

NEHRU MEMORIAL MUSEUM AND LIBRARY
Teen Murti House, New Delhi-110011
(Autonomous Body set up by the Govt. of India)

The Nehru Memorial Museum & Library (NMML), an Autonomous Body under the Ministry of Culture, seeks qualified candidates for appointment to various posts for the Pradhan Mantri Sangrahalaya.

For details like qualification and experience required, general instructions etc., please visit NMML **website:** www.nehrumemorial.nic.in.

Interested candidates may send their applications along with self attested copies of educational qualifications and experience certificates, etc to this office address i.e. The Director, Nehru Memorial Museum & Library, Teen Murti House, New Delhi-110011 so as to reach latest by 25th March, 2022.

**APPLICATION FORM FOR THE POST OF _____,
PRADHANMANTRI SANGRAHALAYA, NEHRU MEMORIAL MUSEUM AND
LIBRARY, NEW DELHI**

Providing All Information is Compulsory

Name (BLOCK LETTER)							
Date of Birth DD/MM/YYYY							
Age as on last date of submission of application							
Place of Birth							
Father's/Mother's or Spouse's name							
Permanent Address in full							
Present Address in full (correspondence)							
Mobile No.							
Alternate Mobile No.							
Email ID							
Confirmed Email ID							
Educational Qualifications in Chronological order (please attach copies of self attested certificates Mark sheet etc.)							
Sl. No.	Exam Passed	University /Board	Date of entering	Date of leaving	Examination Passed (year)	Division /Grade	Subject
1.							
2.							
3.							
4.							

5.							
Professional Qualification in Chronological order (please attach copies of self attested certificates Mark sheet etc.)							
Sl. No.	Exam Passed	University /Board	Date of entering	Date of leaving	Examination Passed (year)	Division /Grade	Subject
1.							
2.							
3.							
4.							
Details of Employment in Chronological order (Enclose experience certificates)							
Sl. No.	Name of Office/Organization	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties	
1.							
2.							
3.							
4.							
Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)							

Declaration: I have carefully gone through the vacancy circular/advertisement and General Instructions to candidates and I agree to the same. I am also aware that the information provided by me above, supported by documents submitted will also be assessed at the time of selection for the post. In case of any false statement I am liable to any action Government may deem fit and proper.

I am informed to keep my Mobile and Email active to receive all urgent information related to selection.

I am aware that selection test information would be sent on email and mobile and selection test, if eligible, will be held any time after 26th March, 2022.

I am aware that in case of morethan one eligible applicant, Selection Committee may employ any method deemed suitable to select best suitable candidate.

.....
(Signature of the Candidate)

Place:

Date:

Nehru Memorial Museum & Library

General instructions for applicants:-

1. Candidates must send their applications in the required format for a particular post to this office in a sealed envelope clearly super scribed as **“APPLICATION FOR THE POST OF -----”**. An applicant applying for more than one post is required to apply separately for each post.
2. The candidates are mandatorily required to provide their e-mail IDs and contact number in the application as per the required format.
3. The recruitment will be made in accordance with the guidelines issued by DoPT from time to time and NMML Recruitment Rules.
4. Only matriculation/SSC certificate issued by the concerned educational boards will be considered as proof of date of birth. No other document will be accepted for verification of date of birth. The date applicable for determining the age will be the last date of submission of application.
5. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and the candidature will be cancelled. Concealment of fact/information or submitted false information will lead to cancellation of candidature at any stage of recruitment.
6. The NMML reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the NMML shall be final and no appeal in this regard shall be entertained.
7. In case the total number of applications received in response to the advertisement for the post is more, the duly constituted Selection Committee of NMML shall reserve the right to devise additional criteria for shortlisting of candidates to take the selection process further.
8. Any Corrigendum/Changes/Updates related to the recruitment process shall be available on the official website of NMML. The candidates are advised to regularly visit the NMML website and check their emails/mobiles for all updates.
9. The employed candidates of Central Govt./Autonomous Bodies/Statutory Bodies/State Govt. should send the applications through proper channel. However, they will require to produce the NO OBJECTION CERTIFICATE (NOC) from their organization when required by NMML, with a certificate that (i) no vigilance case is pending/being contemplated against

him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected.

