



592/C

F.No. 01-9/3/2023-Estt-I Government of India, National Archives of India, Ministry of Culture

Janpath, New Delhi-110001, the

To,

Chief Secretariats of All State: Governments and Union Territories.

Sub:- Filling up 05(five) post of **Superintendent**, Group 'B', Non-Gazetted, Non-Ministerial in the Level-6 (Rs.35,400/- - Rs.1,12,400/-) 50% by promotion failing which by deputation and 50% by deputation as per Recruitment Rules (dated 02/08/2019 GSR N0. 557(E) in the National Archives of India, 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 05 (Five) post of **Superintendent**, Group 'B', Non-Gazetted, Non-Ministerial in the Level-6 (Rs.35,400/- - Rs.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 Govt. or State Govts. or Union Territory Administrations.

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.

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 /

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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,

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

To

 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.

 Director General, (Doordarshan), Doordarshan Bhawan, Copernicus Marg, New Delhi - 110001 with a request to telecast the vacancy in the

Employment News Bulletin.

 Director General (Resettlement Division), Ministry of Defense, West Block-IV, Wing 1, R. K. Puram, New Delhi for wide publicity among eligible officers.

 All attached / Subordinate Offices/ Autonomous Organizations under Ministry of Culture.

Registrars of all Universities in India for publicity.

8. Computer Section for uploading on the website of the National Archives of India.

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### VACANCY CIRCULAR

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

Applications in duplicate are invited for filling up the post of Superintendant 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

: Superintendant

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; 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 organistation 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.

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# **ANNEXURE II**

Post Applied for	Superintendent in the National Archives of India
2. Name of Applicant	
(in Block Letters)	
3. Date of Birth	1,000
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	The section of the property of the section of the s
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

File No.4-26(Deputation)/2023-Estt-I
Government of India,
National Archives of India,
Ministry of Culture
Janpath, New Delhi-110001, the

- 2 SEP 2024

To,

Chief Secretariats of All State: Governments and Union Territories.

Sub:- Filling up 01(One) post of Scientific Officer Group 'B', Gazetted, Non-Ministerial in the Level-8 (Rs. 47600-151100/-), Level-9 (Rs.53100-167800/-) as Non Functional Selection Grade after four years by deputation including short-term contract basis as per Recruitment Rules (dated 06/09/2022, GSR N0. 685 (E) in the National Archives of India, 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 01 (one) post of Scientific Officer Group 'B', Gazetted, Non-Ministerial in the Level-8 (Rs. 47600-151100/-), Level-9 (Rs. 53100-167800/-) as Non Functional Selection Grade after four years by deputation including short-term contract basis in the National Archives of India, New Delhi, an attached office of Ministry of Culture from the Officers of the Central Govt. or State Govts. or Union Territory Administrations or Statutory or Autonomous Organisations or Public Sector Undertaking or recognised University or Institute or Research Institutions.

- 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.

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- 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,

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

To

 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

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Employment News Bulletin.

- Director General (Resettlement Division), Ministry of Defense, 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.

 Computer Section for uploading on the website of the National Archives of India.

# ANNEXURE-I

PARTICULARS OF THE POST

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······································	TIC	ULARS OF THE POST
	:	Scientific Officer
	:	01 (One)
Scale of Pay		Pay Matrix Level - 8 (Rs.47,600/ Rs.1,51,100/-), Level-9 (Rs. 53100-167800/-) as Non Functional Selection Grade after four years
Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
e or prign to diversioned per proper or property		<ol> <li>To supervise and guide the branches concerned in the work relating to repair, binding, lamination and restoration of documents.</li> <li>To supervise the work of Conservation Research Laboratory comprising of 'Research and Development' activities of paper testing, ink testing, photography, fluorescent and ultraviolet ray photography, repair and rehabilitation of records and special treatment of records.</li> <li>To work on and guide about the use of insecticides and fumigation techniques of vacuum and vault fumigation etc.</li> <li>To impart training in One Year Diploma Course in Archives and Record Management and Short Term Courses in Conservation and Reprography.</li> <li>To render, on the spot direction and technical guidance to the Assistant Chemists, Preservation Assistants, Binders, Menders working under them.</li> <li>Any other duty assigned by the Director-General of Archives from time to time.</li> </ol>
Method of Recruitment	·	By promotion failing which by deputation including short-term contract.
Educational Qualification		Officers under the Central Governments or State Governments or Union Territory administration or public sector undertaking or recognised university or recognised research institution or Autonomous or statutory organisation.  a) i) holding analogous posts on a regular basis in the parent cadre or department; or  ii) with two years service rendered after appointment to the post on a regular basis in Level-7(Rs.44900-142400/-) in the pay matrix or equivalent in the parent cadre or department; or  iii) with six years service rendered after appointment to the post on a regular basis in the Level-6(Rs.35400-112400/-) in the pay matrix or equivalent in the parent
	Name of Post No. of the post Scale of Pay  Classification  Duties and responsibilities of the post  Method of Recruitment	Name of Post No. of the post Scale of Pay  Classification  Duties and responsibilities of the post  Method of Recruitment  Method of Recruitment

