

GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE  
PUBLIC NOTICE ON DRAFT OF RECRUITMENT RULES FOR THE POST OF  
DOCUMENTATION ASSISTANT IN NMNH/RMNH

In compliance of DoPT's O.M. No. AB. 14017/61/2008-Estt (RR) dated 13.10.2015, the draft Recruitment Rules for the post of Documentation Assistant in NMNH are required to be put up on the website of MoEF&CC and NMNH for inviting comments from the stakeholders within a period of 30 days. Therefore, the proposed RRs for the post of Documentation Assistant in NMNH/RMNH are hereby put up on the website of this Ministry and NMNH.

They full text of these proposed Recruitment Rules can be accessed at the Ministry's website at <http://www.moef.gov.in/advertisements>.

Stakeholders interested in making any objections/ comments or suggestions on the draft RRs may do so in writing, within a period of 30 days from the date of publication of draft RRs, to Sh. M.M.Pandey, Under Secretary (NMNH), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi-110003 or at e-mail address: [mm.pandey@nic.in](mailto:mm.pandey@nic.in).

  
(M.M.Pandey)

Under Secretary to the Government of India

Tel:- 24695376

New Delhi.

Dated: 08<sup>th</sup> March, 2016

**(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II, SECTION 3, SUB-SECTION (i) )**

Government of India  
Ministry of Environment and Forests

Notification

New Delhi, the

2016

G.S.R...— In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Science and Technology, Natural History Museum (Group A and Group B posts) Recruitment Rules, 1975, in so far as they relate to the post of Documentation Assistant except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Documentation Assistant in the National Museum of Natural History, Ministry of Environment and Forests, namely:-

1. Short title and commencement.— (1) These rules may be called the Ministry of Environment and Forests, National Museum of Natural History, Documentation Assistant, Recruitment Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification pay band and grade pay or pay scale .— The number of the said post, its classification and the pay band and Grade Pay or pay scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these Rules.

3. Application.— These rules shall apply to the post specified in column 1 of the Schedule annexed with these rules.

4. Method of Recruitment, age limit, qualifications etc.— The method of recruitment, age limit, qualifications and other matters connected therewith shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. Disqualification.— No Person, —

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, except any person from the operation of this rule.

6. Power to relax.— Where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving.— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.



## SCHEDULE

Name of post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Documentation Assistant.	*2 (2016) *Subject to variation dependent on workload.	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Pay band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4200.	Not applicable.	Not exceeding 30 years.  (Relaxable for Governments servants upto 5 years in accordance with the instructions or orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be as decided by the Staff Selection Commission.

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(7)	(8)	(9)	(10)	(11)	(12)	(13)
<p>Essential:</p> <p>(i). Master's Degree in Botany or Zoology from a recognised University.</p> <p>Note : Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidate otherwise well qualified.</p> <p>Desirable:</p> <p>(i) Two years experience of documentation (identification, accessioning, registration and cataloguing) of Natural History specimens in a Natural History Museum / Section or Research Institute or University, OR Postgraduate diploma in Museology from a recognised University.</p>	Not applicable.	Two years for direct recruits.	By deputation (including short-term contract) failing which by direct recruitment.	<p><b>Deputation (including short term contract):</b></p> <p>From amongst officers under the Central/State Governments, Universities, recognised Research Institutions, Public Sector undertakings, autonomous bodies etc:</p> <p>(a) (i) holding analogous posts on a regular basis; or (ii) Posts in the pay band-1, Rs. 5200-20200 and grade pay of Rs. 2800 with 6 years' regular service in the grade;</p> <p>and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column 7.</p>	<p>Group 'B' Departmental Confirmation Committee (for considering confirmation) consisting of :</p> <ol style="list-style-type: none"> <li>1. Director, National Museum of Natural History- Chairman</li> <li>2. Scientist 'C' or 'D', National Museum of Natural History- Member</li> <li>3. Under Secretary, Ministry of Environment and Forests- Member</li> <li>4. Administrative Officer, National Museum of Natural History- Member</li> </ol>	Consultation with Union Public Service Commission is not necessary.

(ii) Working knowledge of computer.				<p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of Central Government shall ordinarily not exceed 3 years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis the service rendered on a regular basis by a Officer prior to 1<sup>st</sup> January 2006 or the date from which the revised pay structure based on the recommendations of the 6<sup>th</sup> Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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(F.No. 25-2/2013-14/NMNH/Admn.)

(M M.Pandey)  
Under Secretary to the Government of India

To

The General Manager,  
Government of India Press,  
Ring Road, Mayapuri,  
New Delhi.