradip Port -754142 Odisha.
95. The Chairman, VOC Port Trust, Tuticorin-628004 Tamil Nadu.
96. The Chairman, Visakhapatnam Port Trust, Police Colony Road, Nearby Children's Park Srinivasa Nagar, Madhavadhara, Visakhapatnam, Andhra Pradesh-530008.
97. The Chairman, Kamarajar Port Limited, Puzhuthivakkam Madipakkam, Chennai, Tamil Nadu
98. The Chairman, Gujarat Maritime Board, Sector 10A, Gandhinagar, Gujarat - 382010
99. The Shipping Corporation of India, 5<sup>th</sup> Floor Shipping House, 245 Madame Cama Road, Mumbai -440021
100. The Chairman, Directorate General of Shipping, 9<sup>th</sup> Floor Beta Building, i-Think Techno Campus, Kanjurmarg, East Mumbai-400042.
101. The Director General, Council of Scientific and Industrial Research(CSIR) Anusandhan Bhawan, 2 Rafi Marg, New Delhi -110001.
102. The Under Secretary (Coordination), Ministry of Ports, Shipping and Waterways, Transport Bhawan, Parliament Street 1, New Delhi – 110001.
103. The Secretary, Rail Bhawan, Ministry of Railways, 256-A, Raisina Road, Rajpath Area, Central Secretariat, New Delhi, 110001.





**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
 (Ministry of Ports, Shipping & Waterways, Govt. of India)  
 A-13, Sector -1, Noida – 201301 (U.P.)  
 Phone: 0120 – 2474050 & 2544036

**Employment Notice No. IWAI-12013(11)/1/2022-Admn Dated 25.09.2025**

IWAI invites application from Indian Nationals working in offices of Central/State Govt./Public Sector Undertakings/Statutory or Autonomous bodies for filling up of one vacant post of **Personal Assistant** on deputation basis, initially for a period of 03 years for posting at IWAI, Noida.

The last date for receipt of application is 45 days from date of publication of this advertisement in Employment News. Applications in prescribed proforma Through Proper Channel to be addressed to the Assistant Secretary (Admn.& Esstt.), IWAI, A-13, Sector-1, Noida-201301 (U.P.), along with self-attested copies of certificates, last 5 year's APAR's, etc. through Registered Post / Speed Post only. For further details, visit <[www.iwai.nic.in](http://www.iwai.nic.in)>.

Sd/-  
**SECRETARY**



**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
 (Ministry of Ports, Shipping & Waterways, Govt. of India)  
 A-13, Sector -1, Noida – 201301 (U.P.)  
 Phone: 0120 – 2474050 & 2544036

**Employment Notice No. IWAI-12013(11)/1/2022-Admn Dated 25.09.2025**

Inland Waterways Authority of India (IWAI) invites application from Indian Nationals working in offices of Central/State Governments/Public Sector Undertakings/Statutory or Autonomous bodies for filling up of the one vacant post of **Personal Assistant** on deputation basis for a period of three years at Head Office, Noida. The post carries all India transfer liability at IWAI, Offices as detailed below:

Sl. No.	Name of Post	Consolidated Pay/Pay-Scale	No. of Post	Method of Recruitment
1	Personal Assistant	Level 6 in the Pay Matrix as per 7 <sup>th</sup> CPC.	01	Deputation basis 01 (One) post for Head Office Noida / transferable to other IWAI, Offices.

2. The details of eligibility criteria, age-limit etc. of the aforesaid post, proposed to be filled up on deputation basis, is as detailed below:

**Eligibility Criteria:**

Officers in the Central / State Govt. / Statutory or Autonomous Bodies / Public Sector Undertaking ;

- (a) (i) Holding analogous posts.  
 (ii) with 5 years' service in the level 4 of 7<sup>th</sup> CPC.
- (b) Possessing the educational qualifications  
 (i) Matriculation or equivalent certificate from a recognized Board/University.  
 (ii) Speed in shorthand at 120 w.p.m.  
 (iii) Speed in Typing 40 w.p.m.

