

# INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA

(An autonomous organization of Ministry of Culture, Govt. of India)

Post Box No.2, Shamla Hills, Bhopal- 462003 (M.P.)



The Indira Gandhi Rashtriya Manav Sangrahalaya is an Autonomous organization of Government of India, Ministry of Culture with its various Outdoor and Indoor museum complexes located at Bhopal and a Regional Centre at Mysore. The Sangrahalaya is involved in generating a new museum movement in India to demonstrate the simultaneous validity of human cultures and the plurality of alternatives of human articulation. The Pay and allowances of its employees are governed mutatis mutandis as of Govt. of India Rules & Regulations for Central Civil Services. The new recruits under direct recruitment will be covered under New Pension Scheme. The Applications are invited for the following posts to be filled by direct/transfer on deputation.

1	<b>Name of the post</b>	<b>Project Engineer (Group-A)</b>
	<b>No. of Vacancy</b>	One. To be filled on Transfer on Deputation/short term contract
	<b>Age</b>	Not exceeding 56 years.
	<b>Scale of Pay</b>	Rs.15600-39100 with Grade Pay Rs.6600 (pre-revised) /(Level 11 RPR 2016)
	<b>Educational Qualifications</b>	<b>Essential:</b> (i) Bachelor degree in Civil Engineering/ Architecture of a recognized University (ii) About five years professional experience in a reputable organisation. <b>Desirable:</b> Possessing practical experience of architectural / engineering supervision of works of specialized structures .
	<b>Eligibility</b>	Civil Engineer under Central/State Govt./Semi Govt. Statutory/ Autonomous or recognized institution holding analogous post (or) with five years experience in post in the scale of Rs.8000-13500 (pre-revised)
2	<b>Name of the post</b>	<b>Administrative Officer (Group-B)</b>
	<b>No. of Vacancy</b>	One. To be filled on Transfer on Deputation
	<b>Age</b>	Not exceeding 56 years.
	<b>Scale of Pay</b>	Rs.9300-34800 GP 5400 (pre-revised) /(Level 9 RPR 2016)
	<b>Educational Qualifications</b>	<b>Essential:</b> i. Degree of recognized University or equivalent; ii. Five year's administrative experience of which atleast 3 years should be on the establishment and accounts side. <b>Desirable:</b> i. Knowledge of Govt. Rules & Regulations ii. Experience of working in a Museum or scientific organisation iii. Knowledge of work study accounting procedure.
	<b>Eligibility</b>	Officers of the Central/Central Autonomous/ statutory bodies holding analogous posts, or with three years' service in the scale of Rs.2000-3500 (CCS RPR 86) or equivalent and possessing the qualifications prescribed for direct recruitment.
3.	<b>Name of the post</b>	<b>Accounts Officer (Group-B)</b>
	<b>No. of Vacancy</b>	One. To be filled on Transfer on Deputation from Officers working in A.G.'s Office/ Organized Accounts Organizations of Central Govt./ State Finance Services.
	<b>Age</b>	Not exceeding 56 years.
	<b>Scale of Pay</b>	Rs.9300-34800 with Grade Pay Rs.4600 (pre-revised) /(Level 7 RPR 2016)
	<b>Eligibility</b>	An officer holding the post of Junior Accounts Officer/Divisional Accounts Officer Grade-I/ Section Officer/ Divisional Accounts Officer Grade-II in the scale of pay of Rs. 6500-200-10500 (pre revised) with 5 years service in the grade on regular basis and having experience in autonomous/ commercial organization.
	4	<b>Name of the post</b>
<b>No. of Vacancy</b>		One. To be filled on Transfer on Deputation failing which by direct recruitment
<b>Age</b>		Not exceeding 56 years for deputation; 30 Years for direct recruitment
<b>Scale of Pay</b>		Rs.9300-34800 with Grade Pay Rs.4600 (pre-revised) /(Level 6 RPR 2016)
<b>Educational and Other Qualifications</b>		<b>Essential:</b> i. Degree in Computer Science/ Computer Application and post graduate Diploma in Computer Science/ Computer Application of a recognized university and ii. Three years working knowledge of Multimedia, Image processing, DTP, and database application. <b>Desirable:</b> About five years experience of programming and application development in Macintosh and PC environments.
<b>Eligibility</b>		Officer holding analogous post or in the scale of Rs.5500-9000 (CCS RPR 97) with three years experience and possessing educational qualification.
5	<b>Name of the post</b>	<b>Senior Stenographer (Group-B)</b>
	<b>No. of Vacancy</b>	One-By Transfer on deputation failing which by Direct Recruitment
	<b>Age</b>	For deputation: 56 years; For direct recruitment: 35 years
	<b>Scale of Pay</b>	Rs.9300-34800 with Grade Pay Rs.4200 (pre-revised) /(Level 6 RPR 2016)
	<b>Educational and Other Qualifications</b>	<b>Essential:</b> Metric or its equivalent 120 w.p.m. in shorthand and 40 w.p.m. in typing. <b>Desirable:</b> Possessing working experience of stenography preferably in both Hindi and English.
	<b>Eligibility for deputation</b>	Stenographer in the scale of Rs.1200-2040 CCS RPR 86 (pre-revised) with 5 years regular service in the grade or Senior clerks in the scale of Rs. 1200-2040 CCS RPR 86 (pre-revised) with 5 years regular service in the grade and having a speed of 100 w.p.m. in the stenography.
6	<b>Name of the post</b>	<b>Museum Associate (Group-B)</b>
	<b>No. of Vacancy</b>	One. By Direct Recruitment. (Reserved for Physically Handicapped (Ortho.)
	<b>Age</b>	30 years (Relaxable upto 5 years for employees of Central Govt./Central Autonomous organization in accordance with the instructions/orders issued by the Central Govt.)
	<b>Scale of Pay</b>	Rs.9300-34800 with Grade Pay Rs.4200(PB-2) (pre-revised) /(Level 6 RPR 2016)
	<b>Educational and Other Qualifications</b>	<b>Essential:</b> (i) Master's Degree in Anthropology of a recognized University or equivalent with specialization in Social/ Physical Anthropology/ Prehistory. (ii) Three years experience in a Museum of standing or comparable institution. <b>Desirable:</b> Degree/ Diploma in Museology; Or Experience of field investigation.
	<b>Eligibility for deputation</b>	Transfer on deputation: Person holding analogous/equivalent post or 5 years experience in the pay scale of Rs.4500-7000) CCS RPR 97) and possessing qualifications
7	<b>Name of the post</b>	<b>Library &amp; Information Assistant (Group-B)</b>
	<b>No. of Vacancy</b>	One. Transfer on deputation failing which by direct recruitment
	<b>Age</b>	For deputation: 56 years; For direct recruitment: 30 years
	<b>Scale of Pay</b>	Rs.9300-34800 GP 4200 (Pre-revised) /(Level 6 RPR 2016)
	<b>Educational and Other Qualifications</b>	<b>Essential:</b> (i) Master's Degree of recognized university (ii) Degree in Library Science.
	<b>Eligibility for deputation</b>	Transfer on deputation: Person holding analogous/equivalent post or 5 years experience in the pay scale of Rs.4500-7000) CCS RPR 97) and possessing qualifications
8	<b>Name of the post</b>	<b>Museum Assistant (Group-C)</b>
	<b>No. of Vacancy</b>	<b>Three (SC-1) (ST-1) (OBC-1)- by direct recruitment</b>
	<b>Age</b>	21-28 years (Relaxable upto 35 years for Govt. servant/ employee of autonomous organisation of Central Govt.)
	<b>Scale of Pay</b>	Rs.5200-20200 GP 2800 (pre-revised) /(Level 5 RPR 2016)
	<b>Qualification</b>	<b>Essential:</b> i) Masters Degree or equivalent; or Honours degree of a recognized University in Anthropology. <b>Desirable:</b> Diploma in Museology.
	<b>Eligibility for deputation</b>	Transfer on deputation: Person holding analogous/equivalent post or 5 years experience in the pay scale of Rs.4500-7000) CCS RPR 97) and possessing qualifications
9	<b>Name of the post</b>	<b>Horticulture Assistant (Group-C)</b>
	<b>No. of Vacancy</b>	<b>One. By direct recruitment</b>
	<b>Age</b>	25 years
	<b>Scale of Pay</b>	Rs. 5200-20200 GP 2800 (pre-revised) /(Level 5 RPR 2016)
	<b>Qualification</b>	M.Sc. in Horticulture or M.Sc. in Agriculture with plant physiology
	<b>Eligibility for deputation</b>	Transfer on deputation: Person holding analogous/equivalent post or 5 years experience in the pay scale of Rs.4500-7000) CCS RPR 97) and possessing qualifications

