

राष्ट्रपति सचिवालय
राष्ट्रपति भवन
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN

संख्या
No.A-35011/32/16-Admn

नई दिल्ली - 110004
New Delhi - 110004, the 04th October, 2019


CIRCULAR

Subject: Filling up the post of "Deputy Director" in President's Secretariat on deputation basis.

This Secretariat proposes to fill up the following vacancy on deputation basis, initially for one year, as detailed below:-

S.No.	Name and scale of post	No. of vacancies	To be filled
1.	Deputy Director (Level 11 of Pay Matrix)	1	<p><u>On Deputation Basis</u> from the officer of the Central or State Government or Union Territories or Universities or Recognised Research Institutes or Semi Government or Statutory or Autonomous organisations holding analogous post in Level 11 of Pay Matrix on regular basis and possessing following educational qualifications and experience:</p> <p>(i) Master's degree in History with knowledge of Modern Indian History or Master's degree in Museology/Heritage Management, both from a university/ institution recognised by the University Grants Commission;</p> <p>(ii) Ten years' experience in curatorial work in museum of repute; well-versed in several aspects of museum-related work of collection, documentation, research, dissemination of information, updating and development of exhibits and educational programs, and application of latest IT techniques in museums.</p> <p>OR</p> <p>Ten years' experience in educational services in a museum of repute; well-versed in philosophy and technology of museum education and application of latest IT techniques in museums.</p> <p>Note-1: Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the central Government shall ordinarily not exceed three years.</p> <p>Note-2: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 50 years as on closing date i.e. 25.10.2019.</p>

2. The format of application is appended as Annexure 'A'. The application from the willing and eligible persons, whose services can be spared, may be forwarded through proper channel to **"The Deputy Secretary, Administration Section, President's Secretariat, Rashtrapati Bhavan, New Delhi-110004"**, along with attested copies of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance, so as to reach this Secretariat latest by **25th October, 2019**.


(Shivendra Chaturvedi)
Deputy Secretary

(1) Name of post applied for : _____

Paste self-attested
passport size
photograph
(signed partly on
photo and partly on
paper)

(2) Name of the candidate:

(3) Date of Birth:

(4) Permanent Address:

(5) Address for Correspondence:

(6) Contact No./email id

(7) Educational qualification (s):

(8) Present Post held & Date from which working:

(9) Present place of working:

(10) Present Pay:

(11) Working experience:

(12) Service particulars from the date of initial appointment
(alongwith brief of duties performed):

Declaration

1. I, hereby declare my posting on deputation/contract as _____ (name of the post) in the President's Secretariat shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation/contract.
2. I will not claim absorption in the President's Secretariat in the said post.
3. I am liable to be repatriated to my parent organisation for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:
Place:

Signature of the applicant

**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE
FORWARDING THE APPLICATION (In case of Govt. Official)**

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APAR for the last five years are enclosed.
4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post of _____ (name of the post). No major/minor penalty is in force or current against the official.
5. Recommendations:
.....

Date
Place

Signature of the Head of Office
with office seal and Telephone No.

