



# INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA

(AN AUTONOMOUS ORGANIZATION OF MINISTRY OF CULTURE, GOVT. OF INDIA)

POST BOX NO.2, SHAMLA HILLS, BHOPAL-462013(M.P.)



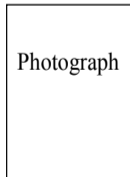
The Indira Gandhi Rashtriya Manav Sangrahalaya is an Autonomous organization of Government of India, Ministry of Culture with its various Outdoor and Indoor museum complexes located at Bhopal and a Regional Centre at Mysore. The Sangrahalaya is involved in generating a new museum movement in India to demonstrate the simultaneous validity of human cultures and the plurality of alternatives of human articulation. The Pay and allowances of its employees are governed mutatis mutandis as of Govt. of India Rules & Regulations for Central Civil Services except GPF/CPF scheme which is under way for decision of Govt. of India. The new recruits shall be covered under New Pension Scheme. The Applications are invited for the following posts to be filled by transfer on deputation/direct recruitment.

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|----|---|--|
| 1  | <b>Name of the post :</b>                     | <b>Joint Director (Administration and Security) (Group-A)</b>  |
|    | <b>No. of Vacancy :</b>                       | One. To be filled on Deputation from Organized Administrative/ Accounts Services of Govt. of India.  |
|    | <b>Age :</b>                                  | Not exceeding 56 years.  |
|    | <b>Scale of Pay :</b>                         | (PB-3) Rs.15600-39100 with Grade Pay Rs.7600   |
|    | <b>Edu. Qualifications :</b>                  | Master's degree/ Post Graduate in any discipline.  |
|    | <b>Eligibility :</b>                          | Officers belonging to Organized Administrative/Accounts Services of Govt. of India holding analogous post; or, with five years regular service in the pay scale of Rs.10,000-15,200 (pre-revised); or, with 10 years regular service in the pay scale of Rs.8,000-13,500(pre-revised); with proven capabilities in Administration, Accounts and Security Management. Preference will be given to officers who have experience of working in cultural organizations and fulfilling the essential qualification. |
| 2. | <b>Name of the post :</b>                     | <b>Accounts Officer (Group-B)</b>  |
|    | <b>No. of Vacancy :</b>                       | One. To be filled on Transfer on Deputation from Officers working in A.G.'s Office/Organized Accounts Organizations of Central Govt./ State Finance Services.  |
|    | <b>Age :</b>                                  | Not exceeding 56 years.  |
|    | <b>Scale of Pay :</b>                         | (PB-2) Rs.9300-34800 with Grade Pay Rs.4600  |
|    | <b>Eligibility :</b>                          | (i) Junior Accounts Officer/Divisional Accounts Officer Grade-I Section Officer/ Divisional Accounts Officer Grade-II in the scale of pay of Rs.6500-200-10500 (pre-revised) with 5 years' service in the grade on regular basis and having experience in Autonomous/ Commercial organization.   |
| 3  | <b>Name of the post :</b>                     | <b>Museum Associate (Group-B)</b>  |
|    | <b>No. of Vacancy :</b>                       | One. By Direct Recruitment. (Phy.H.(Ortho.))   |
|    | <b>Age :</b>                                  | 30 years (Relaxable 5 years for Govt. servant/employees of Central Autonomous Organizations in accordance with the instructions/orders issued by the Central Government)   |
|    | <b>Scale of Pay :</b>                         | Rs.9300-34800 with Grade Pay Rs.4200(PB-2)   |
|    | <b>Educational and Other Qualifications :</b> | <b>Essential :</b> (i) Master's Degree in Anthropology of a recognized University or equivalent with specialization in Social/Physical Anthropology/ Prehistory.(ii) Three years experience in a Museum of standing or comparable institution.<br><b>Desirable:</b> Degree/ Diploma in Museology; <b>Or</b> Experience of field investigation  |
| 4. | <b>Name of the post</b>                       | <b>Senior Stenographer (Group B)</b>   |
|    | <b>No. of Vacancy</b>                         | One – by transfer on deputation failing which Direct Recruitment   |
|    | <b>Age</b>                                    | For Deputation: 56 years. For direct recruitment : 35 years  |
|    | <b>Scale of Pay</b>                           | (PB2) Rs.9300-35400 with GP Rs.4200  |
|    | <b>Qualification</b>                          | <b>Essential:</b> Metric or its equivalent 120 w.p.m. in short hand and 40 w.p.m. in typing<br><b>Desirable:</b> Possessing working experience of stenography preferably in both Hindi and English   |
|    | <b>Eligibility</b>                            | Stenographer in the scale of PB-1: Rs.5200-20200 with Grade Pay Rs.2400 with 5 years regular service in the grade or Senior Clerks in the scale of PB-1: Rs.5200-20200 with Grade Pay Rs.2400 with 5 years regular service in the grade in the grade and having a speed of 100 w.p.m.  |
| 5. | <b>Name of the post</b>                       | <b>Stenographer (Group-C)</b>  |
|    | <b>No. of Vacancy</b>                         | One (Reserved for low vision person)<br>By Direct Recruitment.   |
|    | <b>Age</b>                                    | 18 to 28 years (Relaxable upto 35 years for employees of Central Govt./ Central Autonomous organization)   |
|    | <b>Scale of Pay</b>                           | Rs.5200-20200 with Grade Pay Rs.2400(PB-1)   |
|    | <b>Qualification</b>                          | <b>Essential:</b><br>(i) Metric or equivalent qualification from a recognised University /Board.<br>(ii) Speed of 80 w.p.m. in English shorthand and 40 w.p.m. in English Typewriting.   |
|    | <b>Eligibility</b>                            | Mobility and bilateral hand activities of the person should be adequate. The incumbent will be considered with aids and appliances.  |

