

**Salar Jung Museum,
Hyderabad**

No.SJM /Advt.3/Recruitment-Corr. 2015

Dated: 24 .02.2015

Sub: Filling up of Group 'B' and Group 'C' posts, in the Salar Jung Museum, Hyderabad.

Applications are invited from candidates fulfilling eligibility criteria for the under mentioned posts .

Posts which will be filled by Direct Recruitment

Name of the post, Classification, Pay Band pay	Age limit	Method of recruitment	Qualifications and experience
(1)Accountant, Group 'B' Pay Band-2 Rs.9,300-34,800 with Grade Pay Rs.4,200. No. of vacancies-1 (U.R)	Not exceeding 35 years. Relaxation in age for direct recruitment in respect of candidates having experience in reputed Museums in the relevant area of the post, age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5 years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.	Direct Recruitment The Period of Probation is two years	Essential : (a) A Master's degree in Commerce from a recognized University. (b) 5 years experience in Establishment, Accounts, Finance, Store purchases and Audit matters in a supervisory capacity in a Govt./Semi Govt. or in a Autonomous Institution of repute. Desirable : (i) Computer Knowledge (M. S. Office) (ii) Knowledge of Tally Software.

Name of the post, Classification, Pay Band pay	Age limit	Method of recruitment	Qualifications and experience
<p>(2)Senior Photographer, Group 'B'</p> <p>Pay Band-2 Rs.9,300-34,800 with Grade Pay Rs.4,200.</p> <p>No. of vacancies-1 (U.R)</p>	<p>Not exceeding 35 years.</p> <p>Relaxation in age for direct recruitment in respect of candidates having experience in reputed Museums in the relevant area of the post, age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5 years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.</p>	<p>Direct Recruitment</p> <p>The Period of Probation is two years</p>	<p>Essential :</p> <p>(a)Degree in Fine Arts with specialization in Photography from a Govt. recognized University/Institution.</p> <p>(c) 2 years experience in still Photography</p> <p>Desirable :</p> <p>(i) 2 years experience in Photography on Art Objects in a Museum/Art Institution.</p> <p>(ii) Computer Knowledge (M. S. Office).</p>
<p>(3)Publication Assistant, Group 'C' post</p> <p>Pay Band-1 Rs. 5,200-20,200 with Grade pay Rs.2,800/-</p> <p>No. of vacancies-1 (U.R)</p>	<p>Not exceeding 35 years.</p> <p>Relaxation in age: In respect of candidates having experience in reputed Museums in the relevant area of the post, the age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5</p>	<p>Direct Recruitment.</p> <p>The period of probation is two years.</p>	<p>Essential.</p> <p>M.A. in History /English /Persian /Arabic /Fine Arts from a Recognized University/Institution.</p> <p>Must have contributed articles in English /Urdu /Hindi /Telugu in some journals of Art/Literature.</p> <p>Desirable</p> <p>1. Degree or Diploma in Journalism.</p> <p>2. Two years experience in publication, editing or</p>

Name of the post, Classification, Pay Band pay	Age limit	Method of recruitment	Qualifications and experience
	years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.		printing work in any institution. 3. Knowledge of Computer applications/MS Office.
(4)Conservation Assistant, Group 'C' post Pay Band-1 Rs. 5,200 -20,200 with Grade pay of Rs.2,800. No. of vacancies-1 (U.R)	Not exceeding 35 years. Relaxation in age for direct recruitment: In respect of candidates having experience in reputed Museums in the relevant area of the post, the age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5 years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.	Direct Recruitment. The period of probation is two years.	<u>Essential.</u> (a) A Master's Degree in Chemistry /Conservation from a recognized university /institution. (b) 2 year's experience in working on the restoration of art objects in Museums / Institutions. <u>Desirable</u> (i) Should have undertaken trainings in Conservation / Restoration of Art Objects. (ii) Knowledge of Computer application -MS Office.
(5)Gallery Assistant, Group 'C' post Pay Band - 1 Rs. 5,200 -20,200 with Grade pay	Not exceeding 35 years. Relaxation in age: In respect of candidates having experience in reputed Museums in	Direct Recruitment quota. The period of probation is two years.	<u>Essential</u> A Master's Degree in Museology /Archaeology /History or Fine Arts from Recognized University with two year's working experience in a reputed Museum, Cultural Institution.