**Desirable:**

- (i) Degree of recognized University.  
 (ii) 2 year's experience in Government office or Corporations/Registered firms

**Age Limit:** Not exceeding 56 years on the closing date of application.



### GENERAL INFORMATION

1. The Authority is following Central Govt. Rules & Regulations in service matters. Leased accommodation and medical reimbursement are provided as per rules of the Authority.
2. The post has all India transfer liability.
3. Mere possession of essential qualifications will not entitle a candidate to be selected for the post. The decision of the Authority as to the eligibility of a candidate shall be final and no correspondence in this regard will be entertained.
4. Canvassing in any form shall be ground for disqualification.
5. Application should be sent either in Hindi or English duly signed with photograph, Self Attested copies of certificates of educational qualifications, experience etc.
6. Persons working in Central/State Governments/UTs/PSUs/ Statutory or Autonomous Bodies should submit their application Through Proper Channel. If any delay is anticipated, advance copy of the application may be sent so as to reach before the closing date. Incomplete application or applications received after the due date or application not received through proper channel are liable to be rejected.
7. Copies of APAR's, for the past 5 years (from 2020-2021 onwards) along with vigilance clearance, Integrity certificate, self attested testimonials / documents in support of the eligibility criteria as stipulated in the advertisement are also required to be enclosed.
8. The interested candidates may send their application, within a period of 45 days from the date of publication of this advertisement in Employment News in a closed envelope superscribing **"Application for the post of Personal Assistant on deputation basis, against Employment Notice No. IWAI-12013(11)/1/2022-Admn Dated 25.09.2025"** to the Assistant Secretary (Admn.& Estt.), Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.).

Sd/-  
SECRETARY

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**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
(Ministry of Ports, Shipping and Waterways, Govt. of India)  
Head Office, A-13, Sector -1, Noida, U.P -201301  
Phone : 0120 – 2474050 & 2544036

**PROFORMA**

**APPLICATION FOR THE POST OF : PERSONAL ASSISTANT (ON DEPUTATION BASIS).**

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication :  
(with Pin Code, Telephone number & Email ID) :
4. Permanent Address :
5. (a) Date of Birth (in Christian era) :  
(b) Age as on closing date of application :
6. Nationality :
7. Whether belongs to SC/ST/OBC/Ex-Serviceman/PH :
8. Whether working in any Central/State/UT/Autonomous body/PSU/Port Organization/Semi-Govt.
9. Educational/Professional Qualifications (kindly indicate and enclose copy).
10. Experience : (including present employment)

Self-Attested  
Photograph

Sl. No.	Name of Employer	Designation of The post held & nature of appointment	Pay scale/ Salary(CDA/ IIDA)	Date of Joining	Date of Leaving and Reasons for leaving	Nature of Duties performed

11. Languages Known :
12. Any other information such as experience, training, publication etc. in support of suitability for the Post :

**UNDERTAKING**

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief. I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date : .....

Place : .....

Address.....  
.....



**CERTIFICATE**

**(To be filled in by the Parent Office / Department)**

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
4. Photocopies of complete and upto date ACR /APAR dossier of the officer for the last five years, from 2020-21 onwards duly attested, on each page enclosed.
5. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature  
Name & Designation of the Head of the Department /  
Authorized Signatory with seal  
Telephone Number

No. F. 2-3/2025 - NM 836

Government of India

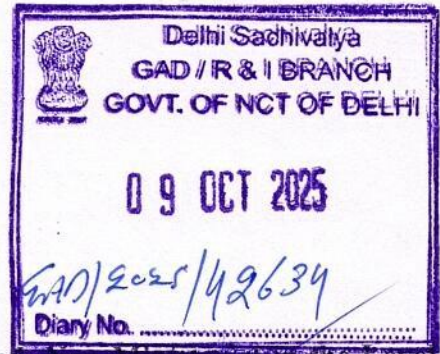
Ministry of Culture

National Museum

Janpath, New Delhi - 110011

09 OCT 2025

03 OCT 2025



To

Chief Secretariats of All State: Governments and Union Territories.

**Sub: - Filling up of post of Curator (Display), Group 'A', Gazetted, Non-Ministerial in the Level - 11 (Rs. 67700 - 208700/-) by deputation (including short-term contract) in the National Museum, New Delhi under the Ministry of Culture, Govt. of India.**

Sir/Madam,

I am directed to say that it is proposed to prepare a panel for filling up the post of Curator (Display), Group 'A', Gazetted, Non-Ministerial in the Level - 11 (Rs. 67700 - 208700/-) by deputation (including short-term contract) in the National Museum, New Delhi, a subordinate office under the Ministry of Culture from the Officers under the Central Govt. / State Govt. / Universities / Statutory or Autonomous Organizations.

2. Detailed particulars, eligibility requirements etc. in respect of the post 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 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 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:

Zahid Ali Ansari  
Administrative Officer  
National Museum,  
Janpath, New Delhi  
New Delhi - 110001

9.x.25  
Secy (Secy)

9/x



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.
7. It may be noted that this is a Deputation (including short-term contract) post and is open for existing Government officials only.

