

SALAR JUNG MUSEUM HYDERABAD

(Ministry of Culture Govt. of India, New Delhi)

SITUATION VACANT

Applications are invited from eligible candidates for appointment to following Group-A posts which are vacant in the Salar Jung Museum Hyderabad

Post No.1 (One Vacancy)

1.Name of the post	2. No. of vacant posts	3. Whether reserved or unreserved	4. Classification
Joint Director	1(one)	Not applicable	General Central Services , Group 'A' - Ministerial

5.Scale of pay

Level 12 in the Pay Matrix

6.Method of Recruitment

Deputation /Absorption

7. Age limit for Direct recruitment

Not Applicable

8.Educational Qualifications

Not Applicable

9. In case of Recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made.

1.Officers belonging to Indian Administrative Service or Central Civil Services Group 'A'

(a) (i) Holding analogous posts on regular basis;

(or)

(i) With 5 years regular service in posts in the **"LEVEL 11 in the PAY MATRIX"** -or equivalent

and

(b) with adequate administrative experience of 10 years

Post No.2 (One Vacancy)

1.Name of the post	2. No. of vacant posts	3. Whether reserved or unreserved	4. Classification
Curator (Manuscripts)	1(one)	Not applicable	Group 'A' –Non Ministerial

5.Scale of pay

“LEVEL -11-in the PAY MATRIX

6.Method of Recruitment

Promotion/Deputation (including short term contract) failing which by Direct Recruitment Not exceeding 45 years. Relaxation in age limit applicable as per the extant orders of the Government of India

7. Age limit for Direct recruitment

8.Educational Qualifications for Direct Recruitment

1. Essential :

(i) A Master's degree in Urdu / Persian/ Arabic /History from a recognized University

And

(ii) 7 years experience in the relevant field in a reputed Museum / Library / Cultural Institutions / Universities at a Senior level.

2. Desirable:

(i) Diploma in Museology .

(ii) Published research work in the field of Manuscripts.

(iii) Special knowledge of Epigraphy, Manuscripts and Calligraphy with practical experience and training in the field of Manuscripts and Farmans.

(iv)Computer Knowledge (M.S. Office)

9. In case of Recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made.

I. Promotion

Departmental Librarian with 7 years of regular service in **“LEVEL -7-in the PAY MATRIX”** and fulfilling the requisite qualifications as indicated in Column 8. If the Departmental candidate is selected for

appointment to the post, it is treated as to be filled by promotion.

II. Deputation (including short term contract)

Officers under the Central/ State Governments/ Recognized Universities and Recognized Research Institutions/Statutory Organizations/Autonomous bodies.:

(a) (i) Holding analogous post on regular basis in **“LEVEL -11 in the PAY MATRIX “**.

Or

(ii) With 5 years regular service in the post in **“LEVEL -10 in the PAY MATRIX “**.

Or

(iii) With 6 years regular service in the post in **“LEVEL -8 in the PAY MATRIX “**.

Or

(iv) With 7 years regular service in With 7 years regular service in **“LEVEL -7 in the PAY MATRIX “**.

AND

(b) Possessing the educational and other qualifications/experience prescribed under Column 8.

Post No.3 (One Vacancy)

1.Name of the post	2. No. of vacant posts	3. Whether reserved or unreserved	4. Classification
Dy. Curator (Conservation)	1(one)	Not applicable	Group 'A' –Non Ministerial

5.Scale of pay

“LEVEL -10-in the PAY MATRIX

6.Method of Recruitment

Promotion/Deputation (including short term contract) failing which by Direct Recruitment.

7. Age limit for Direct recruitment

Not exceeding 40 years. Relaxation in age limit applicable as per the extant orders of the

Government of India.

8. Educational Qualifications for Direct Recruitment

1. Essential :

(i) A Master's degree in Chemistry / Conservation or equivalent from a Recognized University

and

(ii) 5 years experience in the relevant field in a reputed Institution /Museum in a responsible position.

2. Desirable:

(i) Diploma in Museology .

(ii) Knowledge of modern Conservation methods of art objects.

(iii) Computer Knowledge (M.S. Office)

9. In case of Recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made.

Promotion

From amongst the Assistant Curator (Conservation) with 8 years of regular service in " **LEVEL-6** in the PAY MATRIX" and fulfilling the requisite qualifications as indicated at item no. 8 above .

If the Departmental candidate is selected for appointment to the post, it is treated as having been filled by promotion.

II. Deputation (including short term contract)

Officers under the Central/ State Governments/ Recognized Universities and Recognized Research Institutions/Statutory Organizations/Autonomous bodies.

(i) Holding analogous post on regular basis in " **LEVEL-10** in the "PAY MATRIX"

Or

(ii) With 2 years regular service in " **LEVEL -8** in the PAY MATRIX"

Or

(iii) With 3 years regular service in “**LEVEL -7 in the PAY MATRIX**”.

AND

(b) Possessing the educational and other qualifications/experience prescribed under item no.8.

Other Conditions:

(i) 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 Last date for receipt of applications is 30 days from the date of publication in the Employment News.** Applications received after the due date will not be considered and stand rejected. The crucial date for determining the age limit will be the last date for receipt of application.

(ii) As the vacancies for the posts of Curator (Manuscripts) and Dy. Curator (Conservation) are required to be filled by Promotion failing which by Deputation (including short term contract) failing which by Direct Recruitment the vacancies will be filled in the same order.

(iii) The Maximum age limit for appointment for by Deputation /Absorption should not exceed 56 years.

(iv)The method of selection will be by interview.

(v) 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.

(vi) As the vacancies are un reserved, no relaxation in age limit is permissible for SC/ST/OBC candidates.

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

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

(ix). 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 format of application may be downloaded from this Museum's website www.salarjungmuseum.in

Secretary
Salar Jung Museum Board

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 delete inapplicable clause(s)}

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.Service to which you belong.

7.Whether belong to SC/ST/OBC

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

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

9.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

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

11. 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.

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

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

13. 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.)

14. Existing total emoluments drawn per month.

15. 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

- i. Certified that no criminal case is pending against me as on the date, the notification is published in the Employment News, nor I have undergone any punishment earlier due to conviction in a criminal case.
- ii. Certified that no Major penalty /Minor penalty case is pending against me as on the date, the notification is published in the Employment News.
- iii. 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 undergone 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 ineligible 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 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 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.

