No.21/2/2016-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
****

2nd Floor, Lok Nayak Bhavan, New Delhi-110003
The 21 July, 2016

OFFICE MEMORANDUM

Subject: Filling up the various posts in Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi on deputation basis.

Department of Social Justice vide their Circular No.17020/09/2015-SCD-VI dated 04th July, 2016 (Copy enclosed) has desired the services of suitable officers for filling up various posts in Dr. Ambedkar International Centre, New Delhi on deputation basis.

2. Ministries / Departments of Government of India are requested to give wide publicity to the above vacancy among their employees and may forward duly signed applications, if any, to Shri G. K. Dwivedi, Director(SCD), Department of Social Justice and Empowerment Shastri Bhawan, New Delhi.

3. Cadre Clearance in respect of CSS Officers at the level of Under Secretary and above may be obtained from this Division before the application is forwarded for such deputation post.

Encl.: As above.

(BISWAJIT BANERJEE)
Under Secretary to the Government of India
☎: 24629413

All Ministries / Departments

No. 17020/09/2015-SCD-VI
Government of India
Ministry of Social Justice and Empowerment
(Department of Social Justice and Empowerment)

Shastri Bhawan, New Delhi
Dated 07th July, 2016

CIRCULAR

Dr. Ambedkar Foundation established by the Government of India under the aegis of the Ministry of Welfare (now Ministry of Social Justice and Empowerment) invites application for filling up of the following posts in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi, on deputation basis from suitable candidates who fulfill the eligibility conditions as shown below:-

Sl. No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1	Director	01	Rs.37400-67000/- (PB-4) with G.P. of Rs. 8700/-	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis (or) (ii) A post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs.6600/- from any organised service having ten years of regular Service in the Grade. (or) (iii) A post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs.7600/- from any organised service having five years of regular Service in the Grade. (or) (iv) The officers eligible to be appointed as Deputy Secretary or equivalent level in the Government of India may also apply. In this case the post will be operated in pay scale of Deputy Secretary. <u>Desirable</u> Persons having good academic record and having experience of personnel, administrative and accounts matters.
2	Financial Advisor (At the level of Director)	01	PB-4 Rs.37400-67000 with G.P. of Rs.8700/-	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis (or) (ii) A post in the scale of pay of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs.6600/- from any organised service having ten years of regular Service in the Grade. Persons with accounts background/experience of rendering financial advice shall be given preference. (or) (iii) A post in the scale of pay of Rs. 15600-

				39100/- (PB-3) with Grade Pay of Rs.7600/- from any organised service having five years of regular Service in the Grade. Persons with accounts background/experience of rendering financial advice shall be given preference. (or) (iv) The officers eligible to be appointed as Deputy Secretary or equivalent level in the Government of India may also apply. In this case the post will be operated in pay scale of Deputy Secretary. Desirable Persons having good academic record and having experience of administrative, financial and accounts matters.
3	Private Secretary	02	PB-2 - Rs.9300-34800/- with G.P. of Rs.4600/-	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding Bachelor Degree:- (i) An analogous post on regular basis (or) (ii) A post in the scale of pay of Rs.9300-34800/- (PB-2) with Grade Pay of Rs.4200/- and having five years of approved or regular Service in the Grade. Persons having handled similar nature of job shall be given preference.
4	Library & Documentation Officer	01	PB.4-Rs.37400-67000 + GP Rs.8700	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis (or) (ii) Having ten years' regular service in the Pay Band 3 Rs.15600-39100 Grade Pay Rs.6600/- or equivalent. Persons having handled similar nature of job shall be given preference (or) (iii) Having five years' regular service in the Pay Band 3 Rs.15600-39100 Grade Pay Rs.7600/- or equivalent. Persons having handled similar nature of job shall be given preference. Possessing the following educational qualification and experience :- (i) Master's Degree in Library Science or Library and Information Science of a recognized University/Institute; (ii) 10 years' professional experience in a Library under Central/State Government/

