

File No. Misc./2020/UNESCO/MoC
Government of India
National Monuments Authority
Ministry of Culture

24, Tilak Marg
New Delhi – 110001
Dated – 18.04.2022

CIRCULAR

Subject: Filling up of various posts on Deputation basis in National Monuments Authority (NMA), Ministry of Culture.


It is proposed to fill up various posts in National Monuments Authority (NMA), Ministry of Culture on deputation basis. The period of deputation initially will be for three years and can be extended or curtailed as required in exigencies of public services. The terms and conditions of deputation shall be governed by relevant orders of the Government on the subject.

2. The details of the posts along with eligibility conditions for appointment are at **Annexure -I**.
3. The applications of suitable and willing officers/officials, in the enclosed proforma (**Annexure -II**) may be forwarded **through proper channel** for filling up of these posts along with the Cadre Clearance, Vigilance Clearance, Integrity Certificate. A certificate by the Cadre Controlling Authority in the enclosed proforma (**Annexure -III**) along with attested copies of their Annual Confidential Reports/Annual Performance Appraisal Reports for the last 05 years may be sent for consideration. The duly completed applications along with all the requisite documents may be sent to the Member Secretary, National Monuments Authority , 24 Tilak Marg, New Delhi- 110001 or on E- mail **ms-nma@nic.in** by **31.05.2022**. No action shall be taken on advance copy or applications received after the last date of submission. The details are available at NMA Website: www.nma.gov.in
3. **Period and other terms and conditions of Deputation.**
 - i) Candidates should apply in the prescribed format through their Cadre Controlling Authority in the Parent Department/ Organization in the format enclosed herewith. (Annexure – II)
 - ii) The applicant must mention the substantive post in parent Department and substantive pay of the post held by them corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC.
 - iii) Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or Equivalent.

- iv) While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicants are correct.
- v) Vigilance Clearance/ Integrity Certificate to be signed not below the rank of the Dy. Secretary to the Government of India
- vi) No absorption in NMA shall be allowed.
- vii) The eligibility of the officer shall be reckoned from the date of publication of the advertisement.
- viii) Applications/CV not accompanied by the supporting Certificates/Document in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the section.

General Terms & Conditions:

- i) The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17th June, 2010 and other orders/ guidelines issued in this regard from time to time.
- ii) Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- iii) NMA reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons. Further, NMA reserves the right to reject any applications at any time without assigning any reasons
- iv) The applications in the prescribed format (Annexure-II) should reach **by 31.05.2022** to the Member Secretary, National Monument Authority. 24, Tilak Marg, New Delhi – 110001 or on E- mail ms-nma@nic.in . No action shall be taken on advance copy or applications received after the last date of submission. Applications received after the last date shall not be entertained.


(N. T. Paite)
Director

National Monuments Authority
Tel: 011- 23380532

Details of the posts along with eligibility conditions for appointment to these posts are given below: -

S. No.	Name of the Post	Number of vacancies	Eligibility Condition
1.	Director	01 (One) (Level -13 in the Pay Matrix Rs. 37400- 67000)	<p>i) Persons from Central Government, its attached or subordinate offices or Autonomous Organizations and State Governments holding analogous post in Level -13 in the Pay Matrix Rs. 37400-67000 or holding the post with 04 years service in Level -12 in the Pay Matrix Rs. 15600-39100.</p> <p>ii) Minimum of 04 years' experience in the field of Administration & Establishment/ Accounts/Finance /Budget/Audit/Legal matters/Vigilance/E-Governance /Project Implementation/ Planning & Policy</p>
2.	Under Secretary	01 (One) (Level -11 in the Pay Matrix Rs. 15600- 39100)	<p>i) Persons from Central Government, its attached or subordinate offices or Autonomous Organizations and State Governments holding analogous post in Level -11 in the Pay Matrix Rs. 15600-39100) or holding the post with 03 years service in Level -10 in the Pay Matrix Rs. 15600 – 39100.</p> <p>ii) Minimum of 03 years' experience in the field of Administration & Establishment/ Accounts/Finance /Budget/Audit/Legal matters/Vigilance/E-Governance /Project Implementation/ Planning & Policy</p>
3.	Administrative officer	01 (One) (Level -08 in the Pay Matrix Rs. 9300- 34800)	<p>i) Persons from Central Government, its attached or subordinate offices or Autonomous Organizations and State Governments holding analogous post in Level -8 in the Pay Matrix Rs. 9300-34800)) or holding the post with 03 years service in Level -7 in the Pay Matrix Rs. Rs. 9300-34800)</p> <p>ii) Minimum of 03 years' experience in the field of Administration & Establishment /Accounts / Finance /Budget /Audit/Legal matters.</p>
4.	System	01 (One)	i) Persons from Central Government, its attached or