

सं.एफ. ए.-4-15/2019 स्था.-I

भारत सरकार
राष्ट्रीय अभिलेखागार
जनपथ, नई दिल्ली-110001

दिनांक... 08 APR 2022

परिपत्र

विषय: राष्ट्रीय अभिलेखागार, नई दिल्ली में प्रतिनियुक्ति पर स्थानांतरण आधार पर सहायक प्रबंधक-सह-भंडार पालक के एक पद को भरना।

राष्ट्रीय अभिलेखागार, दिल्ली में प्रतिनियुक्ति आधार पर सहायक प्रबंधक-सह-भंडार पालक के पद पर नियुक्ति के लिए उपयुक्त अभ्यर्थी की सेवाओं की आवश्यकता है। पद के लिए योग्यता शर्त अनुलग्नक-I में दी गई हैं।

प्रतिनियुक्ति पर वेतन कार्मिक एवं प्रशिक्षण विभाग के समय-समय पर संशोधित दिनांक 29 अप्रैल, 1988 के का. ज्ञा. सं. 2/12/87-स्था.(वेतन-II) के अनुसार निर्धारित किया जाएगा।

अनुरोध किया जाता है कि रिक्ति का परिचालन आपसे कार्यालय और आपके नियंत्रणाधीन अन्य कार्यालयों में किया जाए तथा रुचि रखने वाले एवं योग्य अभ्यर्थियों, जिन्हें कार्यमुक्त किया जा सके, के आवेदन इस विभाग को निर्धारित फार्म (अनुलग्नक-II) में प्रेषित किए जाएं, ताकि अभ्यर्थियों के अद्यतन सी.आर. डोजियर अधोहस्ताक्षरी को 45 दिन तक पहुंच सकें। उक्त पद पर अभ्यर्थी का चयन होने पर, उसे पद पर तत्काल कार्यभार ग्रहण करना होगा तथा वह अपनी अभ्यर्थिता वापिस लेने का हकदार नहीं होगा।


(सैयद फरीद अहमद)

अभिलेख उप निदेशक
भारत सरकार

प्रतिलिपि:

1. केंद्र सरकार के सभी कार्यालय।
2. केंद्र/राज्य सरकार में रिक्ति के परिचालन के लिए राष्ट्रीय अभिलेखागार के जयपुर, पुडुचेरि, भुवनेश्वर और भोपाल के सभी अभिलेख केंद्र/क्षेत्रीय कार्यालय।
3. राष्ट्रीय अभिलेखागार की वेबसाइट।


(राजीव मेहरा)

प्रशासनिक अधिकारी
राष्ट्रीय अभिलेखागार

अनुलग्नक -I

1. पद का नाम : सहायक प्रबंधक -सह -भंडार पालक
2. पद की संख्या : एक
3. वेतनमान : वेतन मैट्रिक्स स्तर-4 (पूर्व संशोधित वेतनमान 5200-20200 रु.+2400 ग्रेड वेतन)
4. योग्यता शर्तें : प्रतिनियुक्ति

(क)

- i) मूल संवर्ग अथवा विभाग में नियमित आधार पर सदृश पद धारण किया हो, अथवा
- ii) मूल संवर्ग अथवा विभाग में नियमित आधार पर नियुक्ति के पश्चात वेतन मैट्रिक्स स्तर-2, पूर्व संशोधित वेतनमान पे.बैंड 1, 5200-20,200 ग्रेड वेतन 1900 रु. में पद पर 8 वर्ष की सेवा हो ।

(ख)

(क) किसी मान्यता प्राप्त विश्वविद्यालय से बी.कॉम; अथवा

किसी मान्यता प्राप्त विश्वविद्यालय से किसी भी विषय में स्नातक और मान्यता प्राप्त संस्थान से बुक कीपिंग अथवा स्टोर कीपिंग में एक वर्ष का डिप्लोमा ।

(ख) अनुभव: किसी सरकारी विभाग अथवा उपक्रम में भंडार अथवा लेखों को संभालने में तीन वर्ष का अनुभव ।

