

No.8(8)/2004-EE(M)  
Government of India

## Ministry of Environment & Forests

Paryavaran Bhawan, CGO Complex  
Lodhi Road, New Delhi-110003

It is proposed to fill up one post of **Administrative Officer** in the National Museum of Natural History, New Delhi, a subordinate office under the administrative control of Ministry of Environment & Forests, Government of India on **transfer on deputation** basis in the PB-3 Rs.15600-39100+Rs.5400. The Pay & Allowances of the selected officer will be regulated in accordance with the provisions contained in DOP&T's O.M.No.2/6/2009-Estt.(Pay-II) dated 25.2.2009 as amended from time to time. The period of deputation will ordinarily be for a period of three years.

2. The eligibility criteria and the qualifications, experience etc., required for the post is indicated in **Annexure-I** that follows.

3. Applications in the prescribed proforma (**Annexure-II**) of suitable candidates who are eligible, willing and who can be spared may be sent to Mrs. Usha Subramaniam, Addl. Director(S), (NMNH Desk), Room No.745, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi-110003 **within 60 days** of publishing of this advertisement alongwith (i) Photocopies of up-to-date CR dossiers of the officers for the last 5 years duly attested by an officer of the level of Under Secretary or equivalent (Original ACRs may not be sent), (ii) Cadre Clearance/Vigilance Clearance/Integrity Certificate and (iii) Certificate that no major or minor penalty was imposed on the officer during the last 10 years.

4. Applications received late or without the ACRs or which are otherwise found incomplete will not be considered. The applicants will not be permitted to withdraw their names later.

### Annexure-I

#### Eligibility conditions for application for the post of AO in the NMNH on transfer on deputation basis.

Details of eligibility conditions for the post of Administrative Officer in the National Museum of Natural History, New Delhi.

1. Name of the post: Administrative Officer
2. Number of Vacancy: 1 (One)
3. Classification of the Post: General Central Service, Group-A Gazetted, Ministerial.
4. Scale of Pay: PB-3 Rs.15600-39100+5400 (Revised)
5. Method of Recruitment: By transfer on deputation. The

period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of Central/State Government shall not exceed three years.

**6. Eligibility conditions: Officers under the Central/State Governments holding:**

(a) (i) analogous posts on regular basis on pay scale of PB-3, Rs.15,600-39,100+Rs.5400 GP.

Or (a)(ii) With 3 years regular service in the pay scale of PB-2 Rs.9300-34800+Rs.4600 GP (Revised) or equivalent; and

(b) Having experience in establishment, administration and accounts matters.

**7. Age limit:** The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.

### Annexure-II

#### Proforma for application for the post of AO in the NMNH on transfer on deputation basis.

1. Name
2. Date of Birth
3. Date of superannuation under Central/State Government Rules
4. Educational Qualifications
5. Eligibility conditions [(a)(i) or (a)(ii)]+(b)
  - (a) Officer under Central/State govt.
    - (i) holding analogous post on regular basis on Scale of Pay: PB-3 Rs. 15600-39100 + 5400 GP OR
    - (ii) holding a post on regular basis for three years on Scale of Pay of PB-2, Rs.9300- 34800 + Rs.4600 GP
  - (b) Having Experience in establishment, administration and accounts matters.
6. Present post held, date from which held and the scale of pay and Grade Pay therein.
7. Experience in the subject field of selection.
8. Details of service rendered (i) to (iv)
  - (i) Name of the post and Employer
  - (ii) Duration (From ..... to .....)
  - (iii) Scale of Pay and Pay Band
  - (iv) Nature of appointment (Regular or Adhoc)
  - (v) Nature of duties performed
9. Whether belongs to SC/ST/OBC
10. Other relevant information if any

Countersigned  
(Employer)

Signature of the candidate

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