



NATIONAL MUSEUM INSTITUTE
of History of Art, Conservation and Museology
(Deemed to be University)
Ministry of Culture, Government of India
National Museum, Janpath, New Delhi – 110011
Ph: 011-23062795, 23012106

Advt. No. 2(32)/2019-NMI/06

Date: 09.10.2019

Advertisement for filling up one post of Finance Officer

Applications are invited in prescribed format giving full details as regards to name, address, date of birth, educational qualifications, experience, etc. in respect of the following post:

1. Finance Officer: 01 Post

Pay Scale: Pay Matrix Rs.56,100-1,77,500/- (Level 10, 7th CPC) - Pre-revised Rs.15600-39100 + GP 5400/-

Age: Upto 35 years (relaxable upto 5 years for SC/ST)

Essential Qualifications:

- i) Degree in Commerce from a recognized University
- ii) At least 7 years experience in finance and accounts in supervisory capacity in Central/State Govt. Offices, Offices of AG/PAO's, Universities, etc.
- iii) Sound knowledge of financial rules, accounting procedure, preparations of budget and other related matters.

Desirable: Working knowledge of Computer accounting.

Method of Recruitment: Direct Recruitment failing which transfer on deputation.

Persons working in Central/State Govt. Offices and offices of AG/PAO's and Universities, etc. may also apply subject to fulfilling the following eligibility criteria:

- a) Holding analogous post; or
 - b) With at least three years service in the pay scale of Rs.9300-34800 + GP 4600/- Pre-revised (Pay Level - 7 Rs.44900-1,42,400/- as per 7th CPC) or equivalent; or
 - c) 5 years service in the pay scale of Rs.9300-34800 + GP 4200/- Pre-revised (Pay Level-6 Rs.35400-1,12,400/- as per 7th CPC).
1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall be in accordance with the latest rules on the subject.
 2. The applications accompanied with recent passport size photograph, copies of testimonials and a demand draft of Rs.500/- in favour, National Museum Institute of History of Art, Conservation and Museology (NMIHACM) drawn on any nationalized bank should reach Superintendent, National Museum Institute, New Delhi-110011, by 31 October, 2019.
 3. The Institute reserves the right to cancel all or any of the applications received.
 4. NMIHACM may shift to its new campus Noida, Sec. 62 in due course.

Sd/-
(Dr Praduman K. Sharma)
Registrar



राष्ट्रीय संग्रहालय संस्थान : इतिहास कला, संरक्षण एवं संग्रहालय विज्ञान
National Museum Institute of History of Art, Conservation and Museology
(विश्वविद्यालयवत्)

(To be Deemed University)
जनपथ, नई दिल्ली-110011
Janpath, New Delhi-110011

APPLICATION FORM FOR NON-TEACHING POSITIONS

Advertisement No. and Date _____

Post Applied For _____ Post Code no _____

1. Full Name (In Block Letters): _____

2. Father's /Husband's Name: _____

3. Date of Birth: _____

4. Place of Birth: _____

5. Age (as on the last date of the advertise) _____ Years _____ Months _____ days

6. Nationality: _____ Religion _____

7. Sex: Male/Female _____

8. Marital Status: Married/Unmarried _____

9. Category: Gen/ SC/ST/OBC /PH _____

1. Whether SC/ST/OBC : 1) Yes _____ 2) NO _____
(if Yes, certificate in support thereof should be enclosed)

2. Whether Physically Handicapped 1) Yes _____ 2) NO _____
(if Yes, certificate from an officer not below the rank of Civil Surgeon should be enclosed)

(i) Nature of Disability _____

(ii) Percentage of Disability _____

10. Address for correspondence (with PIN code): _____

_____ Mob. _____

Tel No. (with STD code): _____ Fax: _____ E-Mail: _____

11. Permanent Address (With PIN code): _____

_____ Mob. _____

Tel No. (With STD code): _____ Fax: _____ E-Mail: _____

Affix recent
Passport Size
Photograph with
Signature

12. Academic Qualifications (attached attested copies):

Examination Passed	Year of Passing	Board/ University	% of Marks	Division/ Grade	Subject	Specialization/ Distinction
High School						
Intermediate/PUC/ Hr. Sec.						
Bachelor's Degree						
Master's Degree						
Other						
Technical Qualification (If any)						

13. Special subject of Study, if any

14. Details of Administrative Experience: (Please enclose relevant certificate, if any):

Designation	Name of employer	Date of		Total Period	Salary with Grade	Reason for Leaving
		Joining	Leaving			

15. Language Known

SI	Name	Reading	Writing	Speaking

16 (a) Present Basic monthly pay and allowances :

Level : _____
Index : _____
Dearness Allowance : Rs _____
HRA : Rs _____
Transportation Allowance : Rs _____
Any Other Allowance : Rs _____
Total emoluments : Rs _____

(b) Date of next increment : _____

(c) Age of retirement in the present post : _____

17. (a) Whether the candidate is receiving any pension benefit. If so, the amount of pension and pension equivalent of gratuity must be indicated.

(b) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post. If so, the amount of pension and the pension benefits any be indicated, if selected for appointment in the university.

18. (a) Have you been debarred or punished for adopting unfair means in any Examination by the Institution/Board or University? If so, please specify.

(b) Have you at any time been convicted by a court for any criminal offence? If so, give name of the court case number and offence.

(c) Is any criminal case pending against you in any court of law for any criminal offence.

(d) Has any disciplinary action been taken against you by any University/Institution whether you have served

(e) Is any disciplinary inquiry/action pending against you in any University / Institution / Organisation where you have served

19. Additional Information (If any): _____

20. Name and address with Phone No. and E-mail Id's of Two referees who are familiar with the applicant's academic work:

_____	_____
_____	_____
_____	_____
_____	_____

21. Declaration: I declare that

- a. the information given above are complete and correct.
- b. No disciplinary proceedings are pending or being contemplated against me.
- c. I have never been dismissed from service nor debarred from holding any future appointment nor convicted for any offence. No criminal case is pending against me.
- d. in case of concealment/suppression of fact(s), which may be detected at any stage in future, my application is liable to be cancelled, as the case may be, without notice.

Date:

Signature of the Applicant:

22. Details of enclosures

- | | | |
|-----|-----|-----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |

Important:

- 1. Photocopies of Certificates, Mark sheets, Testimonials etc should be attached with the application (attested by the applicant himself) and the originals must be produced at the time of Interview and at the time of joining, if selected.
- 2. Applicants who are in employment should send their application through proper channel.
- 3. The selected candidates shall produce, in original the matriculation or equivalent certificates as proof of the date of birth. No other evidence will be accepted.

Endorsement by Employer

Certified that, Shri / Smt / Dr _____ is working in this Institute / Organisation / University in the post of _____ Since _____ in the Pay scale of Rs. _____ in a temporary / Permanent capacity.

Also Certified that, the information furnished by the applicant is verified and correct as per our office records.

Signature _____

Designation _____
(Head of the University/Institution/Organisation with Seal)

Address _____

Pin _____

Tel No. _____

Date _____