



No-A-10004/2018/NGMA
Government of India
Ministry of Culture
National Gallery of Modern Art
Jaipur House, India Gate, New Delhi-110003

Dated: 25th October, 2018

Subject: Filling up of 02 (two) posts of Stenographers, one each in NGMA, Mumbai and NGMA, Bengaluru in level-6 of pay matrix of Rs. 35,400-1,12,400 under Ministry of Culture on deputation (including short term contract) basis.

Applications are invited for appointment to the two posts of Stenographers in level-6 of pay matrix of Rs. 35,400-1,12,400 - General Central Service Group 'B', Non-Gazetted, Ministerial on deputation basis (including short term contract) in National Gallery of Modern Art (NGMA), Mumbai and Bengaluru respectively under Ministry of Culture.

2. Eligibility (for deputation including short term contract)

Officers holding the post of Stenographer under the Central Government or State Governments or Union territories or universities or recognized research institutions or public sector undertakings or semi Government or statutory or autonomous organizations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department: or
(ii) with ten years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the parent cadre or Department; and
- (b) Possessing the following educational qualification prescribed for direct recruits:-
- (i) 12th class pass or equivalent from a recognized Board or University
(ii) Skill Test: Dictation for ten minutes in English at the speed of hundred words per minutes for the Stenographer Grade C with transcription time of forty minutes in English.

Note: Period of deputation (including short contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years' as on the last date of receipt of applications.

Job Description: The incumbent will be responsible for taking dictations; arranging appointments; organizing meetings; maintaining diaries; booking transport and accommodation; attending telephone calls/messages etc.

3. Applications, in duplicate, in the prescribed proforma placed below (Annexure-I) and complete up-to-date ACR Dossiers of the officers (last five years duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India and above) who can be spared in the event of their selection along with the vigilance clearance; integrity certificates; cadre clearance; major/minor penalty statements for the last ten years should reach the undersigned through proper channel within the period of 60 (sixty) days from the date of the publication of the advertisement in the Employment News. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected. Certification by the forwarding authority at the end of the proforma may invariably be done certifying the correctness of the information submitted by the applicant together with conveying the vigilance clearance, certification regarding integrity and certification regarding non-imposition of the penalty upon the officer during the last ten years.

4. The crucial date for determining the eligibility, experience, age etc. will be last date prescribed for the receipt of the applications. The last date for receipt of the applications will be counted after excluding the first date of publication of the vacancy/post in the Employment News.

5. The details regarding eligibility conditions, educational qualifications and experience, application form etc. are also available on the websites of the Ministry at www.indiaculture.gov.in and on NGMA New Delhi's website, www.ngmaindia.gov.in .

(Ms. Ritu Sharma)
Director

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	Level/Pay Scale of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			

14.Total emoluments per month now drawn		
Basic Pay in the pay matrix	Level	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be closed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption'/'Re-employment 'are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or" Re-employment").</p>		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address-----

Date-----

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original are enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned-----

(Employer/ Cadre Controlling Authority with Seal