SUBJECT : Filling up of the post of Deputy Director (Archives) in Level 11 (Rs. 67700-208700) in the Pay Matrix as per the 7th CPC in Department of Delhi Archives, Govt. of NCT of Delhi on Deputation (ISTC) plus Promotion basis.

It is proposed to fill up the following post in the Department of Delhi Archives on Deputation (including short-term contract) plus Promotion basis:

1. Deputy Director (Archives) - Details as per Annexure – I
2. Age Limit - The maximum age limit for appointment by promotion/deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
3. The pay of the candidate selected for appointment by transfer on deputation will be regulated in terms of DoPTs O.M. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
4. The applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with the following:
   i) Bio-data in duplicate as per proforma given in the Appendix – A
   ii) Up-to date CR/APAR for the last five years in original or photocopies attested by an officer not below the rank of Under Secretary to the Government of India.
   iii) Cadre Clearance, Integrity Certificate and Vigilance Clearance and details of major/minor penalties imposed on the applicant during the last ten years in original duly signed and stamped by not below the rank of the Competent Authority/Deputy Secretary to the Government of India.
5. It is therefore, requested that application of eligible and willing officers/candidates may be forwarded to “The Secretary, Department of Delhi Archives, Govt. of NCT of Delhi, 18-A, Special Institutional Area, SatsangViha Marg, New Delhi – 110067” in triplicate in the prescribed proforma (Appendix-A) duly signed by the applicant and certified by the controlling officers within a period of 45 days from the date of publishing of this advertisement in the Employment News/RozgarSamachar”. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.
6. It is requested that the vacancy may kindly be given wide publicity among eligible officers including those in public sector undertaking, recognized research institutions, universities, semi-government, statutory and autonomous organizations under your control.
7. The vacancy circular/advertisement may also be accessed on the website of Department of Delhi Archives i.e. [http://archives.delhi.gov.in](http://archives.delhi.gov.in) under the link “What’s New”.

(Manisha Saxena)
Secretary (Archives/ACL)
<table>
<thead>
<tr>
<th></th>
<th>Name of the Post</th>
<th>Deputy Director (Archives)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Scale of Pay</td>
<td>Level-11 (Rs. 67700-208700)</td>
</tr>
<tr>
<td>4.</td>
<td>No. of Post (s)</td>
<td>01 (One)</td>
</tr>
<tr>
<td>5.</td>
<td>Method of Recruitment</td>
<td>By composite method [Deputation (ISTC) plus promotion].</td>
</tr>
</tbody>
</table>
| 6. | Eligibility Conditions | Officers under the Central Government/ State Governments/ Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:  
   a. (i) holding analogous posts on regular basis in the parent cadre/department; or  
   (ii) with five years’ service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 /Level-9 in the Pay Matrix or equivalent in the parent cadre/department; or  
   (iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-8 in the Pay Matrix or equivalent in the parent cadre/department; or  
   (iv) with seven years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-7 in the Pay Matrix or equivalent in the parent cadre/department;  
   AND  
   b. possessing the following educational qualifications and experience:  
   Essential –  
   (i) Diploma in Archives Keeping from the National Archives of India.  
   (ii) Five years’ experience in maintenance and management of record in an Archival Institution/Organization.  
   Desirable – Certificate Course in Micro-soft Office from Recognized Institution. |
7. **Period of Deputation**

   Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years, as on the closing date of receipt of applications.

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**Appendix - A**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and Address (in Block Letters) :</td>
</tr>
<tr>
<td>2.</td>
<td>Date of Birth (in Christian Era)</td>
</tr>
<tr>
<td>3. (i)</td>
<td>Date of entry into service</td>
</tr>
<tr>
<td>3. (ii)</td>
<td>Date of retirement under Central/ State Government Rules</td>
</tr>
<tr>
<td>4.</td>
<td>Educational Qualifications</td>
</tr>
<tr>
<td>5.</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Qualifications/ Experience possessed by the Officer</td>
</tr>
<tr>
<td></td>
<td>Essential</td>
</tr>
<tr>
<td>(A)</td>
<td>Qualification</td>
</tr>
<tr>
<td>(B)</td>
<td>Experience</td>
</tr>
<tr>
<td>Desirable</td>
<td>Desirable</td>
</tr>
<tr>
<td>(A)</td>
<td>Qualification</td>
</tr>
<tr>
<td>(B)</td>
<td>Experience</td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Level in the Pay Matrix or pre-revised Pay Band and Grade Pay/ Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
</table>

*Important : Pay-band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e. Ad-hoc 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 organization.

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.
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/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:
   Please state whether working under (indicate the name of your employer against the relevant column)
   a) Central Government
   b) State Government
   c) Autonomous Organization
   d) Government Undertaking
   e) Universities
   f) Others

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

<table>
<thead>
<tr>
<th>Basic Pay in the Pay Matrix</th>
<th>Level in the Pay Matrix</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. In case, the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay and rate of increment</th>
<th>Dearness Pay/ interim relief/ other allowances etc. (with break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

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)

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 “ISTC”/ Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by “ISTC” or “Absorption” or “Re-employment”).

18. Whether belongs to SC/ ST
Declaration: 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: Contact No.: E-mail ID:

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.

Also certified that;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.____________________________.
2. His / her integrity is duly certified by an officer not below the rank of Deputy Secretary to the Government of India.
3. His/ her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
4. 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)

Date: ______________