#### Essential:

- (A). (i) Master's degree in Chemistry or 'Physics or Bachelor of Engineering or Bachelor of Technology in Paper Technology from a recognised University;
  OR
- (B). (i) Bachelor's degree in Chemistry or Physics from a recognised University or Institute; and
- (ii) Three years' experience of research or teaching in a recognised educational institution or working in an Institution holding archival collections.

#### Desirable:

- (i) Diploma or certificate in Computer applications or information technology from a recognised institute.
- Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.
- Note 2: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates belonging to scheduled castes or scheduled tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Deputation (including short-term contract):-

Note 1: 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, deputationists shall not be eligible for consideration for appointment by promotion.

- Note 2: 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 or department of the Central Government shall ordinarily not to exceed three years.
- Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

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# ANNEXURE-II

# BIO-DATA /CURRICULUM VITAE PROFORMA FOR FILLING UP THE POST OF Scientific Officer IN NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI-110001.

1.	Name and Address (In Block Letters)	*
2.	Date of Birth (in Christian era)	
3 (i)	Date of entry into service	
3 (ii)	Date of retirement under Central/ State Government Rules	le de la company
4	Educational Qualifications	
post al equiva	/hether Educational and other qualifications required for the re satisfied. (If any qualification has been treated as lent to the one prescribed in the Rules, state the ity for the same)	
	cations/ Experience required as mentioned in the sement/ vacancy circular	Qualifications/experience possessed by the officer
Union recogni Autono a) i) hol	s under the Central Governments or State Governments or Territory administration or public sector undertaking or sed university or recognised research institution or mous or statutory organisation.  ding analogous posts on a regular basis in the parent cadre department; or	Eligibility:-
on a matri	th two years service rendered after appointment to the post regular basis in Level-7(Rs.44900-142400/-) in the pay x or equivalent in the parent cadre or department; or	
on a	th six years service rendered after appointment to the post regular basis in the Level-6(Rs.35400-112400/-) in the pay x or equivalent in the parent cadre or department; and ial:	Maria Baraki eksi gelerakesi o uhi nel oferbiyake T
A). (i) Engine	Master's degree in Chemistry or Physics or Bachelor of ering or Bachelor of Technology in Paper Technology from nised University;	Essential :
B). (i)	Bachelor's degree in Chemistry or Physics from a sed University or Institute; and	
	e years' experience of research or teaching in a recognised onal institution or working in an Institution holding archival ins.	
)esirab	No. 1 week that he are so, were well as the continuent and the last	
) Diplo	ma or certificate in Computer applications or information ogy from a recognised institute.	Desirable:-
Public S ase of	Qualifications are relaxable at the discretion of the Union ervice Commission for reasons to be recorded in writing, in candidates otherwise well qualified.  The qualification regarding experience is relaxable at the	

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discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates belonging to scheduled castes or scheduled tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Deputation (including short-term contract):-

Note 1: 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, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty six 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 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	From	То	*Pay Band and	Nature of
	regular basis		and the second	Grade Pay/ Pay	Duties (in
	1 12/4 ( Spreign	PE. LEWING		Scale of the post	detail)
				held on regular	Highlighting
¥		-	***	basis	experience
	.A. 1. 25 9 (NISE. 1)	[11] [20 oet 20 11.		の 10年間 18日本 (10日間 10日間 10日間 10日間 10日間 10日間 10日間 10日間	required for the
	AMILIAN INNER				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;

