

# Indira Gandhi Rashtriya Manav Sangrahalaya

Shamla Hills, Bhopal 462013

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## NOTIFICATION

### No.1-1/2023-Estt. Dated 8.7.2023

The Indira Gandhi Rashtriya Manav Sangrahalaya is an Autonomous organization of Government of India, Ministry of Culture with its various Outdoor and Indoor museum complexes located at Bhopal and a Regional Centre at Mysore. The Sangrahalaya is involved in generating a new museum movement in India to demonstrate the simultaneous validity of human cultures and the plurality of alternatives of human articulation. The Pay and allowances of its employees are governed mutatis mutandis as of Govt. of India Rules & Regulations for Central Civil Services. The Applications are invited for the following posts to be filled by transfer on deputation and direct recruitment.

**The commencement date and last date for submission of applications are as under.**

Date of Commencement of Applications: **08.07.2023**  
Last Date of Submission of Applications: **04.08.2023 (for direct recruitment)**  
**28.08.2023 (for deputation posts)**

#### DETAILS OF POSTS

Name of the post	No. of post	Pay Scale (7 <sup>th</sup> CPC)	Max Age (in years)	Category
1. Joint Director (Admin. & Security)	01	Level 12	56	Deputation
2. Administrative Officer	01	Level 9	56	Deputation
3. Conservation Associate	01	Level 6	30	Direct Recruitment -OBC
4. Museum Associate	01	Level 6	30	Direct Recruitment (Divyang-Ortho)
5. Museum Assistant	01	Level 5	21-28	Direct Recruitment -OBC
6. Laboratory Technician	01	Level 4	25	Direct -UR
7. Sr. Clerk	01	Level 4	56	Deputation – SC
			18-26	Direct- SC
8. Stenographer	01	Level 4	18-28	Direct Recruitment (Divyang-Low Vision)
9. Driver	01	Level 2	23-30	Direct Recruitment-OBC

#### Required Qualifications and Experience (As per existing RRs of IGRMS, Bhopal)

1.	<b>Name of the post</b>	<b>Joint Director (Administration &amp; Security) (Group-A)</b>
	<b>No. of Vacancy</b>	One. To be filled on Transfer on Deputation
	<b>Age</b>	Not exceeding 56 years.
	<b>Scale of Pay</b>	Pay Matrix Level 12 (Rs. 78800-209200)
	<b>Educational qualifications</b>	Master's Degree/post graduate in any discipline.
2.	<b>Name of the post</b>	<b>Administrative Officer (Group-B)</b>
	<b>No. of Vacancy</b>	One. To be filled on Transfer on Deputation basis
	<b>Age</b>	Not exceeding 56 years.
	<b>Scale of Pay</b>	Pay Matrix Level 9 (Rs.53100-167800)
	<b>Educational qualifications</b>	<b>Essential:</b> i. Degree of recognized University or equivalent; ii. Five year's administrative experience of which at least 3 years should be on establishment and accounts side. <b>Desirable:</b> i. Knowledge of Govt. Rules and Regulations ii. Experience of working in a Museum or scientific organization iii. Knowledge of work study accounting procedure.
<b>Eligibility</b>	Officers of the Central/Central Autonomous/statutory bodies holding analogous posts, or with three years' service in the scale of Rs.2000-3500 (pre-revised) or equivalent and processing the	