**GENERAL CONDITION OF THE SERVICE:** 1. These posts are temporary but likely to be continued. The period of probation for the candidate selected by direct appointment for posts at Sl. no.3-4, will be two years with liability to be transferred anywhere in India to the IGRMS Centers/Units including Hqrs at Bhopal. 2. The detailed advt. can be downloaded from the website <http://igrms.com/vacancy.html>. The attested copies of all educational qualifications, experience, age, community certificate etc. should be enclosed with the application with two recent passport size photographs, apart from that one recent passport size photograph is to be affixed in the first page of the application in the provided space. The application fee in the form of demand draft or Postal Order only of Rs. 100/- (for OBC/ General candidates) drawn in favour of Director, IGRMS, payable at Bhopal, (SC/ST/PH candidates are exempted from fee) should be enclosed. Original certificates are to be produced at the time of written test/interview. Testimonials and certificates should be produced by the physically Handicapped candidates, who are exempted from the application fee. The Candidates should mention "Application for the post applied for \_\_\_\_\_" in bold letters on the right top of the envelope. 3.The date, time and venue of the written test/interview will be communicated to the candidates, for which one self-addressed envelope (11x5cm) to be enclosed along with the duly filled in application. 4.Age relaxation is admissible as per the Central Govt. Rules in force. The IGRMS employee will be given the relaxation as per rules applicable to the departmental candidates.5.The applications for the above mentioned posts should be submitted **within 60 days from the date of publication of the advertisement in the Employment News to the Director, Indira Gandhi Rashtriya Manav Sangrahalaya, Bhopal.** In case of holiday on the closing day, the next working day will be considered as last date. The application received after due date will not be considered under any circumstances. 6.The crucial date for determining the Age limit shall be the closing date of receipt of applications. 7.Persons already in service must submit their application through proper channel. While forwarding the application of in-services candidates, Head of the Institutions should certify that the applicants are free from the Administrative and Vigilance angle and that no vigilance proceedings are pending/ contemplated against the candidates. Photocopies of ACRs/APAR's dossiers of the candidate's for the last 5 years have to be forwarded through proper channel along with the application. 8. No TA/DA will be paid to the candidates for appearing in the Test/interview except to SC/ST candidates, who would be paid according to rule in force. 9. Late application/ incomplete application or applications received without Demand Draft, attested copies of experience, academic qualification, age and community will be summarily rejected. 10. Canvassing in any form will be treated as disqualified. 11.Director, IGRMS reserves all the rights to cancel the Recruitment for all/any of the posts without assigning any reason. 12.The number of vacancies shown may vary subject to the requirements at the stage of final selection. 13. In case of any dispute of language, the English version will be treated as authentic.

### PROFORMA

- Name of the post applied for
- Full Name In Block letters
- Father's/Husband's Name
- Sex
- Date of Birth
- Nationality
- Address in block letters with pin code - A. Present B. Permanent  
Contact No. and e-mail address
- Whether belongs to SC/ST/OBC/Ex. Serviceman/Physically Handicapped (nature of disability)
- Educational Qualification: (Beginning with SSC or equivalent) with details: examination passed, year of passing, subject, percentage of marks or division, name of the board/University.
- Experience: (previous and present employment with details: Name of employer, post held (Regular/Adhoc or Temporary Quasi permanent/ permanent), pay scale, period of service, govt./semi govt./private and a reason for leaving).
- Nature of work handled
- Knowledge/skills in working on computer
- Additional information, if any, the applicant wishes to specify.
- Name of the Post Office/Bank.....IPO/DD No..... dated.....Rs. ....
- List of enclosures:
- Certificate by the candidate: Certified that the information given in the application is true to the best of my knowledge and belief



Signature of applicant (with date)

### Certificate (only in case of Departmental candidates)

- Certified that the particulars of the Officers has been verified and found to be correct.
- Certified that no disciplinary proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- The copies of APARs of last 5 years of the officer are enclosed.

Signature of the Head of the Organization/  
Department with Stamp