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	Pay, Pay Band, and Gr drawn under ACP/ MAG Scheme		То
Nature of present employees     Permanent or Permanent	loyment i.e. Adhoc or Tent		
<ol><li>In case the present em basis, please state.</li></ol>	nployment is held on de	putation/ contract	
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
such officers should be for along with Cadre Clearance 9.2 Note: Information under all cases where a person cadre/ organization but cadre//organization	e, Vigilance Clearance a er Column 9(c) & (d) al is holding a post on c	and Integrity certificate bove must be given in deputation outside the	resignation of the control of the co
<ol><li>If any post held on Dep return from the last dep</li></ol>	outation in the past by thoutation and other detail		
Please state whether employer against the real Covernment by State Government conductor Autonomous Organd Government underte Universities	working under (indica elevant column) nt nization		
Please state whether employer against the real Covernment by State Government conductor Autonomous Organd Government undertune Universities for Others  12. Please state whether your are in the feeder grade	working under (indicatelevant column)  nt  nization taking  you are working in the soor feeder to feeder gra	ate the name of your came Department and de.	
Please state whether employer against the real Central Government b) State Government c) Autonomous Organd) Government underte) Universities f) Others  12. Please state whether yare in the feeder grade  13. Are you in Revised Scathe revision took place	working under (indicatelevant column) int inization taking you are working in the sor feeder to feeder grante and also indicate the properties of the proper	ate the name of your came Department and de. the date from which	
Please state whether employer against the real Covernment by State Government conductor Autonomous Organd Government undertune Universities for Others  12. Please state whether you are in the feeder grade  13. Are you in Revised Sca	working under (indicatelevant column) int inization taking you are working in the sor feeder to feeder grante and also indicate the properties of the proper	ate the name of your came Department and de. the date from which	Total Emoluments
Please state whether employer against the real Covernment by State Government conductive Autonomous Organd Government underture Universities for Others  12. Please state whether you are in the feeder grade 13. Are you in Revised Scatter revision took place 14. Total emoluments per resulting Basic Pay in the PB	working under (indicatelevant column) int hization taking  you are working in the sor feeder to feeder granale of Pay? If yes, give to and also indicate the promonth now drawn  Grade Pay it belongs to an Orges, the latest salary seeders.	ate the name of your came Department and de. the date from which re revised scale anization which is n	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)	
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 <b>professional</b> 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)	30.464 980.49 880.41 880.1 871. (8
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)	Cashelles Repair abus. Cather gross 11.66588 5283
#The option of 'STC/Absorption/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	w 75660 550 pps leikes engsvendigt
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 UPSC/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

(Employer/ Cadre Controlling Authority with Seal)

F.No.A-4-23/2023-Estt-I
Government of India,
National Archives of India,
Ministry of Culture
Janpath. New Delhi-110001, the --

- 2 SEP 2024

To,

Chief Secretariats of All State: Governments and Union Territories.

Sub:- Filling up 02(Two) post of **Archivist (Oriental Records)** Group 'B', Gazetted, Non-Ministerial in the Level-8 (Rs.47,600/- - Rs.1,51,100/-) by promotion failing which by deputation including short-term contract basis as per Recruitment Rules (dated 24/12/2019, GSR N0. 378 in the National Archives of India, 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 02 (two) post of **Archivist (Oriental Records)**, Group 'B', Gazetted, Non-Ministerial in the Level-8 (Rs.47,600/- - Rs.1,51,100/-) by promotion failing which by deputation including short-term contract in the National Archives of India, New Delhi, an attached office of Ministry of Culture from the Officers of the Central Govt. or State Govts. or Union Territory Administrations or Statutory or Autonomous Organisations or Public Sector Undertaking or recognised University or Institute or Research Institutions.

- 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.

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- 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,

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

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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 Defense, 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.

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# ANNEXURE-I

PARTICULARS OF THE POST

		() ()	LARS OF THE POST
1	Name of Post	·	Archivist (Oriental Records)
2	No. of the post	:	02 (two)
3	Scale of Pay	:	Pay Matrix Level - 8 (Rs.47,600/ Rs.1,51,100/-)
4	Classification	:	General Central Service Group 'B' Gazetted
			Non-Ministerial
5	Duties and responsibilities of the post	÷	Duties of Archivist (Oriental Records):
			1 To supervise the work of the section for day-to- day supply and restoration of records and search
<u>.</u>	*		cases.
7			2. Appraisal, Arrangement, Classification and listing of Persian Records;
			3. Calendaring of Persian documents belonging to the Department, work relating to printing an
-			publication of the catalogue of Acquired documents and descriptive list of the same.
			4. Cataloguing and descriptive listing of Seals and
1 7 2			other work in Persian to be issued by the Department
			5. To provide guidance to research scholars in the selection of research material for research work in
			National Archives of India. 6. To deliver lectures to trainees of One Year
			Diploma Course and other short-term courses
			conducted by school of Archival Studies.  7. To organize exhibitions of documents for
			promotion of archival awareness. 8. Any other duties assigned by the Director
2			General of Archives from time to time.
6	Method of Recruitment	:	By promotion failing which by deputation including short-term contract.
7	Educational Qualification	1	Officers of the Central or State Government or
	<u>.</u>		Union territory administration or autonomous or statutory organization or Public Sector
	- , ×		Undertaking or recognised University/ or Institute or Research Institution:
-			(A) (i) holding analogous posts on a regular
	1		basis in the parent cadre or department; or
, i			(ii) with two years' service in the grade rendered after appointment thereto on a
		*	regular basis in posts in level 7 in the pay
3 ;			matrix or equivalent in the parent cadre or department; and
-			
			*

Essential:

- (i) Master's Degree in History with a paper in Indian History from a recognised University or Institute; and
- (ii) studied Sanskrit or Persian or Arabic language as a subject or paper at degree level or one year advanced diploma course in Persian language from a recognised University or Institute; and
- (iii) two years' experience in an archives office or Government Record Office in supervisory capacity or research or teaching in the relevant subject at under graduate level in a recognised Institution or University.