10	Name of the post	Stenographer (Group-C)
	No. of Vacancy	One (Reserved for low vision person) By Direct Recruitment.
	Age	18-28 years (Relaxable upto 35 years for employees of Central Govt./ Central Autonomous organization)
	Scale of Pay	Rs.5200-20200 with Grade Pay Rs.2400 (pre-revised) /(Level 4 RPR 2016)
	Qualification	<b>Essential:</b> (i) Matric or equivalent qualification from a recognized University /Board. (ii) Speed of 80 w.p.m. in English shorthand and 40 w.p.m. in English Typewriting.
	Eligibility	Mobility and bilateral hand activities of the person should be adequate. The incumbent will be considered with aids and appliances.
11	Name of the post	Junior Clerk (Group C)
	No. of Vacancy	Three (One -UR, One-OBC, SC-1) by Direct Recruitment.
	Age	18-26 years. (Relaxable upto 35 years to Govt. Servant/employees of autonomous organisation of Central Govt.)
	Scale of Pay	Rs.5200-20200 GP 1900 (pre-revised)/ (Level 2 RPR 2016)
	Qualification	Matriculation or equivalent
	Eligibility	<b>Desirable:</b> Possessing ability of typing both in Hindi and English
12	Name of the post	Driver (Group C)
	No. of Vacancy	Two. By Direct Recruitment.
	Age	23-30 years (Relaxable upto 35 years to Govt. servant/employees of autonomous organisation of Central Govt.)
	Scale of Pay	Rs.5200-20200 with Grade Pay Rs.1900 (pre-revised)/ (Level 2 RPR 2016)
	Qualification	<b>Essential:</b> Valid driving license for Motor car knowledge of Motor Mechanism. Experience of driving Motor car, Jeep for atleast 4 years. <b>Desirable:</b> Ability to carry out minor repairs.