10. The decision of the competent authority at NMML in all matters relating to eligibility, acceptance or rejection of applications and the selection process will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual.
11. Applications received without the requisite documents and/or after the prescribed date will not be entertained in any case.
12. Incomplete applications shall be summarily rejected.
13. Canvassing in any form will be treated as a disqualification for the post.
14. Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy Competent Medical Authority as the NMML may require.
15. The NMML reserves the right to change the number and nature of posts/vacancies without assigning any reason.
16. The applicants may visit the official website www.nehrumemorial.nic.in for detailed advertisement. The last date for receiving of applications is 25th March, 2022 for all candidates.
17. No TA/DA will be paid to the candidates at any stage of the recruitment process for appearing in the test/interview.
18. The selection test for the post are tentatively planned for 26th March 2022 onwards. The candidates will be informed of the same on email/mobile/NMML website and the candidates shall remain prepared to travel to NMML for the same.

Director, NMML

Essential Qualification, Experience and Age Criteria for Various posts for Pradhan Mantri Sangrahalaya

S.No.	Name	No.	Category	Level	Age	Essential Qualification	Essential Experience	Desirable
1.	Finance and Audit Officer	1	UR	Level-10 (Rs.56100-177500)	Not exceeding 35 years Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government	Certified Chartered Accountant (CA)	2 years of post CA degree work experience	Knowledge of computer application, Tally, Excel
2.	General Manager	1	UR	Level-10 (Rs.56100-177500)	Not exceeding 35 years Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government	Graduate.	At least 7 year's experience in management and administration in a Govt. Deptt. or in an Autonomous organization or any other reputed organisation	(i) MBA from a recognised university (ii) Knowledge of computer application.
3.	IT Specialist	1	UR	Level-8 (Rs.47600-151100)	Not exceeding 30 year Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government	B. Tech. in computer science or related field	At least 5 years experience as IT manager or equivalent	(i) Microsoft Certified Professional (ii) Master of Computer Application or equivalent (iii) Work Experience in installation and maintenance of hardware, software,

								networking
4.	Junior Finance Officer	1	UR	Level-8 (Rs.47600-151100)	Not exceeding 30 years Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government	Degree of a recognized University/Institute	4 years experience in Cash, Account and Budget work in a Government Office / PSU / Autonomous body / Statutory Body or any other reputed organization.	
5.	Junior Curator	1	UR	Level-8 (Rs.47600-151100)	Not exceeding 30 years Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government	Master's Degree in Museology / History or related fields	At least three years experience in museum in a Govt. Deptt. or in an Autonomous organization or any other reputed organisation	(i) Master's Degree in History with Specialization in Modern Indian History (ii) Knowledge of computer application.
6.	Manager (Administrator)	1	UR	Level-8 (Rs.47600-151100)	Not exceeding 30 years Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government	Graduate	At least five years experience in administration in a Govt. Deptt. or in an Autonomous organization or any other reputed organisation	Knowledge of computer application.
7.	Assistant Caretaker	1	UR	Level-6 (Rs.35400-112400)	Not exceeding 30 years Relaxable for Governm	Graduate	At least five years experience of maintenance of	(i) Work experience in Govt. Department or autonomous body or

					entservants upto5yearsinaccordanc ewiththe instructionsororders issued bythe CentralGovernment		buildings.	any other reputed organisation (ii) Knowledge of computer application.
8.	Personal Assistant	1	UR	Level-5 (Rs.29200-92300)	Between 18 and 25 years. RelaxableforGovernm entservants upto5yearsinaccordanc ewiththe instructionsororders issued bythe CentralGovernment	(i) Graduate in any discipline. (ii) Typing speed of 30 w.p.m. in English/25 w.p.m. in Hindi		(i) Two years experience as PA/Stenographer in a govt department or an autonomous body or any other reputed organisation (ii) B.Com
9.	Upper Division Clerk	2	UR	Level-4 (Rs.25500-81100)	Not exceeding 27 years. Relaxable for Government servants upto40years inthecase ofgeneral candidatesand45years in the case of SCs/STs in accordancewith theinstructionsor ordersissuedby theCentral Government	Degree of a recognised University or equivalent		