# Desirable:

- (i) Diploma in Archives and Records Management or Diploma or Certificate in Archival Science;
- (ii) Diploma or Certificate in Computer Application or information technology;
- (iii) Certificate of proficiency from a recognised University or Institute in foreign or other Indian classical languages like Tamil, Sanskrit, Telugu, Kannada, Malayalam, Odiya besides candidate's mother tongue.
- Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.
- Note 2: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Deputation (including short-term contract):-

Note 1: 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, deputationists shall not be eligible for consideration for

appointment by promotion.

Note 2: 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 or department of the Central Government shall ordinarily not to exceed three years. 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.

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# BIO-DATA /CURRICULUM VITAE PROFORMA FOR FILLING UP THE POST OF Archivist (Oriental Records) IN NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI-110001.

		,
1	Name and Address (In Block Letters)	
2.	Date of Birth (in Christian era)	
3 (i)	Date of entry into service	
3 (ii)	Date of retirement under Central/ State	=
( )	Government Rules	
4	Educational Qualifications	
	nether Educational and other qualifications required	
	post are satisfied. (If any qualification has been	
	as equivalent to the one prescribed in the	
	state the authority for the same)	
1.0010003	sules his districtly for the same,	*
Qualific	ations/ Experience required as mentioned in	Qualifications/experience
	ertisement/ vacancy circular	possessed by the officer
5110 01010	we a compared to the same of t	
Office	rs of the Central or State Government or	Eligibility:-
	territory administration or autonomous or	
	ory organization or Public Sector Undertaking	
	cognised University/ or Institute or Research	
Institu		4
(A) $(i)$	holding analogous posts on a regular	
	basis in the parent cadre or department;	
	or	
(ii)	with two years' service in the grade rendered	,
( )	after appointment thereto on a regular basis	
	in posts in level 7 in the pay matrix or	
	equivalent in the parent cadre or	
	department; and	
Panar	atiol.	
Esser		Essential:
. ,	Master's Degree in History with a paper in	
Indian	History from a recognised University or	
Institu	te; and	a *
(ii) s	studied Sanskrit or Persian or Arabic language	
. ,	ubject or paper at degree level or	
	vear advanced diploma course in Persian	
	age from a recognised University or Institute;	
_	age nom a recognised offiversity of institute,	
and		
	wo years' experience in an archives office or	
	nment Record Office in supervisory capacity	2
or res	earch or teaching in the relevant subject at	
under	graduate level in a recognised Institution or	
Unive	-	
4	,	

Desirable:

(i) Diploma in Archives and Records Management or Diploma or Certificate in Archival Science;

(ii) Diploma or Certificate in Computer Application or

information technology;

(iii) Certificate of proficiency from a recognised University or Institute in foreign or other Indian classical languages like Tamil, Sanskrit, Telugu, Kannada, Malayalam, Odiya besides candidate's mother tongue.

- Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.
- Note 2: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Deputation (including short-term contract):

Note 1: 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, deputationists shall not be eligible for consideration for appointment by

promotion.

Note 2: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another excadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. 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.

Desirable:-

5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as
men	tioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of
Circu	ular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main 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	From	To	*Pay Band and	Nature of
	regular basis			Grade Pay/ Pay	Duties (in
	7-9			Scale of the post	detail)
	2 1 3	as the party	abeteki.	held on regular	Highlighting
	x 1			basis	experience
A 9 A				* 1 *	required for the
	of the state of	Profits a Bracket	54 XX		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.

as below;		de Pay From	
Office/Institution	Pay, Pay Band, and Grad drawn under ACP/ MACF Scheme	То	
<ol><li>Nature of present em Permanent or Perma</li></ol>	ployment i.e. Adhoc or Te nent	mporary or Quasi-	
<ol><li>In case the present e basis, please state.</li></ol>	mployment is held on depu	utation/ contract	
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
such officers should be along with Cadre Clearan 9.2 Note: Information und all cases where a person	cers already on deputation forwarded by the parent ce, Vigilance Clearance and der Column 9(c) & (d) about is holding a post on det still maintaining a li	cadre/ Department d Integrity certificate we must be given in putation outside the	n erro. 7. and af
	eputation in the past by the urn from the last deputation		
- 10 A			ma en la la