				Autonomous or Statutory Organisation/PSU/ University or recognized Research or Educational Institution. (iii) One year experience of computerizing Library activities in a Library under Central/State Government/autonomous or Statutory Organisation/PSU/ University or recognized Research or Educational Institution (iv) Diploma in Computer Application from a recognized University or Institute.
5	Associate Professor	02	PB-4-Rs.37400 -67000 + GP Rs.8700	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis(or) (ii) Having ten years' regular service in the Pay Band 3 Rs.15600-39100 Grade Pay Rs.6600/- or equivalent. Persons having handled similar nature of job shall be given preference (or) (iii) Having five years' regular service in the Pay Band 3 Rs.15600-39100 Grade Pay Rs.7600/- or equivalent. Persons having handled similar nature of job shall be given preference. Possessing the following educational qualification and experience :- (i) A candidate should have a Doctoral Degree (ii) He/she should have a first class or equivalent at the PG Degree or be qualified in Project, Policy Research, Research on Dr. Ambedkar, Library and Publication; (ii) Candidate should have a minimum experience of 8 years' in teaching/research/ industry/professional of which at least 4 years teaching experience should be at the level of Assistant Professor or equivalent.
6	Superintendent Engineer	01	PB-4-Rs.37400 -67000 + GP Rs.8700	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis (or) (ii) Having ten years' regular service in the Pay Band 3 Rs.15600-39100 Grade Pay Rs.6600/-

				or equivalent. Persons having handled similar nature of job shall be given preference (or) (iii) Having five years' regular service in the Pay Band 3 Rs.15600-39100 Grade Pay Rs.7600/- or equivalent. Persons having handled similar nature of job shall be given preference. Possessing the following educational qualification and experience :- (i) Degree in Civil Engineering from University incorporated by an Act of the Central or State Legislature in India (or) an educational Institution Established by an Act of Parliament or declared to be deemed as University under Section 3 of the UGC Act, 1956; (or) (ii) such other equivalent qualification as have been or may be recognized by the Government for the purpose of admission to the said examination; (or) (iii) A degree in Civil Engineering from such foreign University or College or Institution and under such conditions as may be recognized by the Government for the purpose from time to time.
7	Deputy Curator	01	PB-3-Rs.15600-39100 + GP Rs.5400	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis (or) (ii) Having eight years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band Rs.9300-34800 + Grade Pay of Rs.4200/- or equivalent in the parent cadre of Department. (iii) Having three years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band Rs.9300-34800 + Grade Pay Rs.4600/- or equivalent; (iv) Having rendered two years' service in the grade rendered after appointment thereto on regular basis in the pay band Rs.9300-34800 + Grade pay Rs.4800/- or equivalent; Persons having handled similar nature of job shall be given preference. Possessing the following educational

				qualification and experience :- (i) Having Master's or Bachelor Degree of a recognized University or equivalent in History or Sanskrit or Pali or Prakrit or Persian or Arabic or Archaeology or Anthropology or Fine Arts or History of Art; (ii) Diploma in Museology/Archaeology/ Anthropology of a recognized University or Institution or equivalent. (iii)Two years' experience in a museum or National or Regional importance under the control of Central/State Government or Union Territories including one year's practical experience in collection, conservation/ preservation and exhibition of arts objects.
8	Conservator	01	PB-3-Rs.15600 -39100 + GP Rs.5400	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis. or (ii) Having eight years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band Rs.9300-34800 + Grade Pay of Rs.4200/- or equivalent in the parent cadre of Department. (iii) Having three years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band Rs.9300-34800 + Grade Pay Rs.4600/- or equivalent; (iv) Having rendered two years' service in the grade rendered after appointment thereto on regular basis in the pay band Rs.9300-34800 + Grade pay Rs.4800/- or equivalent; Persons having handled similar nature of job shall be given preference. Possessing a Degree in Science and Chemistry as one of the subject with 10 years' experience of application of Science in restoration/conservation of museum materials in general and of art objects.
9	Research Associate	01	PB-2 - Rs.9300-34800 + GP	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or

