

No. 18-12/2018-A&A  
Government of India  
Ministry of Culture  
\*\*\*

1<sup>st</sup> Floor, CSL Building, Shastri Bhawan  
New Delhi, dated, the 9<sup>th</sup> July, 2018

**VACANCY CIRCULAR**

Subject:- Filling up the post of Additional Director General, (Record Management), Additional Director General, (Information Technology) and Joint Director General (Information Technology) by deputation (including short term contract) in the National Archives of India under Ministry of Culture, New Delhi.

Applications are invited for filling up the following posts in the National Archives of India under Ministry of Culture on deputation (including short term contract) basis. Scale of pay, eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. are as indicated below :

1. Name of the post : Additional Director General, (Record Management)  
Pay Scale : Level – 14 (Rs.144200-218200) in pay matrix  
No. of post : One  
Method of recruitment : Deputation (including short term contract) basis  
Classification of the post : General Central Service, (Group 'A') Gazetted, Non- Ministerial

**Eligibility :**

Officers of the Central Government or State Government or Union territory Administration or Autonomous or Statutory Organisation or Public Sector Undertaking or recognized University or Institute or Research Institution:

- (A) (i) holding analogous post on regular basis in the parent cadre or Department; or  
(ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level 13 A (Rs.131100-216600) in the pay matrix or equivalent cadre or department ; or  
(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the post in level 13 (Rs.123100-215900) in the pay matrix or equivalent in the parent cadre or Department; and

(B) possessing the following educational qualification and experience:-

**Essential:-**

- (i) Master's Degree in History or Geography or Economics or Political Science or Sociology from a recognised University or Institute.

*[Handwritten Signature]*  
09/7/2018

Contd... 2/-

(ii) Fifteen years experience in Archives or Record Management or Conservation of Manuscripts or Libraries.

**Desirable:**

Diploma in Archival Science or Bachelor's degree in Library Science from a recognised University or Institute.

**Note:** (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty eight years as on the closing date of receipt of applications).

**Duties and responsibilities :** Additional Director General (Record Management) shall be responsible for facilitating appraisal and transfer of Non-current records of Ministries and Departments of past 1947 to the National Archives of India, processing and accessioning of records in the National Archives of India within a reduced time span, preparation of reference media of public records in the National Archives of India, advising on the classification and downgrading records lying with the Ministries and Departments, conservation/preservation of Public Records in the National Archives of India. The Additional Director General (Record Management) will report to Director General, National Archives of India for all matters.

- 2. **Name of the post** : Additional Director General, (Information Technology)
- Pay Scale** : Level – 14 (Rs.144200-218200) in pay matrix
- No. of post** : One
- Method of recruitment** : Deputation (including short term contract) basis
- Classification of the post** : General Central Service, (Group 'A') Gazetted, Non- Ministerial

**Eligibility :**

Officers of the Central Government or State Government or Union territory administration or autonomous or Statutory Organisation or Public Sector Undertaking or recognized University or Institute or

Research Institution:

- (A) (i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level 13 A (Rs.131100-216600) in the pay matrix or equivalent cadre or department; or
- (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the post in level 13 (Rs.123100-215900) in the pay matrix or equivalent in the parent cadre or Department; and

(B) possessing the following educational qualification and experience:-

**Essential:-**

- (i) Master's Degree in Computer Application or M. Sc. (Computer Science or Information Technology) from a recognised University or Institute.

*Handwritten signature and date: 09/7/2018*

*Handwritten text: Con Ad... 31-*

Or

B.E./B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering/ Information Technology) from a recognised University or Institute.

(ii) Fifteen years experience in the field of Information Technology.

**Desirable:**

(i) Master's degree or Post graduate diploma in Management from a recognised University or Institute.

(ii) At least four years experience in managing digital record in a Government Organisation or public sector undertaking.

**Note:** (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty eight years as on the closing date of receipt of applications).