टिप्पण:1 केंद्र सरकार के उसी अथवा अन्य संगठन अथवा विभाग में इस नियुक्ति के तत्काल पूर्व धारित अन्य संवर्ग बाह्य पद में प्रतिनियुक्ति की अवधि समेत प्रतिनियुक्ति की अवधि सहित साधारणतः 3 वर्ष से अधिक नहीं होगी । प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा, आवेदन प्राप्त करने की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी ।

टिप्पण 2 : फीडर श्रेणी के ऐसे विभागीय अधिकारी जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे । इसी प्रकार, प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे ।

टिप्पणी :3 प्रतिनियुक्ति आधार पर नियुक्ति के लिए अधिकारी द्वारा नियमित आधार पर प्रदत्त सेवाओं, 1 जनवरी 2006 से पहले, वह तारीख, जिससे छठे केंद्रीय वेतन आयोग की सिफारिशों के आधार पर संशोधित वेतन संरचना को बढ़ाया गया है, को संबंधित ग्रेड वेतन में प्रदत्त सेवा माना जाएगा अथवा वेतन आयोग की सिफारिशों के आधार पर बढ़ा हुआ वेतनमान माना जाएगा बशर्ते सामान्य ग्रेड वेतन अथवा वेतनमान के साथ एक ग्रेड में वेतन के पूर्व -संशोधित मान से अधिक को मिलाया गया हो, और जहां इस लाभ को पद (पदों) के लिए बढ़ाया जाएगा, जिसके लिए ग्रेड वेतन अथवा वेतनमान बिना किसी प्रोन्नति के, सामान्य प्रतिस्थापन ग्रेड है ।

3

5. कार्य अनुभव : किसी सरकारी विभाग या उपक्रम में भंडार अथवा लेखों को संभालने में तीन वर्ष का अनुभव
6. कार्य स्थान : राष्ट्रीय अभिलेखागार, नई दिल्ली
7. प्रतिनियुक्ति की अवधि : प्रथम दृष्टतया तीन वर्ष और इसे अधिकतम 3 वर्ष तक बढ़ाया जा सकता है ।

अनुलग्नक - II

1. पद, जिसके लिए आवेदन किया गया है राष्ट्रीय अभिलेखागार, नई दिल्ली में सहायक प्रबंधक सह-भंडार पालक
2. आवेदक का नाम
(बड़े अक्षरों में)
3. जन्मतिथि
4. क्या अ.जा./ज. जाति से हैं
यदि नहीं तो 'दोनों में से कोई भी
नहीं' लिखें
5. वर्तमान धारित पद और उस पर कब से है
6. धारित पद का वर्गीकरण और वेतनमान
7. तारीख के साथ वर्तमान वेतन एवं वेतनमान
8. स्थायी अथवा अस्थायी धारित पद का विवरण
9. शैक्षणिक एवं अन्य विशेष अर्हता
10. सेवा का संक्षिप्त विवरण
11. अनुभव का विवरण
12. पिछले बाह्य -संवर्ग पद से वापसी की तारीख,
यदि कोई हो

तारीख :

(अभ्यर्थी के हस्ताक्षर)

विभाग /कार्यालय प्रमुख द्वारा भरा जाए

प्रमाणित किया जाता है कि सेवा के बारे में दी गई उपर्युक्त जानकारी पदाधिकारी के सेवा अभिलेखों के अनुसार है एवं सही है ।

यह भी प्रमाणित किया जाता है कि उपरोक्त पदाधिकारी के खिलाफ कोई सतर्कता मामला लंबित अथवा विचाराधीन नहीं है तथा इनकी सत्यनिष्ठा संदेह से परे है ।

विभाग/कार्यालय के प्रमुख के हस्ताक्षर
मोहर सहित

No.F.A-4-15/2019 Estt.I
Government of India
National Archives of India
Janpath,
New Delhi-110001 ,

the 08 APR 2022

CIRCULAR

Subject: Filling up the post of assistant Manager-cum-Storekeeper in National Archives of India, New Delhi by transfer on deputation basis.

