

No. 1-5/2014-15/NMNH/Admn.
Government of India
National Museum of Natural History
(Ministry of Environment, Forests and Climate Change)

Applications are invited for two posts of Cashier one each in the National Museum of Natural History (HQ), New Delhi and the Regional Museum of Natural History, Mysore, subordinate offices under the administrative control of Ministry of Environment, Forests and Climate Change in Pay band 1, Rs. 5200-20200 plus grade pay of Rs. 2400 on deputation basis ordinarily for a period of three years. Applications of suitable candidates who are eligible, willing and who can be spared may be sent to Dr. Reena Dey, Scientist 'C' National Museum of Natural History, Tansen Marg, New Delhi-110001, within 60 days of publishing of this advertisement alongwith (i) photocopies of upto-date ACR dossier of the officers for the last five years duly attested by an officer of the level of Under Secretary or equivalent (ii) cadre clearance/vigilance clearance/integrity certificate and (iii) certificate that no minor/major penalty has been imposed on the officer during the last ten years. Applications received late or which are otherwise found incomplete will not be considered Applicants will not be permitted to withdraw their candidature later on.

2. For application format, eligibility criteria, experience and other details log on to National Museum of Natural History website www.nmnh.nic.in

Dr. Reena Dey
Scientist 'C' & H.O.

No. 1-5/2014-15/NMNH/Admn.
Government of India
National Museum of Natural History
(Ministry of Environment & Forests)

Tansen Marg,
New Delhi-110001
Dated: 11.07. 2014

Office Memorandum

It is proposed to fill up two posts of Cashier one each in the National Museum of Natural History (H.Q), New Delhi and the Regional Museum of Natural History, Mysore, under the administrative control of Ministry of Environment and Forests, Government of India on deputation basis in the PB-1, Rs. 5200-20200 + grade pay of Rs. 2400. The Pay and Allowances of the selected officer will be regulated in accordance with the provisions of the DOP&T's O. M. No. 2/6/2009- Estt. (Pay-II) dated 25.02.2009 as amended from time to time. The period of deputation will ordinarily be for a period of three years.

2. The eligibility criteria, qualifications, experience etc., required for the post are indicated in Annexure-I.

3. Applications in the prescribed proforma (Annexure-II) of suitable candidates who are eligible, willing and who can be spared may be sent to Dr. Reena Dey, Scientist 'C' National Museum of Natural History, Tansen Marg, New Delhi-110001 within 60 days of publishing of this advertisement in the Employment News alongwith (i) Photocopies of up-to date ACR dossiers of the officers for last 5 years duly attested by an officer of the level of Under Secretary or equivalent (original ACRs may not be sent), (ii) Cadre Clearance/Vigilance Clearance/Integrity Certificate and (iii) Certificate to the effect that no major or minor penalty has been imposed on the officer during the last 10 years.

4. Applications received late or without the ACRs or which are otherwise found incomplete will not be considered. The applicants will not be permitted to withdraw their candidature later on.

Dr. Reena Dey
Scientist 'C' & H.O.

1. All Ministries / Departments/State Governments.
2. All Attached / Subordinate Offices of the Ministries.

Details of eligibility conditions etc. for the post of Cashier in the National Museum of Natural History, New Delhi/ Regional Museums of Natural History, Mysore.

1. Name of the post : Cashier
2. Number of vacancy : 2 (two one each at NMNH (HQ), New Delhi and RMNH, Mysore (Karnataka))
3. Classification of the Post: General Central Service, Group-C, Non-Gazetted, Ministerial.
4. Scale of Pay: PB-1, Rs. 5200-20200 + grade pay of Rs. 2400.
5. Method of Recruitment: By deputation. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of Central Government shall ordinarily not exceed three years.
6. Eligibility conditions : Officers under the Central Governments :
 - (a) (i) holding analogous posts on regular basis; or
(ii) with 8 years regular service in the grade rendered after appointment thereto on a regular basis in the pay band 1, Rs. 5200-20200 plus grade pay of Rs. 1900 or equivalent in the present cadre or department; and
 - (b) Possessing 12th class or equivalent from a recognised Board or University and having either undergone Cash and Accounts Training in the Institute of Secretariat Training and Management (ISTM) or having three years experience of Cash and Accounts work in Government Offices.
7. Age limit: The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.

Proforma for application for the post of Cashier in the National Museum of Natural History New Delhi and Regional Museum of Natural History, Mysore (Karnataka).

1.	Name	
2.	Date of Birth	
3.	Date of superannuation under Central Government Rules	
4.	Educational Qualifications	
5.	Eligibility conditions [(a) (i) or (a) (ii)] + (b)	
(a)	Officer under Central Govt.	
(i)	Holding analogous post on regular basis in PB-1, Rs. 5200-20200 + grade pay of Rs. 2400	
(a)	Officer under Central Govt.	
(ii)	Holding a post on regular basis for eight years in PB-1, Rs. 5200-20200 + grade pay of Rs. 1900	
(b)	Possessing 12 th class pass or equivalent from a recognised Board or University and having either undergone Cash and Accounts Training in the Institute of Secretariat Training and Management (ISTM) or having three years experience of Cash and Accounts work in Government Office.	
6.	Present post held, date from which held and the Pay band and grade pay therein.	
7.	Experience in the subject field of selection.	
8.	Details of service rendered (i) to (iv)	
(i)	Name of the post and Employer	
(ii)	Duration (Fromto.....)	
(iii)	Pay band and grade pay	
(iv)	Nature of appointment (Regular or Adhoc)	
(v)	Nature of duties performed	
9.	Whether belongs to SC/ST/OBC	
10.	Whether applying for post of Cashier at NMNH (HQ), New Delhi or RMNH, Mysore.	
11.	Other relevant information if any	

Signature of the candidate

Countersigned
(Employer)