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 forconsideration. 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

Annexure - I

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)	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. 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
2.	Under Secretary	01 (One) (Level -11 in the Pay Matrix Rs. 15600-39100)	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. 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
3.	Administrative officer	01 (One) (Level -08 in the Pay Matrix Rs. 9300-34800)	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) ii) Minimum of 03 years' experience in the field of Administration & Establishment /Accounts / Finance /Budget /Audit/Legal matters.
4.	System	01 (One)	i) Persons from Central Government, its attached or

	Analyst	(Level -10 in the Pay Matrix Rs. 15600-39100)	subordinate offices or Autonomous Organizations **and** State Governments holding the post of System Analyst or analogous post in Level -10 in the Pay Matrix Rs. 15600- 39100) **or** holding the post of Scientific Officer/ Engineer/ Senior Programmer or analogous post with 03 years service in Level -9 in the Pay Matrix Rs. 9300-34800. ii) Possessing the educational qualification of B. Tech /B.E./B.Sc-Engg.(Electronics & Communication /Computers/IT) **or** M.Sc (IT) **or**MCA iii) Minimum of 02 years Programming Experience in DOTNET / DOTPHP/Database SQL/C++/JAVA
5.	Photo Officer	01 (One) (Level - 06 in the Pay Matrix Rs.9300-34800)	**i)** Persons from Central Government, its attached or subordinate offices or Autonomous Organizations **and** State Governments holding the post of Photo Officer/Senior Photographer or analogous post in Level - 6 in the Pay Matrix Rs. 9300-34800) **or** holding the post of Photographer or analogous post with 03 years service in Level -5 in the Pay Matrix Rs. 5200-20200.

Note: - Age Limit for all the posts mentioned above, the candidate should be below 56 years of age as on the closing date of receipt of application. Based on the Credentials / Experience shortlisted candidates will be called for Personal interaction.

ANNEXURE – II

APPLICATION FOR THE POST OF DIRECTOR / UNDER SECRETARY/ ADMINISTRATIVE OFFICER/ SYSTEM ANALYST/PHOTO OFFICER ON DEPUTATION AT NMA, HEADQUARTER, MINISTRY OF CULTURE

1.	Post applied for	
2.	Name of the Applicant (in block letters)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of retirement	
5.	Present Address	
6.	Permanent Address	
7.	Designation (Presentpost held & officialaddress)	
8.	Date of joining Govt. Service	
9.	Present Pay Scale with Grade Pay (as per 6th CPC)/ Pay Level in the Pay Matrix as per 7th CPC)	
10.	Educational qualification (Graduation level and above)	

Examination Passed	Year	Name of University/ Institute	Percentage of marks/ CGPA	Subjects

11.	Details of employment in, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)					
	Organization / Institution	Post held	From	To	Scale of Pay	Nature of duties

12.	Complete office address along with telephone number of the present Employer				
13.	Nature of the present employment (✓the appropriate box)	Ad-hoc		Temporary	
		Quasi-permanent		Permanent	
14.	Present grade and date from which held on regular/substantive basis				
15.	Name of the Service, if belonging to Organized Service of the Central Government				
16.	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.				

17.	Training/ Courses attended	
18.	Details of award/ honour/ appreciation	
19.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	

20. I have carefully gone through the advertisement and do hereby declare that all the information given above is complete and true to the best of my knowledge andbelief. I also declare that there is no disciplinary proceeding either contemplated or pending against me.

Date: _____

Place: _____

_____

(Signature of the Applicant)

Annexure - III

Certificate by the Cadre Controlling Authority

Office of .....

F. No .....

Dated: .....

1. The applicant ..... if selected, will be relieved immediately for a period of three years. The lending department mayrelieve an officer for a lesser period as per their own policy/ rules, which should not be less than three years in any case.

2. Certified that the particulars furnished by the officer have been checked from available records and found correct.

3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.

4. Integrity of the applicant is certified as 'Beyond Doubt'.

5. No Vigilance case is pending has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may beenclosed).

6. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested in each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name and Designation of the forwarding officer

(Office Stamp) Date &Place