**Duties and responsibilities:** Additional Director General (Information Technology) shall be responsible to develop and execute a long-term IT plan for the National Archives of India, which would include the Intranet based access to Archives, both via its online catalogues and through images of the documents. Planning and executing e-publishing programme of the NAI and overseeing the digitization of large repertoire of microfilms of records, both the NAI's own collections and of the records Indian interest procured from overseas archival repositories. Planning and executing computerization of day-to-day functions, as well as the financial assistance schemes operated by the National Archives of India including online submission of application forms, electronic payment of grants, and maintenance of data for reporting purpose etc.

3. **Name of the post** : **Joint Director General (Information Technology)**  
**Pay Scale** : **Level - 13 (Rs.123100-215900) in pay matrix**  
**No. of post** : **One**  
**Method of recruitment** : **Deputation (including short term contract) basis**  
**Classification of the post** : **General Central Service, (Group 'A') Gazetted, Non-Ministerial**

**Eligibility :**

Officers of the Central Government or State Government or Union territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognised University or Institute or recognized Research Institution:

(A) (i) holding analogous post on regular basis, in the parent cadre or Department; or

*Handwritten signature*  
09/7/18

Contd -- 4/-

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the post in level 12 (Rs.78800-209200) in the pay matrix or equivalent in the parent cadre or Department; or

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in level 11 (Rs. 67700-208700) in the pay matrix; and

(B) possessing the following education qualification and experience:-

**Essential:-**

(i) Master's degree in Computer Applications or M.Sc.(Computer Science or Information Technology) from a recognised University or Institute; or

(1) B.E./B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognised University or Institute.

(ii) Five years experience in the field of Information Technology.

**Desirable:**

(i) Master's degree or Post graduate diploma in Management from recognised University or Institute;

(ii) At least four years experience of having planned or executed major Information Technology digitisation related projects including records or web-enabled management in a Government Organization or public sector undertaking.

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

**Duties and responsibilities:** Joint Director General (Information Technology) would work on a project for digitization of Public Records in National Archives of India under the supervision of the Additional DG, (IT). Networking with State Archives as well as reputed international institutions like British Library, enhancing IT use in day to day functioning of National Archives of India.

4. Applications in duplicate in the enclosed prescribed proforma (Annexure) and complete up to date ACR/APAR dossiers of the officer (last five years each page duly attested by an officer not below the rank of Under Secretary) who can be spared in the event of their selection along with (i) Vigilance clearance, (ii) Integrity Certificate, (iii) Cadre clearance, and (iv) major/minor penalty statement for the last 10 years should reach the undersigned through proper channel within a period of 45 days from the date (excluding the first date of the publication) of publication of advertisement in the Employment News.

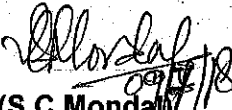
*[Handwritten Signature]*  
09/7/18

Contd... 5/-

5. Applications received after the last date or otherwise incomplete will not be considered and will stand rejected. The applications/CV not accompanied by supporting certificates/documents in support of Qualifications and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. It may be noted that in event of selection, the concerned officer will not be allowed to withdraw his candidature.

6. The details regarding eligibility conditions, educational qualifications and experience, application form, Recruitment Rules etc attached to the post are also available on the website of the Ministry of Culture at [www.indiaculture.nic.in](http://www.indiaculture.nic.in)

Encl: As above

  
(S.C. Mondal)