**PROFORMA:** 1. Name of the post applied for 2. Full Name in Block letters 3. Father's/Husband's Name 4. Sex 5. Date of Birth 6. Nationality 7. Address in block letters with pin code - A. Present B. Permanent 8. Contact No. and e-mail address 9. Whether belongs to SC/ST/OBC/Ex. Serviceman/Physically Handicapped (nature of disability) 10. Educational Qualification: (Beginning with SSC or equivalent) with details: examination passed, year of passing, subject, percentage of marks or division, name of the board/University. 11. Experience: (previous and present employment with details: Name of employer post held(Regular/Ad-hoc), pay scale, period of service, govt./semi govt./private and a reason for leaving). 12. Nature of work handled 13. Knowledge/skills in working on computer 14. Additional information, if any, the applicant wishes to specify. 15. Name of the Post Office/Bank.....IPO/DD No..... dated.....Rs.100/- 16. List of enclosures 17. Certificate by the candidate: 18. Certified that the information given in the application is true to the best of my knowledge and belief. 19. Signature of applicant (with date).

Photo

**Certificate (only in case of Departmental candidates):** (1) Certified that the particulars of the Officers has been verified and found to be correct. (2) Certified that no disciplinary proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified. (3) The copies of CR/APAR of last 5 years of the officer are enclosed.

**Signature of the Head of the Organization/Department with Stamp**

**GENERAL CONDITION:** 1. These posts are temporary but likely to be continued. 2. The candidate selected by direct appointment will be on probation of two years with liability to be transferred anywhere in India to the IGRMS Centers/Units including Hqrs. at Bhopal. 3. The candidates applying for deputation should use format as per DOPT OM No.14017/28/2014-Estt. RR dated 2.7.2015. 4. The advertisement is also available on the website [www.igrms.gov.in](http://www.igrms.gov.in). 5. The attested copies of all educational qualifications, experience, age, community/caste certificate etc. should be enclosed with the application with two recent passport size photographs, apart from that one photograph is to be affixed in the first page of the application in the provided space. 6. The application fee in the form of demand draft or Postal Order only of Rs. 100/- (for OBC/General candidates) drawn in favour of Director, IGRMS, payable at Bhopal. (SC/ST/PH candidates are exempted from fee) should be enclosed. 7. Original certificates are to be produced at the time of written test/ interview. 8. Testimonials and certificates should be produced by the physically handicapped candidates, who are exempted from the application fee.9. The Candidates should mention "Application for the post applied for \_\_\_" in bold letters on the right top of the envelope. 10. The date, time and venue of the written test/interview will be communicated to the candidates, for which one self-addressed envelope (11x5cm) along with the duly filled in application. 11. Age relaxation is admissible for SC/ ST/ OBC/PH/candidates as per the Central Govt. Rules in force. The IGRMS employee will be given the relaxation as per rules applicable to the departmental candidates.12. The applications for the posts mentioned should be submitted **within 45 days** from the date of publication of the advertisement in the Employment News to the Director, Indira Gandhi Rashtriya Manav Sangrahalaya, Bhopal. 13. In case of holiday on the closing day, the next working day will be considered as last date. 14. The application received after due date will not be considered under any circumstances. 15. The crucial date for determining the Age limit shall be the closing date of receipt of applications. 16. Persons already in service must submit their application through proper channel. 17. While forwarding the application of in-services candidates, Head of the Institutions should certify that the applicants are free from the Administrative and Vigilance angle and that no vigilance proceedings are pending/ contemplated against the candidates.18. Photocopies of ACRs/APAR's dossiers of the candidate's for the last 5 years have to be forwarded through proper channel along with the application.19.No TA/DA will be paid to the candidates for appearing in the Test/ interview except to SC/ST candidates, who would be paid according to rule in force. 20. Late application/ incomplete application or applications received without Demand Draft, attested copies of experience, academic qualification, age and community will be summarily rejected. 21. Canvassing in any form will be treated as disqualified. 22. Director, IGRMS reserves all the rights to cancel the Recruitment for all/any of the posts without assigning any reason. The Director, IGRMS decision will be final and binding to all. 23. The number of vacancies shown may vary subject to the requirements at the stage of final selection. 24. The advt. issued for the posts at Sl. No. 11 and 12 is hereby cancelled. 25. In case of any dispute of language, the English version will be treated as authentic.