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11. Additional details about Please state whether w name of your employer ag a) Central Government b) State Government c) Autonomous Organiza d) Government undertaki e) Universities f) Others	egifici edi p egiptori edes egiptori	Strain Markey - Taid Recognistics of the Art University of the Art	
<ol> <li>Please state whether you Department and are in the feeder grade.</li> </ol>	feeder grade or feeder to		
13. Are you in Revised Scale from which the revision to the pre revised scale	ok place and also indicate		
14. Total emoluments per mo			Tatal Casalmanata
Basic Pay in the PB	Grade Pay		Total Emoluments
following details may be e Basic Pay with Scale of Pay a rate of increment	nclosed nd Dearness Pay/ interim re Allowances etc. (with bre details)		Total Emoluments
	dotano		
for in support of your suitabilit may provide information wi qualifications (ii) professional to above prescribed in the Vacan (Note: Enclose a separate sh	th regard to (i) additiona raining and (iii) work experien cy Circular/Advertisement)	ce over and	Statistical Control of the Control o
16.B Achievements: The candidates are requested (i) Research publications and (ii) Awards/Scholarships/Offic (iii) Affiliation with the profess	I reports and special projects ial Appreciation		
<ul><li>(iv) Patents registered in own</li><li>(v) Any research/ innovative r</li><li>vi) Any other information.</li><li>(Note: Enclose a separate sh</li></ul>	name or achieved for the organization involving official reco	anization ognition	
<ul> <li>(v) Any research/ innovative r</li> <li>vi) Any other information.</li> <li>(Note: Enclose a separate sh</li> <li>17. Please state whether y</li> <li>Absorption/Re-employment</li> <li>(Officers under Central/S</li> </ul>	name or achieved for the organeasure involving official reconect if the space is insufficial ou are applying for deputant Basis.# State Governments are only of non- Government Organ	anization ognition ent) tion (ISTC)/ eligible for	

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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 UPSC/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.

	≈y •,		(Signature of the candidate)
Date			Address

# 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

(Employer/ Cadre Controlling Authority with Seal)

F.No.A-4-37/2022-Estt-I
Government of India,
National Archives of India,
Ministry of Culture
Janpath, New Delhi-110001, the

2 SEP 2024

To,

Chief Secretariats of All State: Governments and Union Territories.

Sub:- Filling up 02(Two) post of **Microphotographist**, Group 'B', Gazetted, Non-Ministerial in the Level-7 (Rs.44,900/- - Rs.1,42,400/-) by promotion failing which by deputation including short-term contract basis as per Recruitment Rules (dated 06/09/2022 GSR N0. 685(E) in the National Archives of India, 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 02 (two) post of **Microphotographist**, Group 'B', Gazetted, Non-Ministerial in the Level-7 (Rs.44,900/- - Rs.1,42,400/-) by promotion failing which by deputation including short-term contract in the National Archives of India, New Delhi, an attached office of Ministry of Culture from the Officers of the Central Govt. or State Govts. or Union Territory Administrations or Statutory or Autonomous Organisations or Public Sector Undertaking or recognised University or Institute or Research Institutions.

- 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.
- 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.

Contd...

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- 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,

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

To

 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

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.

 Director General, (Doordarshan), Doordarshan Bhawan, Copernicus Marg, New Delhi - 110001 with a request to telecast the vacancy in the

Employment News Bulletin.

 Director General (Resettlement Division), Ministry of Defense, West Block-IV, Wing 1, R. K. Puram, New Delhi for wide publicity among eligible officers.

 All attached / Subordinate Offices/ Autonomous Organizations under Ministry of Culture.

7. Registrars of all Universities in India for publicity.

 Computer Section for uploading on the website of the National Archives of India.

# ANNEXURE-I

		ICL	JLARS OF THE POST
1	Name of Post	ļ:	MICROPHOTOGRAPHIST
2	No. of the post	1:	2 (two)
3	Scale of Pay	1:	Pay Matrix Level - 7 (Rs.44,900/ Rs.1,42,400/-)
4	Classification	:	General Central Service Group 'B' Gazetted Non-Ministerial
5	Duties and responsibilities of the post		<ol> <li>Duties of Microphotographist:</li> <li>Supervising the working of photo-duplication Centers,</li> <li>Operating powerful and complicated Cameras and apparatus for film processing,</li> <li>Enlarging, positive printing, preparation of slides, still-photography and photographs reproduction in color etc.</li> <li>Handling the faded and brittle old documents involving special skill and responsibility.</li> <li>To impart training in One Year Diploma Course in Archives and Record Management and the Short Term Courses in Conservation and Reprography.</li> <li>Any other duty assigned by the Director-General of Archives from time to time.</li> </ol>
6	Method of Recruitment	:	By promotion failing which by deputation including short-term contract.
7	Educational Qualification		Officers of the Central Government or State Government or Union Territory Administration or Autonomous or statutory organisation or Public Sector undertaking or recognised university or recognised research institution:
	•		<ul> <li>a) i) holding analogous post on a regular basis in the parent cadre or department; OR</li> <li>ii) with five years' service rendered after appointment thereto on a regular basis in posts level-6 (Rs.35400-112400/-) in the pay matrix or equivalent in the parent cadre or department; and</li> <li>b) Possessing the following educational qualifications and experience:</li> </ul>
* g			Essential:  (A) (i) Master's Degree in physics or chemistry from a recognised university or institute; and  (ii) One year experience in reprography;  OR
· 1			(B) (i) Bachelor's Degree in physics or chemistry from a recognised university or institute; and (ii) Three years' experience in reprography.