**Under Secretary to the Government of India**

**Telefax: 23382158**

**Ministry of Culture, 1<sup>st</sup> Floor, Central Secretariat Library,  
Shastri Bhawan, New Delhi-110001.**

To

1. All Ministries/Departments of Government of India for further circulation of the vacancy among all the Attached / Subordinate Offices / Autonomous Bodies / Public Sector Undertakings/ Universities/ Recognized Research Institutions/Semi-Government/Statuary Organisations under their control.
2. Chief Secretaries of all States/ Union Territories.
3. Director General, National Archives of India, Janpath, New Delhi for displaying at Notice Board of the NAI and for uploading it on the NAI website.
4. Director General (Doordarshan), Doordarshan Bhavan, Copernicus Marg, New Delhi-110001 with the request to telecast the vacancy in their Bulletins/News on Employment.
5. Director General, Akashwani (AIR), Akashwani Bhawan, Sansad Marg, New Delhi for dissemination in their Bulletins/News on Employment.
6. Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing - I, R.K. Puram, New Delhi for wide publicity among eligible officers.
7. All Attached/Subordinate Officers/Autonomous organizations under Ministry of Culture.
8. Registrars of all Universities.
9. Director, Employment News, West Block, R.K. Puram, New Delhi-110066
10. NIC for placing it on the website of the Ministry.

**BIO-DATA/CURRICULAM VITAE PROFORMA**

(APPLICATION FOR THE POST OF ADDITIONAL DIRECTOR GENERAL, (RECORD MANAGEMENT), ADDITIONAL DIRECTOR GENERAL, (INFORMATION TECHNOLOGY) AND JOINT DIRECTOR GENERAL (INFORMATION TECHNOLOGY) BY DEPUTATION (INCLUDING SHORT TERM CONTRACT) IN THE NATIONAL ARCHIVES OF INDIA UNDER MINISTRY OF CULTURE, NEW DELHI)

1. Name and Address (In Block letters)	
1 (A) Applied for the post of	
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 Department are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possessed by the Candidates (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	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\* 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;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

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 /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 officer 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/organisation			
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			
Basic Pay in the PB	Grade Pay	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 enclosed.			

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.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to :</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the Professional bodies/institutions/societies and ;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition vi) any other information.</p> <p>(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)</p>		
<p># (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>		
<p>18. Whether belongs to SC/ST</p>		

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 candidates)  
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 possess 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 is 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)



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 368]

नई दिल्ली, बृहस्पतिवार, मई 31, 2018/ज्येष्ठ 10, 1940

No. 368]

NEW DELHI, THURSDAY, MAY 31, 2018/JYAISTHA 10, 1940

संस्कृति मंत्रालय

अधिसूचना

नई दिल्ली, 29 मई, 2018

**सा.का.नि. 516(अ).**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए संस्कृति मंत्रालय के राष्ट्रीय अभिलेखागार में अपर महानिदेशक (अभिलेख प्रबंधन), अपर महानिदेशक (सूचना प्रौद्योगिकी) और संयुक्त महानिदेशक (सूचना प्रौद्योगिकी) के पद की भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

- संक्षिप्त नाम और प्रारंभ** (1) इन नियमों का संक्षिप्त नाम राष्ट्रीय अभिलेखागार, अपर महानिदेशक (अभिलेख प्रबंधन), अपर महानिदेशक (सूचना प्रौद्योगिकी) और संयुक्त महानिदेशक (सूचना प्रौद्योगिकी) समूह 'क' पद, भर्ती नियम, 2018 है।  
(2) ये राजपत्र में इनके प्रकाशन की तारीख को प्रवृत्त होंगे।
- लागू होना :** ये नियम इन नियमों से उपाबद्ध अनुसूची के स्तंभ (1) में विनिर्दिष्ट पदों पर लागू होंगे।
- पद-संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर -** पद की संख्या, उसका वर्गीकरण तथा वेतन मैट्रिक्स में उससे संलग्न लेवल वह होगा, जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से (4) में विनिर्दिष्ट हैं।
- भर्ती की पद्धति, आयु-सीमा और अर्हताएं, आदि :** भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।
- निरर्हता :** वह व्यक्ति, -  
(क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है या विवाह की संविदा की है; या  
(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी अन्य व्यक्ति से विवाह किया है, या विवाह की संविदा की है, उक्त पद पर नियुक्ति का पात्र नहीं होगा :-

परन्तु, यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार पर लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

**6. शिथिल करने की शक्ति :** जहाँ केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहाँ वह उसके लिए जो कारण हैं उन्हें लेखबद्ध करके तथा संघ लोक सेवा आयोग से परामर्श करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

