

E-1566
No. A-22020/1/2019-Group B-CGA-Part(3)/ 312
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Mahalekha Niyantarak Bhawan
E-Block, GPO Complex, INA
New Delhi - 110023
Dated: 12th August, 2024


CIRCULAR

Please find enclosed herewith the vacancy circular issued by Salar Jung Museum, Hyderabad for filling up various posts as detailed below:

S. No	Letter No. Date & Organization	Deputation post with Scale	Eligibility
1	Vacancy Circular dated 23.07.2024. Salar Jung Museum, Hyderabad	1. Administrative cum Accounts Officer (Pay Level 9)	For eligibility criteria/ last date may refer to the Vacancy Circular (Copy enclosed) & Museum's website

The applications of willing and eligible officers may please be forwarded to this office along with Vigilance Clearance Certificate/ Integrity Certificate atleast 5 working days before the last date of submission, failing which the application will be summarily rejected.

Encl: As above.


(Jyoti Vinod)
Senior Accounts Officer

To:
The Senior Accounts Officer (ITD), O/o CGA, Delhi for uploading on the O/o CGA's website.

**SALAR JUNG MUSEUM
HYDERABAD**
(Ministry of Culture, Govt. of India, New Delhi)

No: SJM/Estt/Dep/A&AO-2024

SITUATION VACANT

Applications are invited from eligible candidates for appointment to the following Group "B" Post which is vacant in the Salar Jung Museum, Hyderabad.

Post No: 1

1.	Name of the Post	Administrative cum Accounts Officer
2.	No of vacant post	01 (One Post)
3.	Classification	Grp. "B"
4.	Scale of Pay (Revised)	As per 7 th CPC Level : 9 - Rs 53100-167800
5.	Method of Recruitment	Deputation (including short term contract) / Contract basis
6.	(a) Age limit for Officers applying for deputation	a) Not exceeding 56 years
7.	(b) Age limit for Retired Officers applying on Contract basis	b) Not exceeding 64 years
8.	Education qualifications	Not applicable
9.	In case recruitment by deputation or absorption grades from which deputation or absorption to be made	Deputation (Including short term contract) Officers under the Central/State Governments/Recognized Universities and Recognized Research Institutions/ Statutory Organizations / Autonomous bodies. (i) Holding Analogous post on regular basis in the Pay Band of Rs. 9300 -34800 with Grade Pay of Rs. 5400. (Level 9 in VIIIth CPC pay grade of Rs.53100-167800) OR (ii) With 5 years regular service as SAS Assistant Accounts Officers/SAS Assistant Audit Officers in the Post in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4800. (Level 8 in VIIIth CPC., pay grade of Rs. 47600-151100)

All applications, shall be addressed to "The Director, Salar Jung Museum, Hyderabad -500 002". Eligible candidates may apply (in duplicate) through proper channel duly countersigned by the Head of the Department, along with complete up to date Annual Confidential Reports /Annual Performance Assessment Reports of the officer for the last five years, to the Director, Salar Jung Museum, Hyderabad by 31st August 2024. Applications received after the last date or received without up-to date Annual Performance Assessment Reports will not be considered. While forwarding the applications it shall be verified and certified by the competent authority that the particulars furnished by the candidates are correct and no disciplinary or vigilance case is pending

against the candidate during the last ten years or contemplated. The candidates who have applied for the post will not be allowed to withdraw their candidature subsequently. The candidates may also send advance copy of the application.

For the format of application please consult this Museum's website [www. salarjungmuseum .in](http://www.salarjungmuseum.in)

Proforma of Application.

(To be submitted in duplicate)

Self attested
passport size photo
of the applicant

1. Name of the post for which the application is submitted
2. Name of the applicant :
3. Date of Birth (in Christian era):
4. Postal address (with contact no. and e-mail address):
5. Educational Qualifications (starting from Graduation)

Sl. No	Essential	Desirable
i		
ii		
iii		
iv		
v		

6. Additional /Higher qualifications if any may be mentioned.
7. Service to which you belong.
8. Whether belong to SC/ST/OBC
(Applicants belong to SC/ST/OBC may please enclose caste certificate in proof)
9. Please state clearly in the light of the above entries made by you, you meet the requirement of the post.

10. Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature if the space below is insufficient):

Office/ University /Institute	Post	From	To	Pay Band Pay	Nature of duties

11. Nature of present employment i.e. ad-hoc or temporary or permanent.

12. In case present employment is held on deputation basis please state

- a. The details of initial appointment in the parent department.
- b. Date and period of appointment on deputation:
- c. Name of the present office/organization.

13. Additional details about present employment. Please state whether working under:

- a) Central Government:
- b) State Government:
- c) Autonomous Organization:
- d) Government under taking:
- e) University

14. Are you in revised scale of pay? If, yes, give the date from which the revision took place (please indicate the pre-revised scale as well.)

15. Existing total emoluments drawn per month.

16. Additional information, if any, you may like to mention in support of your suitability for the post. (Please enclose a separate sheet);

DECLARATION TO BE GIVEN BY THE APPLICANT

- i. Certified that no criminal case is pending against me as on the date, the notification is published in the Employment News, nor I have under gone any punishment earlier due to conviction in a criminal case.
- ii. Certified that no Major penalty /Minor penalty case is pending against me as on the date, the notification is published in the Employment News.
- iii. Certified that no penalty is imposed against me nor any penalty is in operation as on the date, the notification is published in the Employment News.

(In case any criminal case is pending or penalty or imprisonment already under gone or any disciplinary case is pending at present, a statement showing brief details may be enclosed in a separate sheet.)

I hereby declare that the information furnished above by me in the application form is correct. I hereby undertake that if any information given by me is found to be false at any time in future, it will render me ineligible for the post applied for.

(Signature of the Candidate)

Name()

N.B-

- 1 Applicants are requested to enclose self attested testimonials /certificates in support of their educational qualifications.
2. Applications duly filled in all respects may be submitted in duplicate.

ENDORSEMENT OF THE FORWARDING AUTHORITY.

- (i) Certified that Sri /Smt./Ms. -----is working in our Organization as ----- (Designation) on permanent basis.
- (ii) Certified that he/ she is drawing a total salary of Rs. -----/(Rupees----- only) with Pay Band Pay Rs. -----/-(Rupees-----) in the P.B -----
- (iii) Certified that no disciplinary or vigilance case is pending or contemplated against him/her as on the date, the notification is published in the Employment News.
- (iv) Certified that no major penalty or minor penalty proceedings are pending against him/her as on the date, the notification is published in the Employment News.
- (v) Certified that no major penalty/minor penalty imposed nor he /she is presently undergoing penalty. (In respect of those applicant against whom penalty is in operation a statement showing brief details of penalty in operation may be enclosed.)
- (vi) Certified that he /she will be relieved from the Department/Organization within a period of----- days in case of his /her selection.

Place:

Date:

Signature of the Forwarding Authority.
Designation, Office seal.