			Rs.4800	Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis. or (ii) Having two years' service in the Investigator/Research field rendered after appointment thereto on regular basis in posts in the pay band of Rs.9300-34800 + Grade Pay of Rs.4600/- or equivalent. Persons having handled similar nature of job shall be given preference. (iii) Having six years' service in the Investigator/Research field rendered after appointment thereto on regular basis in posts in the pay band of Rs.9300-34800 + Grade Pay of Rs.4200/- or equivalent. Persons having handled similar nature of job shall be given preference. (iv) Possessing any Bachelor Degree from the recognized University or Institution or equivalent.
10	Junior Engineer	02	PB-2 - Rs.9300-34800 + GP Rs.4200	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis(or) (ii) Having six years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band of Rs.5200-20200 + Grade Pay of Rs.2800/- or equivalent. Persons having handled similar nature of job shall be given preference. (iii) Having ten years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band of Rs.5200-20200 + Grade Pay of Rs.2400/- or equivalent. Persons having handled similar nature of job shall be given preference. (iv) Possessing a Diploma in Civil Engineering from the recognized University or Institute.
11	Assistant Caretaker	01	PB-1 - Rs.5200-20200 + GP Rs.1900	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organisation and holding:- (i) An analogous post on regular basis(or) (ii) A post in the scale of pay of

				Rs.5200-20200(PB-2) with Grade Pay of Rs.1800/- and having three years of regular Service in the Grade. Persons having three years experience in Caretaker, shall be given preference.

3. The pay of the officer selected will be regulated in accordance with DOP&T, OM No.6/8/2009-Estt. (Pay-II) dated 17.6.2010, as amended from time to time.

4. The maximum age limit for appointment on deputation shall be 56 years as on the date of publication of the notice in Employment News. The deputation period would be initially for three years and extendable further as per rules.

5. The application in the enclosed proforma (can be down loaded from Ministry website.socialjustice.nic.in) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned within 45 days of publication of this circular in the Employment News along with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

(G.K. Dwivedi)
Director (SCD)

To,

1. All Ministries/Department of Government of India.
2. All Chief Secretaries States/UTs.
3. All Central/State Universities or Institutions.
4. Smt. Shobhana Joshi, CGDA, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt – 110010.
5. Shri M.J. Joseph, ICAS, Controller General of Accounts, Office of Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi - 110 511.
6. Shri Mukesh Prasad Singh, Director General of Audit(Central Expenditure), Office of the Director General of Audit(Central Expenditure), Room No.206, 2nd Floor, AGCR Building, I.P. Estate, New Delhi-110002.
7. Shri Shashi Kant Sharma, Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.
8. Director(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
9. Employment News, Ministry of Information and Broadcasting, East Block_IV, Level-5, R.K. Puram, New Delhi to publish the circular in Employment News at an early date.
10. Dr. Ambedkar Foundation, Janpath, New Delhi.

ANNEXURE-A

CURRICULAM VITAE PROFORMA

1. Name and address (In BLOCK LETTER)

2. Applied for the post of

3. Date of Birth (in Christian era)

4. Date of retirement under Central/State Government rule

5. Educational Qualifications

6. Whether belong to SC/ST

7. Education qualifications and Experience possessed

Qualifications/ Experience Required	Qualifications/ Experience possessed by the Officer
Essential Desirable	

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

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATIO N OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

9. Nature of Present employment, i.e.

(i) Ad-hoc basis

(ii) Regular/on temporary basis

(iii) Pay in the Pay band

(iii) Grade Pay drawn

10.	In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organization to which you belong	
11.	Additional details about present employment, please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities	
12.	Are you in Revised Pay Structure? if yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	Total emoluments per month now drawn	
14.	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.	
15.	Whether belonging to SC/ST	
16.	Remarks	

Signature of the candidate

Date:-

Address

Countersigned with office seal by the authorized signatory of the parent office

ANNEXURE-1

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated against ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

ANNEXURE-2

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on ..... who has applied for the post of..... in the Dr. Ambedkar International Center on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

ANNEXURE-3

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of ..... who has applied for the post of ..... in the Dr. Ambedkar International Center on deputation basis, it is certified that his/her integrity is beyond doubt.