**7. व्यावृत्ति:-** इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

### अनुसूची

पद का नाम	पद की संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन पद या अचयन पद	सीधी भर्ती किये जाने वाले व्यक्तियों के लिए आयु सीमा	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक एवं अन्य अर्हताएं
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. अपर महानिदेशक (अभिलेख प्रबंधन)	1* (2018)	सामान्य केन्द्रीय सेवा, (समूह 'क') राजपत्रित अननुसचिवीय	स्तर -14, (144200-218200 रु.)	लागू नहीं होता।	लागू नहीं होता।	लागू नहीं होता।

क्या सीधी भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत कर्मचारियों के मामले में लागू होंगी	परिबीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति, भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आमेलन द्वारा होगी तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति/ आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति/ प्रतिनियुक्ति/आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(8)	(9)	(10)	(11)	(12)	(13)
लागू नहीं होता।	लागू नहीं होता।	प्रतिनियुक्ति द्वारा (जिसके अंतर्गत अल्पकालिक संविदा भी है)।	<b>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है)</b> केन्द्रीय सरकार अथवा राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या स्वायत्त या सांघिक संगठन या सार्वजनिक क्षेत्र के उपक्रम या मान्यता प्राप्त विश्वविद्यालय या संस्थान या अनुसंधान संस्थान में कार्यरत ऐसे अधिकारी :- (क) (i) जिन्होंने मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हो; या	लागू नहीं होता।	संघ लोक सेवा आयोग से परामर्श आवश्यक है।

		<p>(ii) जिन्होंने समकक्ष संवर्ग या विभाग में वेतन मैट्रिक्स में स्तर 13 ए (131100-216600 रु.) में पद पर नियमित आधार पर अपनी नियुक्ति के पश्चात् उस श्रेणी में दो वर्ष सेवा की हो; या</p> <p>(iii) जिन्होंने मूल संवर्ग या विभाग में वेतन मैट्रिक्स के स्तर 13 (123100-215900 रु.) में या समतुल्य पद पर नियमित आधार पर अपनी नियुक्ति के पश्चात् उस श्रेणी में तीन वर्ष सेवा की हो; या</p> <p>(ख) जो निम्नलिखित शैक्षिक अर्हताएं एवं अनुभव रखते हों:- <b>अनिवार्य:</b></p> <p>(i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से इतिहास अथवा भूगोल अथवा अर्थशास्त्र अथवा राजनीति विज्ञान अथवा समाज शास्त्र में स्नातकोत्तर डिग्री।</p> <p>(ii) अभिलेखागार या अभिलेख प्रबंधन या पांडुलिपियों के संरक्षण या पुस्तकालयों में पंद्रह वर्ष का कार्यानुभव।</p> <p><b>वांछनीय</b></p> <p>किसी मान्यता प्राप्त विश्वविद्यालय अथवा संस्थान से अभिलेखीय विज्ञान में डिप्लोमा या पुस्तकालय विज्ञान में स्नातक की डिग्री।</p> <p><b>टिप्पण :</b> प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत उसी या किसी अन्य संगठन इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि (जिसके अंतर्गत अल्पकालिक संविदा भी है) शामिल है, साधारणतया पांच वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 58 वर्ष से अधिक नहीं होगी।</p>		
--	--	--	--	--

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. अपर महानिदेशक (सूचना प्रौद्योगिकी)	1* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	सामान्य केन्द्रीय सेवा, (समूह 'क') राजपत्रित अननुसचिवीय	स्तर-14, (144200-218200 रु.)	लागू नहीं होता।	लागू नहीं होता।	लागू नहीं होता।

