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**DEPARTMENT OF DELHI ARCHIVES**  
GOVERNMENT OF NCT OF DELHI  
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F.No. DA-A012/1/2021-Records/PF/14-24

Dated 08/07/2022

**VACANCY CIRCULAR**

Diary No. SAD/2022/2799/1  
**SUBJECT: Filling up of the posts of Preservation Supervisor, Assistant Microphotographer, Xerox Operator and Junior Librarian (Group-C) in Department of Delhi Archives, Govt. of NCT of Delhi on Deputation (ISTC) basis.**

Sir,

08 SEP 2022

It is proposed to fill up the following Group-C posts of Preservation Supervisor, Assistant Microphotographer, Xerox Operator and Junior Librarian on Deputation (including short-term contract) basis in the Department of Delhi Archives, Govt. of NCT of Delhi.

Post Code	Name of the Post	Number of Posts	Classification	Pay Level
1/21	Preservation Supervisor	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 5 (Rs. 29200 - 92300)
2/21	Assistant Microphotographer	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 5 (Rs. 29200 - 92300)
3/21	Xerox Operator	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 4 (Rs. 25500 - 81100)
4/21	Junior Librarian	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 4 (Rs. 25500 - 81100)

2. Applications are invited from officers from the Central Government/State Governments/Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/Recognized Universities/Recognized Research Institutes.

3. Period of deputation including period of deputation 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 three years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding fifty six years, as on the closing date of the receipt of applications.

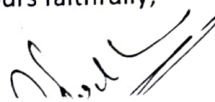
4. The recruitment criteria of the above posts are detailed at Annexure 'A'.

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5. Applications of willing and eligible officers/officials with their bio-data in the enclosed Proforma at Annexure 'B' may please be forwarded to this Department (through proper channel) in triplicate, within 60 days from the date of publishing of Vacancy Notice in the Employment News/Rojgar Samachar along with following documents :

- i. Up-to date CR/APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary/ Head of India.
- ii. Cadre Clearance, Integrity Certificate and Vigilance Clearance and details of major/minor penalties imposed on the applicant during the last ten years in original duly signed and stamped by not below the rank of the Under Secretary/ Head of Office.

6. The vacancy circular, advertisement, application format other requisite information regarding posts are available on the website of Department of Delhi Archives i.e. <https://archives.delhi.gov.in> under the link "What's New".

Yours faithfully,

  
(Swati Sharma)  
Secretary (ACL)

Encl : As Above

To,

1. The Secretary, Ministry of HRD, Govt. of India with request for circulation of post in all concerned departments.
2. The Secretary, Ministry of Culture, Govt. of India with request for circulation of post in all concerned departments.
3. The Secretary, Ministry of Defence, Govt. of India with request for circulation of post in all concerned departments.
4. The Chief Secretaries of all the State Government/ Union Territories Administration for Circulation in all Archives under the Jurisdiction of the State/ UTs.
5. The Director General, National Archives of India, Govt. of India.
6. Pr. Secretary/ Secretary/ HOD of all State/ UT Archives of India.
7. Registrar of all Central/State Universities of India.
8. The Governor, Reserve Bank of India for circulation to all the archives running by banks thereunder.
9. The Director, Central Secretariat Library, New Delhi.
10. The Director, Nehru Memorial Museum and Library.
11. The Secretary, Indira Gandhi National Centre for Arts and Culture.

**Recruitment Criteria****Post Code : 1/21**

Name of the post	Preservation Supervisor
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification	General Central Service Group – 'C' Non-Gazetted, Non-Ministerial
Pay Level	Level – 5 (Rs. 29200-92300/-)
Method of Recruitment	<b>By Deputation (ISTC) failing which by Direct Recruitment</b>
In case of Recruitment by Promotion/deputation/transfer grade from which Promotion/deputation/transfer to be made	<p><b><u>Deputation (ISTC) :</u></b></p> <p>Officers from the Central Government/State Governments/Union Territory Administrations /Public Sector Undertakings / Statutory or Autonomous Bodies/Recognized Universities/Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) with fiveyears service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 of the Pay Matrix or equivalent in the parent cadre/department;</p> <p><b>AND</b></p> <p>(b) possessing the following educational qualifications :</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduate degree from a recognized University.</li> <li>2. Certificate course in Care and Conservation of Books, Manuscripts and Archives from National Archives of India.</li> </ol> <p><b>Note :</b>(Period of deputation including period of deputation 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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).</p>

