



# **SALAR JUNG MUSEUM HYDERABAD**

**No.SJM/Estt./Dir.Peshi/Deputation A&AO -2021/Corr2021  
SITUATION VACANT – CORRIGENDUM**

Applications for the One (1) post of Administrative-cum-Accounts Officer on Deputation / Contractual Basis was notified in Employment News on 26<sup>th</sup> June 2021. The last date of receipt of Application for the post is now extended upto 31-07-2021. For more details visit [www.salarjungmuseum.in](http://www.salarjungmuseum.in)



# SALAR JUNG MUSEUM

## HYDERABAD

No.SJM/Estt./Dir.Peshi/Deputation A&A.O. 2021/Corr.2021

### SITUATION VACANT

Applications are invited from eligible candidates for appointment to the following Group 'B' Post which is vacant in the Salar Jung Museum, Hyderabad.

Vacancy-01 (one post)

1.Name of the post	2.No.of vacant posts	3.Whether reserved or unreserved.	4.Classification
Administrative –cum- Accounts Officer	1.( One post)	U.R	Gp. 'B' Non-Ministerial
5.Scale of pay (Revised)	P.B.2:Rs.9,300-34800 with grade pay 5,400 ( Level 9 in VII <sup>th</sup> CPC)		
6.Method of recruitment	Deputation/Contract		
7.(a)Age limit for officers applying for deputation.	a)Not exceeding <b>56 years</b> .		
b)Age limit for Retired Officers applying on Contract basis	b)Not exceeding 64 years.		
8.Educational and other qualifications	Not Applicable		
9.In case recruitment by deputation or absorption grades from which deputation or absorption to be made	<b>Deputation (Including short term contract)</b> Officers under the Central/State Governments/Recognized Universities and Recognized Research Institutions/ Statutory Organizations Autonomous bodies.  (i) Holding analogous post on regular basis in the Pay Band of Rs. 9300 -34800 with Grade Pay of Rs. 5400. <b>OR</b> (ii) With 5 years regular service as SAS Assistant Accounts Officers/SAS Assistant Audit Officers in the Post in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4800.  <b>Note 1</b> Period of deputation or contract including the period of deputation, in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of		

	<p>the Central Government shall ordinarily not exceed three years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation shall be not exceeding <b>56 years</b> as on the closing date of receipt of applications</p> <p><b>Note 3:</b> In case of Retired officers applying on Contract basis, the Tenure of appointment; and Remuneration will be regulated as per DOPT circular 3-25/2020-E.IIIA dt. 9<sup>th</sup> Dec, 2020.</p>

**Other Conditions:**

(i) All applications, shall be addressed to "**The Director, 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 Last date for receipt of applications is 20<sup>th</sup> July, 2021. 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) The method of selection will be by interview.

(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) As the vacancy of Administrative-cum-Accounts officer is by deputation (including short terms contract) no relaxation in age limit is permissible for SC/ST/OBC candidates.

(v) For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission Recommendation 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 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 up gradation

(vi) 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.

(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. If the application is 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) In case of Retired Officers, the copies of ACRs for the last 5 years prior to Superannuation duly attested shall be enclosed.

**The format of application may be downloaded from this Museum's website [www.salarjungmuseum.in](http://www.salarjungmuseum.in)**

Sd/-  
**Director**  
**Salar Jung Museum**  
**Hyderabad**

**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 **Deputation/Short Term contract/Contract Basis**  
{Please delete inapplicable clause(s)}

2.Name of the applicant :

3.(a) Date of Birth (in Christian era):

3. (b) Date of Superannuation:  
(in case of Retired officer)

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.Additional /Higher qualifications if any may be mentioned.

7.Service to which you belong.

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

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

10. 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

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

12. 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.

13. 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

14. 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.)

15. Existing total emoluments drawn per month.

16. 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.