

**F. No. U-13/25/2020- UNESCO**  
**Government of India**  
**Ministry of Culture**  
**National Monuments Authority**

**24, Tilak Marg,**  
**New Delhi- 110001**  
**Dated: 04.10.2023**

**VACANCY CIRCULAR**

The National Monuments Authority, a statutory body under Ministry of Culture intends to fill the following post at HQ, New Delhi, from Officials of the Central Government or State Government or Union Territories or Statutory Organisations or Autonomous Organisations or Public Sector Undertakings on deputation (including short term contract) /re-employment basis:-

<b>Post</b>	<b>Number of Posts</b>	<b>Level in the Pay matrix</b>	<b>Eligibility</b>
<b>Under Secretary</b>	<b>1 (One)</b>	Level-11 (67700-208700)	(A) Officer of the Central Government or State Government or Union Territories or Statutory Organisations or Autonomous Organisations or Public Sector Undertaking:  (i) holding analogous post on a regular basis in the parent cadre or department; or  (ii) with three years' service rendered after appointment to the post on a regular basis in level- 10 of the pay matrix or equivalent in parent cadre or department; and  (B) possessing the following educational qualifications and experience:  (i) Bachelor's degree in any discipline from a recognised university or institute; and  (ii) having at least three years' experience in the field of administrations and establishment or accounts or budget or audit or legal matters or vigilance or e-governance or project implementation or planning.

**Note 1 :** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years.

**Note 2 :** The maximum age-limit for appointment by deputation (including short-term contract) /re-employment shall not be exceeding fifty-six years as on the closing date of the receipt of applications.

2. All Ministries/Departments of Government of India / State Government / Union Territories / Statutory Organisations / Autonomous Organisations / Public Sector Undertakings are requested to circulate the above posts amongst the officers of Central Government / State Government / Union Territory / Statutory Organisations / Autonomous Organisations / Public Sector Undertakings working with them and forward the application (in prescribed proforma **Annexure A**) of eligible and interested officers, **along with attested copies of APARs of last five years attested** and certificates to the effect that they are clear from **Vigilance angle, Integrity Certificate and Major/Minor Penalty of last ten years (Annexure B)** to the undersigned latest by **30.11.2023**.

  
(Col. Savyasachi Marwaha)  
Director, NMA

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments / Union Territories.

Copy to:-

1. Ministry of Culture-[Kind attn. to: Joint Secretary (Admn)/ASI/ NMA].
2. DG (ASI), Dharohar Bhawan, New Delhi.
3. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**
4. PS to Chairman, NMA
5. EA to Member Secretary, NMA
6. EA to Director, NMA

**BIO-DATA PROFORMA**

Recent Passport  
Size  
Photograph

<b>1</b>	Name Designation (Batch) Address (in Block letters)	
<b>2</b>	Date of Birth (In Christian era)	
<b>3</b>	(i) Date of entry into service	
	(ii) Date of retirement under Central/State Govt. Rules	
<b>4</b>	Educational qualifications	
<b>5</b>	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).	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>		<b>Qualifications / Experience possessed by the officer</b>
<b>Essential:</b>		<b>Essential:</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable:</b>		<b>Desirable:</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>6</b>	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.	

7. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

**\*Important:** Pay-Band Pay Matrix and Grade Pay/Level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band/ Pay Matrix and Grade Pay/ Level / Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band / Pay Matrix and Grade Pay/ Level where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institutions	Basic Pay, Pay Band/ Pay Matrix and Grade Pay/ Level drawn under ACP/MACP Scheme	From	To
<b>8</b>	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent		
<b>9</b>	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 belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; 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.</p>			



10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:		
11	<b>Additional details about present employment:</b> 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) University (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 PB/ Pay Matrix	Grade Pay/ Level	Total Emoluments
15	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation 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	<b>A) Additional information</b> , 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>B) Achievements:</b> 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. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17	Whether belongs to SC/ST		
18	Language Known (Mother Tongue)		

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.

Office/ Institution	Post held on <b>regular basis</b>	From	To	*Pay Band/ Pay Matrix and Grade Pay/Pay Scale/ Level of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

(Signature of the Candidate)  
Address: \_\_\_\_\_

Contact No \_\_\_\_\_  
Email id: \_\_\_\_\_  
Office Contact No \_\_\_\_\_  
Office Email 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.

2.

**Also certified that:**

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for **the last 5 years duly** attested are enclosed.
- iv. 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)