Name of the post, Classification, Pay Band pay	Age limit	Method of recruitment	Qualifications and experience
<p>Rs.2,800/-.</p> <p>No. of vacancies-2.</p> <p>OBC-One</p> <p>U.R-One</p>	<p>the relevant area of the post, the age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5 years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.</p>		<p><u>Desirable</u></p> <p>A Post graduate Diploma in Museology for non Museology post graduates.</p>
<p>(6) Electrician, Group 'C' post</p> <p>Pay Band -1, Rs. 5,200 -20,200 plus Grade pay Rs. 1,900/-.</p> <p>No. of vacancies-1 (U.R)</p>	<p>Not exceeding 30 years.</p> <p>Relaxation in age: In respect of candidates having experience in reputed Museums in the relevant area of the post, the age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5 years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.</p>	<p>Direct Recruitment.</p> <p>The period of probation is two years.</p>	<p><u>Essential</u></p> <p>(a) Class XII passed from a recognized board.</p> <p>(b) ITI Certificate in Electrical trade</p> <p>(c) Three years experience in a large undertaking or in large electrical installations or in the maintenance of electrical equipment pertaining to electrical control gears of substations. Must have experience in the installation and maintenance of H.T and LT distribution system.</p> <p style="text-align: center;">OR</p> <p>Persons possessing "A" grade license with five years experience.</p>

Posts which will be filled by Deputation (including short Term Contract) failing which by Direct Recruitment

Name of the post, Classification, Pay Band pay	Age limit	Method of recruitment	Qualifications and experience
<p>**(1) Supervisor-cum-Overseer, Group 'C' post Pay Band-1 Rs. 5,200 -20,200 with Grade pay of Rs.2,800 No. of vacancies-1 (UR)</p>	<p>Not exceeding 35 years for direct recruits. Relaxation in age: In respect of candidates having experience in reputed Museums in the relevant area of the post, the age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5 years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.</p>	<p>Deputation (including short term contract) failing which by Direct Recruitment. **Applications for direct recruitment are also invited, but they will be considered only when no candidate is selected by /deputation. The period of probation is two years in respect of direct recruits.</p>	<p><u>Educational and other qualifications required for Direct recruitment.</u> <u>Essential</u> 1. Bachelor's Degree in Civil Engineering / Electronics Engineering /Electrical Engineering from a recognized university / institution. 2. Three years practical experience in maintenance and upkeep of buildings, sanitary fittings & electrical installations etc. in a supervisory capacity. <u>Desirable</u> Computer Knowledge - MS Office <u>Deputation</u> Officials under Central Govt. /State Govt. /PSUs/Central Autonomous bodies/ Universities. Holding analogous post on regular basis. OR 5 years regular service in the grade in the Pay Band -1 Rs. 5200 -20200 with Grade Pay of Rs. 2,400/- And Fulfilling the qualifications</p>

Name of the post, Classification, Pay Band pay	Age limit	Method of recruitment	Qualifications and experience
			prescribed above.
<p>** (2) Stenographer, Group 'C' post in Pay Band-1 Rs. 5,200 -20,200 with Grade pay of Rs.2,800.</p> <p>No. of vacancies-1 (UR)</p>	<p>Not exceeding 35 years for Direct Recruitment.</p> <p>Relaxation in age for direct recruitment: In respect of candidates having experience in reputed Museums in the relevant area of the post, the age limit up to the number of years of their experience, which shall not however exceed the maximum period of 5 years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.</p>	<p>Deputation (including short term contract) failing which by Direct Recruitment.</p> <p>** Applications for direct recruitment are also invited, but they will be considered only when no candidate is selected by /deputation.</p> <p>The period of probation is two years in respect of direct recruits.</p>	<p><u>Educational and other qualifications required for Direct recruitment.</u></p> <p><u>Essential</u> (i) Graduate with 120 W.P.M in shorthand and 40 W.P.M in typewriting. (ii) 3 years working experience in Stenographic capacity.</p> <p><u>Desirable</u> . Proficiency in computers- MS Office</p> <p><u>Deputation</u> Employees of Central /State Govt. /Central Autonomous bodies/ Universities.</p> <p>Holding analogous post on regular basis, OR 5 years regular service in the grade in the Pay Band -1 Rs. 5,200 -20,200 with Grade Pay of Rs. 2,400/- AND Fulfilling the qualifications prescribed above.</p>

Other Conditions:

(i) **The Last date for receipt of applications is 11th May ,2015.** The crucial date for determining the age limit will be the last date for receipt of application.

(ii) The method of selection will be by interview in respect of the above posts except the posts of Stenographer and Electrician. For the post of Stenographer and Electrician the method of selection will be by interview and practical test.

(iii) Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate for being called for interview. After completion of the process of screening of the applications, short listing of applicants will be done in the order of merit by giving preference to those who possess higher qualifications, experience and call letters will be sent. The decision of the Museum in this regard shall be final.

