


No. 1-1/2013-14/NMNH /Admn.
Government of India
National Museum of Natural History
(Ministry of Environment & Forests)

Tansen Marg,
New Delhi-110001
Dated: 18th February, 2014

Office Memorandum

It is proposed to fill up one post of Administrative Officer 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 basis in the PB-3, Rs. 15600-39100 + grade pay of Rs. 5400. 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 Shri M. M. Pandey, Under Secretary (NMNH Cell), Room No.910, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, 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 ACR's 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 Administrative Officer in the National Museum of Natural History, New Delhi.

1. Name of the post : Administrative Officer
2. Number of vacancy : 1 (One)
3. Classification of the Post: General Central Service, Group-A, Gazetted, Ministerial.
4. Scale of Pay : PB-3, Rs. 15600-39100 + grade pay of Rs. 5400.
5. Method of Recruitment on 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/department of Central/State Government shall not exceed three years.
6. Eligibility conditions : Officers under the Central/State Governments holding:
 - (a) (i) analogous posts on regular basis in PB-3, Rs. 15600-39100 + grade pay of Rs. 5400; or
 - (ii) with 3 years regular service in PB-2, Rs. 9300-34800 + grade pay of Rs. 4600 or equivalent;and
 - (b) Having experience in establishment, administration and accounts matters.
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 Administrative Officer in the National Museum of Natural History on transfer on deputation basis.

1.	Name	
2.	Date of Birth	
3.	Date of superannuation under Central/State Government Rules	
4.	Educational Qualifications	
5.	Eligibility conditions [(a) (i) or (a) (ii)] + (b)	
(a)	Officer under Central/State Govt.	
(i)	Holding analogous post on regular basis in PB-3, Rs. 15600-39100 + grade pay of Rs. 5400	
(a)	Officer under Central/State Govt.	
(ii)	Holding a post on regular basis for three years in PB-2, Rs. 9300-34800 + grade pay of Rs. 4600	
(b)	Having Experience in establishment, administration and accounts matters.	
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.	Other relevant information if any	

Signature of the candidate

Countersigned
(Employer)