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.


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 preceeding 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
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 advertisement) _______Years______Months____days

6. Nationality: ___________________Religion___________________________________________

7. Sex: Male/Female ________________________________________________________________

8. Marital Status: Married/Unmarried _______________________________________________


   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:________
12. Academic Qualifications (attached attested copies):

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Year of Passing</th>
<th>Board/University</th>
<th>% of Marks</th>
<th>Division/Grade</th>
<th>Subject</th>
<th>Specialization/Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate/PUC/ Hr. Sec.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technical Qualification (If any)

13. Special subject of Study, if any

________________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name of employer</th>
<th>Date of Joining</th>
<th>Date of Leasing</th>
<th>Total Period</th>
<th>Salary with Grade</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. Language Known

<table>
<thead>
<tr>
<th>SI</th>
<th>Name</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16 (a) Present Basic monthly pay and allowances:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td></td>
</tr>
<tr>
<td>Index</td>
<td></td>
</tr>
<tr>
<td>Dearness Allowance</td>
<td>Rs</td>
</tr>
<tr>
<td>HRA</td>
<td>Rs</td>
</tr>
<tr>
<td>Transportation Allowance</td>
<td>Rs</td>
</tr>
<tr>
<td>Any Other Allowance</td>
<td>Rs</td>
</tr>
<tr>
<td>Total emoluments</td>
<td>Rs</td>
</tr>
</tbody>
</table>

(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.

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 ______________________