(iv) The vacancies of Accountant, Sr. Photographer, Publication Assistant, Supervisor - cum-Overseer, Stenographer, Conservation Assistant and Electrician, are unreserved and as such, no relaxation in age limit is permissible for SC/ST /OBC candidates.

(v) Candidates already in service of Government /Quasi Government/ Institutions or Public Sector Undertakings should apply through proper channel. Applications not forwarded through parent organization along with requisite documents will not be considered.

(vi) The applications shall be submitted in duplicate

(vii) The forwarding /endorsing authority shall send the applications in respect of the applicants who can be spared in the event of his/her selection. In the case of application for deputation, complete up to date copies of ACRS of the applicant for the last five years may be sent in a separate envelope if maintained.

(viii). All applications, shall be addressed to "**The Administrative-cum-Accounts Officer, Salar Jung Museum, Hyderabad - 500002**". The applications should be sent under registered post with A/D indicating clearly on the top of the envelope, the post for which the application is sent. The applications should reach by **11th May,2015**. Applications received after the due date will not be considered and stand rejected.

The format of application which is common for all the above posts may be downloaded from this Museum's website www.salarjungmuseum.in

(Dr. A. Nagender Reddy)
Director I/c.

Encl. (as above)

Proforma of Application.
(To be submitted in duplicate)

Self attested
passport size photo
of the applicant

1.Name of the post for which the application is submitted

(a) Whether the application is on terms of **Direct Recruitment/ Deputation/Short Term contract/** (Please tick the appropriate)

2.Name of the applicant :

3.Date of Birth (in Christian era):

4.Postal address (with contact no. and e-mail address):

5. Educational Qualifications (starting from Graduation)

Sl. No	Essential	Desirable
i		
ii		
iii		
iv		
v		

6.Whether belong to *SC/ST/OBC*

(Applicants belong to *SC/ST/OBC* may please enclose caste certificate in proof)

7. Please state clearly in the light of the above entries made by you, you meet the requirement of the post.

8. Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature if the space below is insufficient):

Office/ University /Institute	Post	From	To	Pay Band Pay	Nature of duties

9. Nature of present employment i.e. ad-hoc or temporary or permanent.

10. In case present employment is held on deputation basis please state

- a. The details of initial appointment in the parent department.
- b. Date and period of appointment on deputation:
- c. Name of the present office/organization.

11. Additional details about present employment. Please state whether working under:

- a) Central Government :
- b) State Government:
- c) Autonomous Organization:
- d) Government undertaking:
- e) University

12. Are you in revised scale of pay? If, yes, give the date from which the revision took place (please indicate the pre-revised scale as well.)

13. Existing total emoluments drawn per month.

14. Additional information, if any, you may like to mention in support of your suitability for the post. (Please enclose a separate sheet);

DECLARATION TO BE GIVEN BY THE APPLICANT

- a. Certified that no criminal case is pending against me as on the date, the notification is published in the Employment News, nor I have under gone any punishment earlier due to conviction in a criminal case.
- b. Certified that no Major penalty /Minor penalty case is pending against me as on the date, the notification is published in the Employment News.
- c. Certified that no penalty is imposed against me nor any penalty is in operation as on the date, the notification is published in the Employment News.

(In case any criminal case is pending or penalty or imprisonment already under gone or any disciplinary case is pending at present, a statement showing brief details may be enclosed in a separate sheet.)

I hereby declare that the information furnished above by me in the application form is correct. I hereby undertake that if any information given by me is found to be false at any time in future, it will render me in eligible for the post applied for.

(Signature of the Candidate)
Name ()

N.B-1 Applicants are requested to enclose self attested testimonials /certificates in support of their educational qualifications.

2. Applications duly filled in all respects may be submitted in duplicate.

ENDORSEMENT OF THE FORWARDING AUTHORITY.

- (i) Certified that Sri /Smt./Ms. -----is working in our Organization as ----- (Designation) on permanent basis.
- (ii) Certified that he/ she is drawing a total salary of Rs. -----/(Rupees----- only) with Pay Band Pay Rs. -----/-(Rupees-----) in the P.B -----
- (iii) Certified that no disciplinary or vigilance case is pending or contemplated against him/her as on the date, the notification is published in the Employment News.
- (iv) Certified that no major penalty or minor penalty proceedings are pending against him/her is as on the date, the notification is published in the Employment News.
- (v) Certified that no major penalty/minor penalty imposed nor he /she is presently undergoing penalty. (In respect of those applicant against whom penalty is in operation brief a statement showing brief details of penalty in operation may be enclosed.)
- (vi) Certified that he /she will be relieved from the Department/Organization within a period of-----days in case of his /her selection.

Place:

Date:

Signature of the Forwarding Authority.
Designation, Office seal.