(8)	(9)	(10)	(11)	(12)	(13)
लागू नहीं होता।	लागू नहीं होता।	प्रतिनियुक्ति द्वारा (जिसके अंतर्गत अल्पकालिक संविदा भी है)।	<b>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है)</b> केन्द्रीय सरकार अथवा राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या स्वायत्त या सांघिक संगठन या सार्वजनिक क्षेत्र के उपक्रम या मान्यता प्राप्त विश्वविद्यालय या संस्थान या अनुसंधान संस्थान में कार्यरत ऐसे अधिकारी :-	लागू नहीं होता।	संघ लोक सेवा आयोग से परामर्श आवश्यक

			<p>(क) (i) जिन्होंने मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हो; या</p> <p>(ii) जिन्होंने समतुल्य संवर्ग या विभाग या वेतन मैट्रिक्स के स्तर 13 ए (131100-216600 रु.) में पद पर नियमित आधार पर अपनी नियुक्ति के पश्चात् उस श्रेणी में दो वर्ष सेवा की हो; या</p> <p>(iii) जिन्होंने मूल संवर्ग या विभाग में वेतन मैट्रिक्स के लेवल 13 (123100-215900 रु.) में या समतुल्य पद पर नियमित आधार पर अपनी नियुक्ति के पश्चात् उस श्रेणी में तीन वर्ष सेवा की हो; और</p> <p>(ख) जो निम्नलिखित शैक्षिक अर्हताएं एवं अनुभव रखते हों:- <b>अनिवार्य:</b></p> <p>(i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से कम्प्यूटर अनुप्रयोग में मास्टर डिग्री या एम.एससी. (कम्प्यूटर विज्ञान या सूचना प्रौद्योगिकी)। या किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से बी.ई./बी.टैक (कम्प्यूटर इंजीनियरिंग या कम्प्यूटर विज्ञान या कम्प्यूटर प्रौद्योगिकी या कम्प्यूटर विज्ञान तथा इंजीनीयरी/सूचना प्रौद्योगिकी)।</p> <p>(ii) सूचना प्रौद्योगिकी के क्षेत्र में पन्द्रह वर्ष का अनुभव। <b>वांछनीय</b></p> <p>(i) किसी मान्यता प्राप्त विश्वविद्यालय अथवा संस्थान से प्रबंधन में मास्टर डिग्री या स्नातकोत्तर डिप्लोमा।</p> <p>(ii) किसी सरकारी संगठन या सार्वजनिक क्षेत्र के उपक्रम में डिजिटल अभिलेख के प्रबंधन में कम से कम चार वर्ष का कार्यानुभव।</p> <p><b>टिप्पण :</b> प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि (जिसके अंतर्गत अल्पकालिक संविदा भी है) शामिल है, साधारणतया पांच वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 58 वर्ष से अधिक नहीं होगी।</p>	है।
--	--	--	---	-----

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. संयुक्त महानिदेशक (सूचना प्रौद्योगिकी)	1* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	सामान्य केन्द्रीय सेवा, (समूह 'क') राजपत्रित अननुसन्धिवीय	स्तर-13, (123100-215900 रु.)	लागू नहीं होता।	लागू नहीं होता।	लागू नहीं होता।