(Authorised Signatory)

Name & office Seal:

Date:

(Not below the rank of Deputy Secretary)

Dr. Ambedkar Foundation
(An Autonomous Body under Ministry of Social Justice & Empowerment)
Government of India
15, Janpath, New Delhi-110001
Website:http://ambedkarfoundation.nic.in/

Dr. Ambedkar Foundation invites application for the following posts in the Dr. Ambedkar International Centre, Ministry of Social Justice & Empowerment, New Delhi, on deputation basis for a period of three years :-

Sl. No.	Name of Post	Number of post	Pay Scale (Rs.)
1	Director	01	PB.4 - Rs.37400-67000 with G.P. Rs.8700/-
2	Financial Advisor (At the level of Director)	01	PB.4 - Rs.37400-67000 with G.P. Rs.8700/-
3	Private Secretary	02	PB-2 - Rs.9300-34800 with G.P. of Rs.4600/-
4	Library & Documentation Officer	01	PB.4 - Rs.37400-67000 with G.P. Rs.8700/-
5	Associate Professor	02	PB-4 - Rs.37400-67000 with G.P. Rs.8700/-
6	Superintending Engineer	01	PB-4 - Rs.37400-67000 with G.P. Rs.8700/-
7	Deputy Curator	01	PB-3 - Rs.15600-39100 with G.P. Rs.5400/-
8	Conservator	01	PB-3 - Rs.15600-39100 with G.P. Rs.5400/-
9	Research Associate	01	PB-2 - Rs.9300-34800 with G.P. Rs.4800/-
10	Junior Engineer	02	PB-2 - Rs.9300-34800 with G.P. Rs.4200/-
11	Assistant Caretaker	01	PB-1 - Rs.5200-20200 with G.P. Rs.1900/-

2 The maximum age limit for appointment on deputation shall be 56 years as on the date of publication of the notice in Employment News.

3 For detailed eligibility criteria and other details please visit http://ambedkarfoundation.nic.in/

Director
Dr. Ambedkar Foundation

डॉ. अम्बेडकर प्रतिष्ठान

(सामाजिक न्याय और अधिकारिता मंत्रालय के अधीन एक स्वायत्त निकाय)

भारत सरकार

15, जनपथ, नई दिल्ली - 110001

वेबसाइट : http:/ambedkarfoundation.nic.in/

डॉ. अम्बेडकर प्रतिष्ठान द्वारा डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र, सामाजिक न्याय और अधिकारिता मंत्रालय, नई दिल्ली में तीन वर्ष की अवधि हेतु प्रतिनियुक्ति आधार पर निम्नलिखित पदों के लिए आवेदन पत्र आमंत्रित किए जाते हैं :-

क्रम सं.	पदनाम	पदों की संख्या	वेतनमान (रुपए में)
1.	निदेशक	01	पीबी-4 - 37400-67000 रुपए ग्रेड-पे 8700/- रुपए सहित
2.	वित्तीय सलाहकार (निदेशक स्तर पर)	01	पीबी-4 - 37400-67000 रुपए ग्रेड-पे 8700/- रुपए सहित
3.	निजी सचिव	02	पीबी-2 - 9300-34800 रुपए ग्रेड-पे 4600/- रुपए सहित
4.	पुस्तकालय एवं प्रलेखन अधिकारी	01	पीबी-4 - 37400-67000 रुपए ग्रेड-पे 8700/- रुपए सहित
5.	सहायक प्रोफेसर	02	पीबी-4 - 37400-67000 रुपए ग्रेड-पे 8700/- रुपए सहित
6.	अधीक्षक इंजीनियर	01	पीबी-4 - 37400-67000 रुपए ग्रेड-पे 8700/- रुपए सहित
7.	उप संग्रहाध्यक्ष	01	पीबी-3 - 15600-39100 रुपए ग्रेड-पे 5400/- रुपए सहित
8.	संरक्षक	01	पीबी-3 - 15600-39100 रुपए ग्रेड-पे 5400/- रुपए सहित
9.	अनुसंधान सहयोगी	01	पीबी-2 - 9300-34800 रुपए ग्रेड-पे 4800/- रुपए सहित
10.	कनिष्ठ इंजीनियर	02	पीबी-2 - 9300-34800 रुपए ग्रेड-पे 4200/- रुपए सहित
11.	सहायक केयरटेकर	01	पीबी-1 - 5200-20200 रुपए ग्रेड-पे 1900/- रुपए सहित

2. प्रतिनियुक्ति आधार पर नियुक्ति के लिए अधिकतम आयु सीमा रोजगार समाचार पत्र में विज्ञापन के प्रकाशन की तारीख पर 56 वर्ष है।

3. विस्तृत पात्रता मानदण्ड एवं अन्य ब्यौरों के लिए कृपया htt:ambedkarfoundation.nic.in देखें।

निदेशक

डॉ. अम्बेडकर प्रतिष्ठान