# Desirable:

- (i) Diploma or certificate in reprography from a recognised institute.
- (ii) Diploma or certificate in computer applications or information technology from a recognised institute.

NOTE:1 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, deputationists shall not be eligible for consideration for appointment by promotion.

NOTE:2 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 organisation or department of the central government shall ordinarily not to exceed three years.

**NOTE: 3** The Maximum age-limit for appointment by deputation including short-term contract shall not be exceeding fifty six years as on the closing date or receipt of applications.

# ANNEXURE-II

# BIO-DATA /CURRICULUM VITAE PROFORMA FOR FILLING UP THE POST OF MICROPHOTOGRAPHIST IN NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI-110001.

1.	Name and Address (In Block Letters)	
2.	Date of Birth (in Christian era)	
3 (i)	Date of entry into service	
3 (ii)	Date of retirement under Central/ State	
()	Government Rules	
1	Educational Qualifications	
or the	hether Educational and other qualifications required post are satisfied. (If any qualification has been as equivalent to the one prescribed in the state the authority for the same)	
Qualifi he ad	cations/ Experience required as mentioned in vertisement/ vacancy circular	Qualifications/experience possessed by the officer
or Uni	s of the Central Government or State Government ion Territory Administration or Autonomous or ry organisation or Public Sector undertaking or ised university or recognised research institution:	Eligibility:-
ii) v ti ( ii <b>b)</b> F	nolding analogous post on a regular basis in the parent cadre or department; OR with five years' service rendered after appointment hereto on a regular basis in posts level-6 Rs.35400-112400/-) in the pay matrix or equivalent in the parent cadre or department; and Possessing the following educational qualifications and experience:	
	ial	Essential:
	Master's Degree in physics or chemistry from a recognised university or institute;	
	and One year experience in reprography;	
OR		The Artifact of the Control of the C
fr	sachelor's Degree in physics or chemistry from a recognised university or institute; and	Desirable:-
_ (ii) T	hree years' experience in reprography.	Desilable.
Desira (i)	ble:     Diploma or certificate in reprography from a recognised institute.	
(ii)	Diploma or certificate in computer applications or information technology from a recognised institute.	

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NOTE:1 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, deputationists shall not be eligible for consideration for appointment by promotion.

NOTE:2 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 organisation or department of the central government shall ordinarily not to exceed three years.

NOTE: 3 The Maximum age-limit for appointment by deputation including short-term contract shall not be exceeding fifty six years as on the closing date or 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 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	То	*Pay Band and Grade Pay/ Pay	Nature of Duties (in
		, le r e, li,		Scale of the post held on regular	detail) Highlighting
		e de la Company		basis	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	То
Nature of present of Permanent or Perma	employment i.e. Adhoc or Temporary manent	y or Quasi-	

<ol><li>In case the present employm basis, please state.</li></ol>	ent is held on dep	outation/	contract	
a) The date of initial b) Per appointment ap	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 alresuch officers should be forward along with Cadre Clearance, Vigilary Note: Information under Columbia cases where a person is hold cadre organization but still cadre organization	ed by the parer ance Clearance a mn 9(c) & (d) ab ding a post on d	nt cadre/ and Integr oove mus leputation	Department ity certificate t be given in	
<ol> <li>If any post held on Deputation applicant, date of return from other details.</li> </ol>	the last deputation	on and		
11. Additional details about presentate whether work name of your employer again a) Central Government b) State Government c) Autonomous Organization d) Government undertaking e) Universities f) Others	ing under (indic st the relevant co	ate the lumn)		
12. Please state whether you are Department and are in the fee feeder grade.	eder grade or fee	der to		
<ol> <li>Are you in Revised Scale of F from which the revision took p the pre revised scale</li> </ol>	place and also inc	ne date licate		
14. Total emoluments per month	now drawn			
Basic Pay in the PB	Grade Pay			Total Emoluments
15. In case the applicant belo Government Pay-scales, the following details may be enclo Basic Pay with Scale of Pay and rate of increment	e latest salary s	interim re	lief / other	ot following the Centra organization showing the Total Emoluments
16.A. Additional information, if for in support of your suitability for may provide information with qualifications (ii) professional train above prescribed in the Vacancy (Note: Enclose a separate sheet	f any, relevant to or the post. (This regard to (i) a ing and (iii) work Dircular/Advertise	among of additional experientment)	other things academic ce over and	
16.B <b>Achievements:</b> The candidates are requested to in (i) Research publications and re	ndicate informatio	n with re projects	gard to;	