Yours faithfully,



(Zahid Ali Ansari)  
Administrative Officer  
National Museum,  
Janpath, New Delhi  
Tel. No. 011-23019272

admnmnd@gmail.com.

प्रशासनिक अधिकारी / Administrative Officer

राष्ट्रीय संग्रहालय / National Museum

नई दिल्ली-110011 / 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. Registrars of all Universities in India for publicity.
8. Jatan Section for placing on the website of the National Museum.
9. National Career Service (NCS) Portal of Ministry of Labour & Employment ([ddg-dget@nic.in](mailto:ddg-dget@nic.in))



## PARTICULARS OF THE POST

1	Name of the post	: <b>Curator (Display)</b>
2	No. of the post	1 (one)
3	Scale of pay	Matrix Level – 11 (Rs. 67700 - 208700/-)
4	Classification	General Central Service Group 'A' Gazetted Non-Ministerial
5	Duties and responsibilities of the post	<ol style="list-style-type: none"> <li>1. To perform all the task of Mounting the National/ International exhibition in National Museum.</li> <li>2. To provide all material for exhibitions and galleries of museum.</li> <li>3. Designing of the exhibition, printing of label and all other material related to the exhibition gallery.</li> <li>4. Making/repairing showcases.</li> <li>5. Displaying the antiquities in showcases.</li> <li>6. Preparing the lay out plan of the gallery.</li> <li>7. Arrangement of Museum lighting in the Galleries and Museum.</li> <li>8. Painting of the Galleries and Museum premises.</li> <li>9. To provide better storage facilities for the antiquities.</li> <li>10. To supervise all the staff of Carpentry section and coordination with Exhibition Cell</li> <li>11. To deal all matters related to CPWD (Civil, Electric, Horticulture, AC plant, Solar Plant, water supply).</li> <li>12. To design and print all signage and labels of gallery, printing of publicity material etc.</li> <li>13. To maintain and monitor best environmental conditions as per museum norms for exhibited (galleries) and storage areas in the museum with the consultation of the Conservators.</li> </ol>
6	Method of Recruitment	By deputation (including short-term contract) failing which by direct recruitment
7	Qualification Required	<p>Officers under the Central Govt. or State Govt. or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Govt. or Statutory or Autonomous Organizations: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre / department; or  (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the posts in the Pay Matrix Level – 10 (Rs. 56100-177500/-) (pre-revised pay scale Rs.8000-13500/-) or equivalent in the parent cadre/ Department and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <p>(i) Bachelor's Degree in Architecture/ Design from recognized University/Institution or equivalent.</p>



		<p>(ii) Five years' experience in an Architectural office including experience of planning, organizing, presentation and setting up of temporary exhibitions and permanent galleries in the field of art and culture.</p> <p><b>Desirable:</b></p> <p>(i) Diploma in Museology from recognized university/institution or equivalent.</p> <p>(ii) Five years' experience in the relevant field in a museum of National or Regional importance under the central government/State Government/Union Territories.</p> <p>Note 1: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
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**BIO-DATA/ CURRICULUM VITAE PROFORMA FOR FILLING UP THE ONE POST OF CURATOR (DISPLAY) 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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
By deputation (including short-term contract) failing which by direct recruitment:  Officers under the Central Govt. or State Govt. or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Govt. or Statutory or Autonomous Organizations: -  (a) (i) holding analogous post on regular basis in the parent cadre / department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the posts in the Pay Matrix Level – 10 (Rs. 56100-177500/-) (pre-revised pay scale Rs.8000-13500/-) or equivalent in the parent cadre/ Department and  (b) Possessing the following educational qualifications and experience:  <b>Essential:</b>  (i) Bachelor's Degree in Architecture/ Design from recognized University/Institution or equivalent.  (ii) Five years' experience in an Architectural office including experience of planning, organizing, presentation and setting up	Eligibility: -  <b>Essential:</b>  <b>Desirable: -</b>



of temporary exhibitions and permanent galleries in the field of art and culture.

**Desirable:**

(i) Diploma in Museology from recognized university/institution or equivalent.

(ii) Five years' experience in the relevant field in a museum of National or Regional importance under the central government/State Government/Union Territories.

Note 1: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization / 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) shall not be exceeding 56 years as on the closing date of receipt of applications.

**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
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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 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 organization which is not following the Central Government Pay-scales, the latest salary slips 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. A 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)		
16.B Achievements: 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-----

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 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