**Post Code : 2/21**

Name of post	Assistant Microphotographer
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification	General Central Service Group – 'C', Non-Gazetted, Non-Ministerial
Pay Level	Level – 5 (Rs. 29200-92300/-)
Method of Recruitment	<b>By Deputation (ISTC) failing which by Direct Recruitment</b>



In case of recruitment by Promotion/deputation/transfer grade from which Promotion/deputation/transfer to be made	<p><b>Deputation (ISTC) :</b></p> <p>Officers from the Central Government/State Governments/Union Territory Administration /Public Sector Undertaking / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 of the Pay Matrix or equivalent in the parent cadre/department;</p> <p><b>AND</b></p> <p>(b) possessing the following educational qualifications :</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. B.Sc. with Physics as a subject from a recognized University.</li> <li>2. Certificate course in Reprography from National Archives of India.</li> </ol> <p><b>Desirable :</b></p> <p>Diploma in Photography from a recognized institution.</p> <p><b>Note:-</b> (Period of deputation including period of deputation 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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).</p>
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**Post Code : 3/21**

Name of the post	Xerox Operator
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification	General Central Service Non-Ministerial, Non-Gazetted, Group, C
Pay Level in the Pay Matrix	Level – 4 (Rs. 25,500-81,100/-)
Method of Recruitment	By Deputation (ISTC) failing which by Direct Recruitment
In case of recruitment by Promotion/deputation/transfer grade from which Promotion/deputation/transfer to be made	<p><b>Deputation (ISTC) :</b></p> <p>Officers from the Central Government/State Governments/Union Territory Administrations /Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-3 in the Pay Matrix or equivalent in the parent cadre/department; or</p>

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	<p>(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in Level-2 in the Pay Matrix or equivalent in the parent cadre/department.</p> <p><b>AND</b></p> <p>(b) possessing the educational following qualifications along with 3 years relevant experience in microfilming section Unit of State/UT/University Archives.</p> <p><b>Essential:</b></p> <p>12<sup>th</sup> or equivalent passed from a recognized Board.</p> <p><b>Note:-</b> (Period of deputation including period of deputation 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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).</p>
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**Post Code : 4/21**

Name of the post	Junior Librarian
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification	General Central Service Group – 'C', Non-Gazetted, Non-Ministerial
Pay Level	Level – 4 (Rs. 25500-81100/-)
Method of Recruitment	By Deputation (ISTC) failing which by Direct Recruitment
In case of Recruitment by Promotion/deputation/transfer grade from which Promotion/deputation/transfer to be made	<p><b><u>Deputation (ISTC) :</u></b></p> <p>Officers from the Central Government/State Governments/Union Territory Administrations /Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-3 in the Pay Matrix or equivalent in the parent cadre/department; or</p> <p>(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in Level-2 in the Pay Matrix or equivalent in the parent cadre/department.</p> <p><b>AND</b></p> <p>(b) possessing the following educational qualifications :</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>12<sup>th</sup> or equivalent passed from a recognized Board/ Institution.</li> <li>Diploma in Library and Information Science from a recognized University/Institution.</li> </ol>

**Note:-** (Period of deputation including period of deputation 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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).

Annexure - B

### BIO-DATA/ CURRICULUM VITAE PROFORMA

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
	<u>Essential</u>		<u>Essential</u>
	(A)	Qualification	(A) Qualification
	(B)	Experience	(B) Experience
	<u>Desirable</u>		<u>Desirable</u>
	(A)	Qualification	(A) Qualification
	(B)	Experience	(B) Experience
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
				*Level in the Pay Matrix or pre-revised 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
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.	In case the present employment is held on deputation/ contract basis, please state -			
	a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which 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		
	Basic Pay in the Pay Matrix	Level in the Pay Matrix	Total Emoluments
15.	In case, the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other allowances etc. (with break-up details)	Total Emoluments
16 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) <b>(Note : Enclose a separate sheet, if the space is insufficient)</b>		
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 "ISTC" / Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "ISTC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ ST	

**Declaration :** 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 :

Contact No. :

E-mail ID :

**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.

Also certified that;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.\_\_\_\_\_.
2. His / her integrity is duly certified by an officer not below the rank of Deputy Secretary to the Government of India.
3. 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 Government of India or above are enclosed.
4. 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)

Date : \_\_\_\_\_