

F.No.A-4-6/2021-Estt.I
Government of India,
National Archives of India,
Janpath, New Delhi-110001, the --- 08 APR 2022

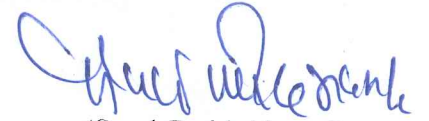
CIRCULAR

Subject – Filling up Two posts of Assistant Director of Archives (R&P) in the National Archives of India, New Delhi by promotion failing which by deputation (including short term contract) --reg.

Service of suitable candidates for appointment to the post of Assistant Director of Archives (R&P) in the National Archives of India, New Delhi by promotion failing which by deputation (including short term contract) basis are required in National Archives of India, New Delhi. The eligibility conditions are given in Annexure I.

The pay of deputationist will be regulated in accordance with Department of Personal & Training Government of India, O.M NO. 2/11/2017-(Estt.), dated 24th November, 2017, as amended from time to time.

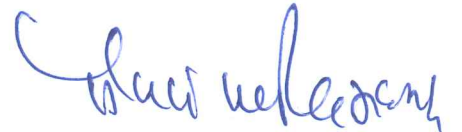
It is requested that the vacancy may be circulated in the Ministry/Department as well as Attached/Subordinate Offices under your administrative control and the applications of interested and eligible candidates who can be spared may be forwarded and duplicate in the prescribed form (annexure II) along with the up-to-date CR dossiers of the candidate latest by 45 days from the date of publication to the Director General, National Archives of India, Janpath, New Delhi -110001. The candidate, if selected for the said post will have to join the post immediately. He/She will not be permitted to withdraw his/her candidature.



(Syed Farid Ahmad)
Deputy Director of Archives,
Government of India

Copy to:

1. All Ministries/Departments of the Government of India.
2. All the Attached/Subordinate Offices of the Ministry of Culture.
3. National Archives of India, Janpath, New Delhi-110001 for circulation of the Vacancy.
4. Computer Unit for uploading the circular on the NAI website.



(Syed Farid Ahmad)
Deputy Director of Archives,
Government of India

ANNEXURE –I

Details of the Post

1	Name of the Post	Assistant Director of Archives (R&P)
2	No. of Post	Two
3	Classification of Post	General Central Service Group 'A' Gazetted Non-Ministerial
4	Revised Pay Scale	Level-11 (Rs.67,700-2,08,700)
5	Eligibility Conditions	Promotion failing which by deputation (including short term contract).

1 Officers of the Central Government or State government or Union territory Administrations or Statutory or Autonomous Organisation or Public Sector Undertakings or recognized Universities or Institutes or Research Institutions:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years regular service rendered after appointment to the post on a regular basis in the Level-9 (Rs.53100/- - Rs.167800/-) or Level-10 (Rs.56100/- - Rs.177500/-) or equivalent; or
(iii) with six years service rendered after appointment to the post on a regular basis in the Level-8 (Rs.47600/- - Rs.151100/-) or equivalent in the parent cadre or department; and
(b) possessing the following educational qualifications and experience:

Essential :

- (i) Master's degree in History with a paper in Modern Indian History from a recognized University or Institute;
(ii) One year Diploma in Archives and Records Management with five years research or teaching experience of Modern Indian History at University level or work in a supervisory capacity in an archival office.

Desirable :

- (i) M. Phil or Doctorate degree in History;
(ii) English as one of the subjects of study at degree level;
(iii) Diploma or Certificate in Computer applications or Information Technology;

- (iv) Certificate of proficiency from a recognized university or institute in foreign or other Indian languages besides candidate's mother tongue.

Note 1 : The Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : (Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of Central Government shall ordinary not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications).

TO BE FILLED BY HEAD OF DEPARTMENT/OFFICE

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

It is also certified that he/she does not fall under any of the following three categories

- (i) Under Suspension;
- (ii) Charge Sheet issued and the disciplinary proceedings are pending; and
- (iii) Prosecution for any criminal charge is pending.

It is also certified that no penalty under the CCS (CCA) Rules, 1965 was imposed during the period of last ten year against him/her.

It is also certified that there is no doubt about his/her integrity.

Signature of Head of Office/
Department with Seal

ANNEXURE-II

- 1 Post applied for Assistant Director of Archives (Records & Publication)
- 2 Name of applicant
- 3 Address of applicant
- 4 Date of Birth
- 5 Whether SC/ST, if not say 'Neither'
- 6 Present post held and since when
- 7 Classification and Scale of pay of the post held
- 8 Present pay with date and scale of pay
- 9 Details of permanent or Quasi-permanent post held
- 10 Educational and other special qualification
- 11 Brief service/experience particulars –

Office/Institution/ Organisation	Post held	From To	Scale of pay and Basic Pay	Nature of Duty /Duties

- 12 Date of return from last Ex-cadre post, if any

Dated :

(Signature of applicant)