

No. 6-40/2011-12/NMNH/Admn.  
Government of India  
**National Museum of Natural History**  
(Ministry of Environment and Forests)  
Tansen Marg, New Delhi-110001

Dated: 21<sup>st</sup> May, 2014

**Office Memorandum**

It is proposed to fill up one post of Documentation Assistant in the PB-2, Rs. 9300-34800 + grade pay of Rs. 4200 in the National Museum of Natural History, New Delhi, a subordinate office under the administrative control of Ministry of Environment and Forests, Government of India on deputation (including short term contract) basis. 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, FICCI Auditorium Building, 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' and Head of Office**

1. All Ministries / Departments/State Governments.
2. All Attached/Subordinate Offices of the Ministries.
3. Autonomous bodies/Universities/Recognised Research Institution/Public Undertaking under the Ministries/Departments.

**Details of eligibility conditions etc. for the post of Documentation Assistant in the National Museum of Natural History, New Delhi.**

1. Name of the post : Documentation Assistant
2. Number of vacancy : 1 (One)
3. Classification of the Post: General Central Service, Group-B, Non- Gazetted, Non-Ministerial.
4. Scale of Pay: PB-2, Rs. 9300-34800 + grade pay of Rs. 4200.
5. Method of Recruitment: On deputation (including short term contract) basis. The period of deputation including the period of deputation/ short term contract in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of Central Government shall not exceed three years.
6. Eligibility conditions : Officers under the Central/State Governments/Autonomous Institutes/ Public Sector undertakings/ Universities/ Recognised Research Institutions :
  - (a) (i) holding analogous posts on regular basis in PB-2, Rs. 9300-34800 + grade pay of Rs .4200; or (ii) with 5 years regular service in posts in PB-1, Rs. 5200-20200 + grade pay of Rs. 2800 or equivalent;

and
  - (b) possessing the following qualification and experience:-

Essential:

    - 1) At least second class Master's Degree in Botany/Zoology/Geology from a Recognised University or equivalent.
    - 2) Experience of identification, accessioning, registration and cataloguing of Natural History specimens.

Desirable:

Degree or Diploma in Museology of a recognized University or equivalent.
- (c) Age limit: The maximum age limit for appointment on deputation/short term contract shall not be exceeding 56 years as on the closing date for receipt of applications.

**Proforma for application for the post of Documentation Assistant in the National Museum of Natural History on deputation (including short term contract) basis.**

1.	<b>Name</b>	
2.	<b>Date of Birth</b>	
3.	<b>Date of superannuation under Central/State Government/ Autonomous Institutes/ Public Sector undertakings/ Universities etc. Rules</b>	
4.	<b>Educational Qualifications</b>	
5.	<b>Eligibility conditions [(a) (i) or (a) (ii)] + (b)</b>	
(a) (i)	Officer under Central/State Govt./PSU/University etc. holding analogous post on regular basis in PB-2, Rs. 9300-34800 + grade pay of Rs. 4200	
(a) (ii)	Officer under Central/State Govt./PSU/University etc. holding a post on regular basis for five years in PB-1, Rs. 5200-20200 + grade pay of Rs. 2800 or equivalent.	
(b)	possessing the following qualification and experience:- <u>Essential:</u> 1) At least second class Master's Degree in Botany/Zoology/Geology from a Recognised University or equivalent. 2) Experience of identification, accessioning, registration and cataloguing of Natural History specimens.  <u>Desirable:</u> Degree or Diploma in Museology of a recognized University or equivalent.	
6.	<b>Present post held, date from which held and the Pay band and grade pay therein.</b>	
7.	<b>Experience in the subject field of selection.</b>	
8.	<b>Details of service rendered (i) to (iv)</b>	
(i)	Name of the post and Employer	
(ii)	Duration ( From .....to.....)	
(iii)	Pay band and grade pay	
(iv)	Nature of appointment ( Regular or Adhoc)	
(v)	Nature of duties performed	
9.	<b>Whether belongs to SC/ST/OBC</b>	
10.	<b>Other relevant information if any</b>	

Signature of the candidate

Countersigned  
(Employer)