(8)	(9)	(10)	(11)	(12)	(13)
लागू नहीं होता।	लागू नहीं होता।	प्रतिनियुक्ति द्वारा (जिसके अंतर्गत अल्पकालिक संविदा भी है)।	<p>केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या स्वायत्त या सांघिक संगठन या सार्वजनिक क्षेत्र के उपक्रम या मान्यता प्राप्त विश्वविद्यालय या संस्थान या मान्यताप्राप्त अनुसंधान संस्थान में कार्यरत ऐसे अधिकारी :-</p> <p>(क) (i) जिन्होंने मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हो; या</p> <p>(ii) जिन्होंने मूल संवर्ग या विभाग में वेतन मैट्रिक्स के स्तर 12 (78800-209200 रु.) में या समतुल्य पद पर नियमित आधार पर अपनी नियुक्ति के पश्चात् उस श्रेणी में पांच वर्ष सेवा की हो; या</p> <p>(iii) जिन्होंने वेतन मैट्रिक्स के स्तर 11 (67700-208700 रु.) में नियमित आधार पर अपनी नियुक्ति के पश्चात् उस श्रेणी में दस वर्ष सेवा की हो; और</p> <p>(ख) जो निम्नलिखित शैक्षिक अर्हताएं एवं अनुभव रखते हों:-</p> <p><b>अनिवार्य:</b></p> <p>(i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से कम्प्यूटर अनुप्रयोग में मास्टर डिग्री या एम.एससी. (कम्प्यूटर विज्ञान या सूचना प्रौद्योगिकी); या</p> <p>किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से बी.ई./बी.टेक (कम्प्यूटर इंजीनियरी या कम्प्यूटर विज्ञान या कम्प्यूटर प्रौद्योगिकी या कम्प्यूटर विज्ञान तथा इंजीनियरी अथवा सूचना प्रौद्योगिकी)।</p> <p>(ii) सूचना प्रौद्योगिकी के क्षेत्र में पांच वर्ष का अनुभव।</p> <p><b>वांछनीय</b></p> <p>(i) किसी मान्यता प्राप्त विश्वविद्यालय अथवा संस्थान से प्रबंधन में मास्टर डिग्री या स्नातकोत्तर डिप्लोमा।</p> <p>(ii) किसी सरकारी संगठन अथवा सार्वजनिक क्षेत्र के उपक्रम में अभिलेखों या वेब समर्थित प्रबंधन सहित सूचना प्रौद्योगिकी अंकीकरण से संबंधित परियोजनाओं को तैयार करने अथवा निष्पादित करने में कम से कम चार वर्ष का कार्यानुभव।</p> <p><b>टिप्पण :</b> प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि (जिसके अंतर्गत अल्पकालिक संविदा भी है) शामिल है, साधारणतया पांच वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>	लागू नहीं होता।	संघ लोक सेवा आयोग से परामर्श आवश्यक है।

[फा. सं. 18-53/2010- ए एंड ए]

श्रवण कुमार, संयुक्त सचिव

## MINISTRY OF CULTURE

## NOTIFICATION

New Delhi, the 29th May, 2018

**G.S.R. 516(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the methods of recruitment to the post of Additional Director General, (Record Management), Additional Director General, (Information Technology) and Joint Director General (Information Technology) in the Ministry of Culture, the National Archives of India, namely:-

1. **Short title and commencement.**—(1) These rules may be called the National Archives of India, Additional Director General, (Record Management), Additional Director General, (Information Technology) and Joint Director General (Information Technology), Group 'A' Posts, Recruitment Rules, 2018.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Application.**—These rule shall apply to posts specified in column (1) of the Schedule annexed to these rules.
3. **Number of post, classification and level in pay matrix.**—The number of post, its classification, and level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.
4. **Method of recruitment, age limit, qualifications, etc.**—The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.
5. **Disqualification.**—No person,—  
(a) who has entered into or contracted a marriage with a person having a spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person,  
shall be eligible for appointment to the said post;

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.**—Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of the post	Number of post	Classification	Level in the pay matrix	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Additional Director General (Record Management)	1* (2018) *Subject to variation dependent upon workload	General Central Service, (Group 'A') Gazetted, Non-Ministerial	Level - 14 (Rs. 144200-218200)	Not Applicable	Not Applicable

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(7)	(8)	(9)	(10)	(11) ✓	(12)	(13)
Not Applicable	Not Applicable	Not applicable	By deputation (including short term contract)	<p><b>Deputation (including short term contract) :-</b></p> <p>Officers of the Central Government or State Government or Union territory Administration or autonomous or Statutory Organisation or Public Sector Undertaking or recognized University or Institute or Research Institution:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or Department; or  (ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level 13 A (Rs.131100-216600) in the pay matrix or equivalent cadre or department ; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the post in level 13 (Rs.123100-215900) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(B) possessing the following educational qualification and experience:-</p> <p><b>Essential:-</b></p> <p>(i) Master's Degree in History or Geography or Economics or Political Science or Sociology from a recognised University or Institute.  (ii) Fifteen years experience in Archives or Record Management or Conservation of Manuscripts or Libraries.</p> <p><b>Desirable:</b>  Diploma in Archival Science or Bachelor's degree in Library Science from a</p>	Not applicable	Consultation with Union Public Service Commission necessary.