Services of a suitable candidate for appointment to the post of Assistant Manager-cum-Store Keeper by deputation basis are required in the National Archives of India, Delhi. The eligibility conditions for the post are given in Annexure-I.

The pay of the deputation will be regulated in accordance with Department of Personnel & Tanning, Government of India, O.M. No.2/12/87-Estt.(Pay-II) dated 29th April, 1988, as amended from time to time.

It is requested that the vacancy may be circulated in your office and other offices functioning under your control and application of interested and eligible candidate, who can be spared, may be forwarded to this Department in the prescribed form (Annexure-II) so as to reach the undersigned along with upto-date C.R. Dossier of the candidates for the last Five years, latest by 45 days. The candidate, if selected for the said post, will have to join the post immediately and he will not be permitted to withdraw his candidature.


(Syed Farid Ahmad)

Deputy Director of Archives of India
Government of India

Copy to:-

1. All Central Government Offices
2. All the Record Centre/Regional Office National Archives of India, Jaipur, Puducherry, Bhubneshwar and Bhopal for circulation of the vacancy in Central/State Government.
3. Website of National Archives of India.


(Rajeev Mehra)

Administrative Officer,
National Archives of India.

ANNEXURE-I

1. Name of the Post : **Assistant Manager-cum- Store Keeper .**
2. Number of Post : One.
3. Pay Scale : Pay Matrix Level-4, (Pre revised pay scale RS 5200-20200+2400 G.P.)
4. Eligibility Conditions :

Deputation:

(A)

 - i) Holding analogous posts on regular basis in the parent cadre or Department or,
 - ii) with eight years service in post in Pay Matrix Level -2, pre revised pay scale PB-1 Rs. 5200-20,200 plus Grade pay of Rs. 1900 rendered after appointment thereto on regular basis in the parent cadre or Department L and after appointment

B

 - (a) B. Com from a recognized university: or Graduate in any discipline from a recognized university with one year Diploma in Book Keeping or Store Keeping from a recognized institute;
 - (b) Experience: Three years experience in a Government Department or Undertaking in handling Stores or Accounts.

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 organization or department of the Central Government Shall ordinarily not be exceeding three years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.

Note : 2. The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note : 3 For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

5. Work experience : Three Years experience in a Government Department or Under taking in handling Stores or Accounts.
6. Place of Duty : National Archives of India, New Delhi.
7. Period of Deputation : Three years in the first instance and likely to be extended for a maximum period of 3 years.

-4-

ANNEXURE II

1. Post Applied for Assistant Manager-cum Store Keeper in the National Archives of India,
New Delhi.
2. Name of Applicant
(in Block Letters) _____
3. Date of Birth _____
4. Whether SC/ST, if not
Say 'Neither' _____
5. Present post held and
Since when _____
6. Classification and scale of
Pay of the post held _____
7. Present pay with date and
Scale of pay _____
8. Details of permanent or
Quasi-permanent post held _____
9. Educational and other special
Qualification _____
10. Brief service particulars _____
11. Details of experience _____
12. Date of return from last
Ex-cadre post, if any _____

Date:

(Signature of Applicant)

TO BE FILLED BY HEAD OF DEPARTMENT/OFFICE

Certified that the particulars of the service given above are according to service records of the official and are correct.

It is also certified that no vigilance case is pending or being contemplated against the above official and there is no doubt about his integrity.

Signature of Head of Department/Office

with seal.

No.F.A-4-15/2019 Estt.I
Government of India
National Archives of India
Janpath,
New Delhi-110001 ,

the 08 APR 2022

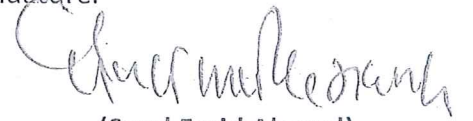
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