<ul> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>vi) Any other information.</li> <li>(Note: Enclose a separate sheet if the space is insufficient)</li> </ul>	
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").	nicamente Sur Sura Maria Sura Maria
18 Whether belongs to SC/ST	FULL DEED FELLEN FOR ANY 1

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 UPSC/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.\_\_\_\_\_

# 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

(Employer/ Cadre Controlling Authority with Seal)

F.No.A-4-37(ii)/2022-Estt-I Government of India, National Archives of India, Ministry of Culture Janpath, New Delhi-110001, the

2 SEP 2024

Τo,

Chief Secretariats of All State: Governments and Union Territories.

Sub:- Filling up 02 (two) posts of **Assistant Microphotographist**, Group 'B', Non-Gazetted, Non-Ministerial in the Level-6 (Rs.35,400 – 1,12,400/-) by promotion failing which by deputation (including short-term contract) basis as per Recruitment Rules (dated 06/09/2022 GSR NO. 685 (E) 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 02 (two) post of Assistant Microphotographist, Group 'B', Non-Gazetted, Non-Ministerial in the Level 6 (Rs.35,400 - 1,12,400/-) by promotion failing which by deputation (including short-term contract) 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.

- 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 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:

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,

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

To

 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.

# ANNEXURE-I

# PARTICULARS OF THE POST

1	Name of Post	:	Assistant Microphotographist
2	No. of the post	:	02 (Two)
3	Scale of Pay	:	Pay Matrix Level - 6 (Rs. Rs.35,400 – 1.12,400/-)
4	Classification		General Central Service Group 'B' Non-Gazetted Non-Ministerial
5 and because of the second se		:	To Undertake the following items of work under the Technical Control and guidance of the Microphotographist and Assistant Microphotographist looking after of microphotographic and sophisticated reprographic equipments.
r éx-car spoins on or di dura for app	antened neleding period of a normal research to an admit a constant preparation and a constant prepara		<ol> <li>Microfilm cameras, plain paper copiers, Auto film processors, Enlargers, &amp; Film duplicators, etc.</li> <li>To check the microfilm rolls, Xerox copies and photocopies.</li> <li>Supply and Restoration of Microfilm for scholars.</li> <li>Maintenance of Reprographic Stores.</li> <li>To assist the Assistant Microphotographist Grade I in the mobile microfilming work which is undertaken on behalf of the Department.</li> <li>Any other duties assigned by the Director General from time to time.</li> </ol>
6	Method of Recruitment		by promotion failing which by deputation (including short-term contract).
7	Educational Qualification		Officer of the Central Government or State Government or Union territory Administrations or Autonomous or Statutory Organization or Public Sector Undertaking or Recognised University or Institute or Research Institution:  (A) (i) holding analogous posts on regular basis in the parent cadre or Department; OR  (ii) with six years' service rendered after appointment to the post on a regular basis in the Level-5 (Rs.29,200 – 92,300/-) in the Pay Matrix or equivalent in the parent cadre or department; and
			qualifications and experience:

557/L

# Essential:

(A) (i) Master's degree in Physics or Chemistry from a recognised university or institute;

OR

- (B) (i) Bachelor's Degree in Physics or Chemistry from a recognised University or Institute; and
  - (ii) Two years' experience in Reprography from a recognised institution.

#### Desirable:

- (I) Diploma or certificate in Reprography from a recogniosed institution.
- (II) Diploma or certificate in computer applications or information technology from a recognised institute
- Note 1: 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, deputationists shall not be eligible for consideration for appointment by promotion.
- Note 2: 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 or department of the Central Government shall ordinarily not to exceed three years.
- Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

# ANNEXURE-II

# BIO-DATA /CURRICULUM VITAE PROFORMA FOR FILLING UP THE POST OF ASSISTANT MICROPHOTOGRAPHIST IN NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI-110001.