				recognised University or Institute. Note: (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty eight years as on the closing date of receipt of applications).		
--	--	--	--	---	--	--

(1)	(2)	(3)	(4)	(5)	(6)
2. Additional Director General (Information Technology)	1* (2018) *Subject to variation dependent upon workload	General Central Service, (Group 'A') Gazetted, Non-Ministerial	Level - 14 (Rs.144200-218200)	Not Applicable	Not Applicable

(7)	(8)	(9)	(10)	(11)	(12)	(13)
Not Applicable	Not Applicable	Not applicable	By deputation (Including short term contract).	<p><b>Deputation (including short term contract):-</b></p> <p>Officers of the Central Government or State Government or Union territory administration or autonomous or Statutory Organisation or Public Sector Undertaking or recognised University or Institute or</p> <p><b>Research Institution:</b></p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level 13 A (Rs.131100-216600) in the pay matrix or equivalent cadre or department; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the post in level 13 (Rs.123100-215900) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(B) possessing the following educational qualification and experience:-</p>	Not applicable.	Consultation with Union Public Service Commission necessary.

				<p><b>Essential:-</b></p> <p>(i) Master's Degree in Computer Application or M. Sc. (Computer Science or Information Technology) from a recognised University or Institute.</p> <p>Or</p> <p>B.E./ B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering/ Information Technology) from a recognised University or Institute.</p> <p>(ii) Fifteen years experience in the field of Information Technology.</p> <p><b>Desirable:</b></p> <p>(i) Master's degree or Post graduate diploma in Management from a recognised University or Institute.</p> <p>(ii) At least four years experience in managing digital record in a Government Organisation or public sector undertaking.</p> <p><b>Note :</b> (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty eight years as on the closing date of receipt of applications).</p>		
--	--	--	--	--	--	--

(1)	(2)	(3)	(4)	(5)	(6)
3. Joint Director General (Information Technology)	1* (2018) *Subject to variation dependent upon workload	General Central Service, (Group 'A') Gazetted. Non- Ministerial	Level - 13 (Rs.123100-215900)	Not Applicable	Not Applicable

(7)	(8)	(9)	(10)	(11)	(12)	(13)
Not Applicable	Not Applicable	Not applicable	By deputation (including short term contract).	<p>Officers of the Central Government or State Government or Union territory Administration or Autonomous or Statutory Organisation or Public Sector Undertaking or recognised University or Institute or recognised Research Institution:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the post in level 12 (Rs.78800-209200) in the pay matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in level 11 (Rs. 67700-208700) in the pay matrix; and</p> <p>(B) possessing the following education qualification and experience:-</p> <p><b>Essential:-</b></p> <p>(i) Master's degree in Computer Applications or M.Sc.(Computer Science or Information Technology) from a recognised University or Institute; or</p> <p>B.E./B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognised University or Institute.</p> <p>(ii) Five years experience in the field of Information Technology.</p> <p><b>Desirable:</b></p> <p>(i) Master's degree or Post graduate diploma in Management from recognised University or Institute;</p> <p>(ii) At least four years experience of having planned or executed major Information Technology digitisation related projects including records or web-enabled management in a Government Organisation or public sector undertaking.</p> <p>Note: (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall</p>	Not Applicable	Consultation with Union Public Service Commission necessary.

				ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications).		
--	--	--	--	---	--	--

[F. No. 18-53/2010-A&A]  
SHRAVAN KUMAR, Jt. Secy.

**ALOK  
KUMAR**

Digitally signed  
by ALOK KUMAR  
Date: 2018.06.02  
11:46:52 +05'30'