1.	Name and Address (In Block Letters)	Car 12 Prove the All Co
2.	Date of Birth (in Christian era)	igniciant i Son.
3 (i)	Date of entry into service	
3 (ii)	Date of retirement under Central/ State	
	Government Rules	
4	Educational Qualifications	TO TENTA TENDENCE OF THE
	Whether Educational and other qualifications ed for the post are satisfied. (If any qualification has	met gade yn arbigga. Gestif besend na en
	reated as equivalent to the one prescribed in the state the authority for the same)	
	cations/ Experience required as mentioned in the isement/ vacancy circular	Qualifications/experience possessed by the officer
Union Statuto Recogr (A)	of the Central Government or State Government or territory Administrations or Autonomous or ory Organization or Public Sector Undertaking or nised University or Institute or Research Institution: (i) holding analogous posts on regular basis in the parent cadre or Department; OR (ii) with six years' service rendered after appointment to the post on a regular basis in the Level-5 (Rs.29,200 – 92,300/-) in the Pay Matrix or equivalent in the parent cadre or department; and Possessing the following educational qualifications and experience:	Eligibility:-
Feed	ential:	
(A)	(i) Master's degree in Physics or Chemistry from a ecognised university or institute; OR	Essential:
	a recognised University or Institute; and	
	<ul><li>(ii) Two years' experience in Reprography from a recognised institution.</li></ul>	
	<ul> <li>irable:</li> <li>(i) Diploma or certificate in Reprography from a recognised institution.</li> <li>(ii) Diploma or certificate in computer applications or information technology from a recognised institute.</li> </ul>	Desirable:-

Note 1: 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, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty six 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 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.

authenticated by your signature, in the space below to the attraction								
Office/Institution	Post held on	From	To ·	*Pay Band and	Nature of			
	regular basis	tur da tur to bi	v, age	Grade Pay/ Pay	Duties (in			
			W.	Scale of the post	detail)			
			n k t	held on regular	Highlighting			
9				basis	experience			
	a-27, i mai ya	kam ril to ar 🕏	(Tanana	g u - mileski jul (A'	required for			
		20 C.41 6	antist yr	in our natural inguising	the post			
,	The professional statements	gaming) mellocated)	i mile shi	eg e beseidead in (8	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 Graded drawn under ACP/ MACF Scheme	То				
8. Nature of present emplement or Permanent	oloyment i.e. Adhoc or Te ent	mporar	y or Quasi-			
<ol><li>In case the present en basis, please state.</li></ol>	nployment is held on depu	itation/	contract	ing (es. M)		
a) The date of initial appointment	b) Period of appointment on deputation / contract	appointment on parent office/ deputation / organization to				
9.1 Note: In case of Office such officers should be along with Cadre Clearance 9.2 Note: Information until cases where a person cadre/organization but cadre//organization	forwarded by the parent e, Vigilance Clearance and der Column 9(c) & (d) ab is holding a post on de	cadre/ d Integri ove mu putation	Department ty certificate st be given in outside the	Sie s s sie s s s s s s s s s s s s s s s		
10. If any post held on De applicant, date of retu other details.	putation in the past by the Irn from the last deputation			jópus c.C.		
	er working under (indica ver against the relevant co ent t anization	te the				
12. Please state whethe	r you are working in the sa in the feeder grade or fee		fa; nive line	Legestern en		
	ale of Pay? If yes, give the on took place and also inc		2			
14. Total emoluments pe	er month now drawn	· · ·		i yinki ji i i i		
Basic Pay in the PB	Grade Pay		,	Total Emoluments		
	ant belongs to an Orga ales, the latest salary slares					

Basic Pay with Scale of Pay and	Dearness Pay/ interim relief / other	Total Emoluments
rate of increment	Allowances etc. (with break-up	
A	details)	7,27
	3 ( )	
16.A. Additional information, if		
for in support of your suitability for		
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)		1.5083 )
16.B Achievements:		
	ndicate information with regard to;	
(i) Research publications and reports and special projects		
(ii) Awards/Scholarships/Official	al bodies/institutions/societies and;	
(iv) Patents registered in own nan		
<ul><li>(v) Any research/ innovative measure involving official recognition</li><li>vi) Any other information.</li></ul>		
(Note: Enclose a separate sheet if the space is insufficient)		
(Note: Englase a separate sites in		
17. Please state whether you	are applying for deputation (ISTC)/	The state of the s
Absorption/Re-employment Basis.#		KTSP
(Officers under Central/State Governments are only eligible for		resplication is
"Absorption". Candidates of	non- Government Organizations are	The same of the sa
eligible only for Short Term Co	ontract)	Company of the contract of the
		10.00
#The option of 'STC/Absorption/Re	40 - 10 Page - 10 - 10 Page - 10 Pag	
the vacancy circular specially men		
"Absorption" or "Re-employment"	).	y Costi
<ol><li>Whether belongs to SC/ST</li></ol>		

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 UPSC/ 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)
90	
Data	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

(Employer/ Cadre Controlling Authority with Seal)