		qualification.
4.	<b>Name of the post</b>	<b>Museum Associate (Group-B)</b>
	<b>No. of Vacancy</b>	One. (Reserved for <i>Divyang</i> (Ortho))
	<b>Age</b>	Not exceeding 30 years (Relaxable 5 years for govt. servant/ employees of Central Autonomous organization in accordance with the instructions/ orders issued by the Central Govt.)
	<b>Scale of Pay</b>	Pay Matrix Level 6 (Rs.35400- 112400)
	<b>Education Qualification</b>	<b>Essential:</b> (i) Master's Degree in Anthropology of a recognized University or equivalent with specialization in Social/Physical Anthropology/ Prehistory. Three years experience in a Museum of standing or comparable institution <b>Desirable:</b> Degree/Diploma in Museology or Experience of field investigation
3	<b>Name of the post</b>	<b>Conservation Associate (Group-B)</b>
	<b>No. of Vacancy</b>	One. (Reserved for OBC)
	<b>Age</b>	Not exceeding 30 years (Relaxable for govt. servant/ employees of Autonomous organization of Central Govt. upto 5 years)
	<b>Scale of Pay</b>	Pay Matrix Level 6 (Rs.35400- 112400)
	<b>Education Qualification</b>	<b>Essential:</b> 1. Atleast 2 <sup>nd</sup> class Master's Degree in Chemistry of a recognized University or equivalent 2. Two years practical/research experience in conservation and analysis of cultural property like ethnographic objects and pre-historic material, including fossils.
5	<b>Name of the post</b>	<b>Museum Assistant (Group-C)</b>
	<b>No. of Vacancy</b>	One. (Reserved for OBC)
	<b>Age</b>	21-28 years (Relaxable upto 35 years for govt. servant/ employees of Autonomous organization of Central Govt.)
	<b>Scale of Pay</b>	Level 5 (Rs.29200-92300)
	<b>Education Qualification</b>	<b>Essential:</b> (i) Masters Degree or equivalent; or Honors degree of a recognized University in Anthropology. <b>Desirable:</b> Diploma in Museology
6	<b>Name of the post</b>	<b>Laboratory Technician (Group-C)</b>
	<b>No. of Vacancy</b>	One (Reserved for UR)
	<b>Age</b>	25 years
	<b>Scale of Pay</b>	Pay Matrix Level 4 (Rs.25500-81100)
	<b>Education Qualification</b>	<b>Essential:</b> (i) Higher Secondary with Physics and Chemistry (ii) <b>Desirable:</b> Atleast one year's experience of working in Chemical/Analytical Lab.
7.	<b>Name of the post</b>	<b>Sr. Clerk (Group-C)</b>
	<b>No. of Vacancy</b>	One. (Reserved for SC)
	<b>Age</b>	18-26 years (Relaxable upto 35 years from Govt. servant/employees of autonomous organisation of Central Govt.) for direct recruitment and 56 years for deputation
	<b>Scale of Pay</b>	Pay Matrix Level 4 (Rs.25500-81100)
	<b>Education Qualification</b>	<b>Essential:</b> Degree of a recognised University with three years experience of office work under Central Govt. or Central Autonomous organizations including ability to type. Or Matriculation with five years experience of office work under Central Govt. or Central Autonomous organizations including ability to type. <b>Desirable:</b> Knowledge of working in Computer.
	<b>Eligibility</b>	Persons working in similar or equivalent posts or LDC with five years regular service in the grade under Central Govt./ autonomous organisation of the Central Govt.
8.	<b>Name of the post</b>	<b>Stenographer (Group-C)</b>
	<b>No. of Vacancy</b>	One. (Reserved for <i>Divyang</i> -Low Vision)
	<b>Age</b>	18-28 years (Relaxable upto 35 years from Govt. servant/employees of autonomous organisation of Central Govt.)
	<b>Scale of Pay</b>	Pay Matrix Level 4 (Rs.25500-81100)
	<b>Education Qualification</b>	<b>Essential:</b> (i) Matric or equivalent qualification from a recognised University/board. (ii) Speed of 80 wpm in English Shorthand and 40 WPM in English typewriting
	<b>Note</b>	Mobility and bilateral hand activities of the person should be adequate. The incumbent will be considered with aids and appliances.
9.	<b>Name of the post</b>	<b>Driver (Group-C)</b>
	<b>No. of Vacancy</b>	One. (Reserved for OBC)
	<b>Age</b>	23-30 years (Relaxable upto 35 years from Govt. servant/employees of autonomous organisation of Central Govt.)
	<b>Scale of Pay</b>	Pay Matrix Level 2 (Rs.19900-63200)
	<b>Education Qualification</b>	<b>Essential:</b> Valid driving license for Motor Car. Knowledge of Motor Mechanism. Experience of driving Motor Car, Jeep for atleast 4 years. <b>Desirable:</b> Ability to carry out minor repairs.

## GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS FOR THE CANDIDATES:

1	All the Applicants must produce original certificates and other documents at the time of document verification (if called for test/interview).
2	IGRMS, Bhopal strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. Applicants are advised to ensure before applying that they possess essential qualification and experience for the post.
3	Candidates of only Indian Nationality can apply for these posts. The crucial date for determining the age-limit, essential qualification and experience shall be the last date ( <b>i.e 04.08.2023 (for direct recruitment posts) and 28.08.2023 (for deputation posts)</b> ) for submission of applications from candidates. Experience shall be counted only after the date of possessing the essential educational qualifications.
4	Only Birth Certificate/Secondary School Leaving Certificate (SSLC)/ Matriculation/ SSC mark sheet or certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth. No subsequent request for change will be considered or granted.
5	While applying the candidates should mention their full name as it appears on the Matriculation/ Secondary School Certificate. If a candidate has changed his/her name or dropped or added part of his/ her name after Matriculation / Secondary School they will have to submit an attested copy of Gazette Notification to this effect
6	Applicants are advised to ensure, before applying, that they possess essential qualification and experience for the post. The Experience and Qualification will be reckoned as on the last date for submission of application. Mere fulfillment of minimum qualifications and experience does not entitle any candidate to receive a call letter and the decision of the IGRMS, Bhopal shall be final and binding at all.
7	Appointments under Direct Recruitment are regular in nature with a probation period as per the norms of IGRMS and the same shall be confirmed depending upon satisfactory performance of the incumbent.
8	Experience Certificate especially from private employer must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full time education will not be counted as professional experience.
9	Applicant should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the Advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the " <b>Application Form</b> ", the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected. Application once submitted cannot be altered under any circumstances. Further, no request with respect to making changes in any data/particulars entered by the candidate in the Application Form will be entertained, once the application is submitted successfully. However, under some conditions the application of the incumbent may be allowed by the Director, IGRMS, Bhopal.
10	The candidates applying for <b>deputation post</b> should use the format available on DOPT website under OM No. AB.14017/28/2014-Estt.(RR) dated 2.7.2015. For <b>direct recruitment</b> posts the applicant may apply on prescribed application form (Hindi/English) available on the IGRMS Bhopal Website (Annexure I). They can apply for more than one post provided, they fulfill the eligibility criteria. In such a case, the candidate has to apply for each post separately and Pay Application Fee separately. However, based on the number of candidates applying for different posts, IGRMS reserves the right to hold a written /skill test/presentation and or Interview for the various posts together or separately on a single or multiple days across various sessions as per the decision of the Director.
11	Relaxation in age will be as per Government of India norms.
12	Incomplete applications in any respect will not be considered. IGRMS shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment or during the tenure of service. In case it is found that the Applicants have submitted fake documents or the Applicants have undesirable clandestine antecedents/background and have suppressed the said information, his/her services shall be liable to be terminated.
13	The character of a person for recruitment to the service must be such as to render him/her suitable in all respects for appointment to the Govt. service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
14	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, IGRMS, Bhopal reserves the right to modify/ withdraw/ cancel any communication made to the Applicants.
15	The reservations/relaxations policy for SC/ST/OBC-NCL/ESM, Persons with Benchmark Disabilities (PwBD)/ EWS applicants will be as per the existing Govt. of India policy.
16	Applicants applying for the reserved posts should clearly state to which category they belong. No age relaxation will be applicable to SC/ST/OBC-NCL candidates applying for Unreserved (UR) posts. Applicants seeking reservation under SC/ST category are required to submit respective Certificate as per the format prescribed by the Government of India, Department of Personnel & Training ( <b>Annexure-II</b> ). Applicants seeking reservation under OBC category are required to submit respective certificate as

	per the format prescribed by the Government of India, Department of Personnel & Training ( <b>Annexure-III</b> ).
17	Applicants applying for the post(s) reserved for OBC, should submit an self-attested copy of valid caste certificate specifically mentioning creamy layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/ 2004-Estt.(Res) dated 14.10.2008. The caste certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.
18	The person with 40% and above degree of disability is eligible for the PwBD application. The proof of mentioned disability must be enclosed with the application without which the application will be treated as ' <b>General (unreserved)</b> '.
19	Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/ PSUs/ PSBs shall to upload <b>No Objection Certificate (NOC)</b> from the competent authority of the organization they are serving, while filling the application. Without NOC, the candidate will not be allowed to appear in Written/Skill Test/Interview. However, the decision of Director, IGRMS, Bhopal in this regard, shall be final and binding on the candidates.
20	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for post.
21	All the Direct Recruited appointees including the in-service candidates applied for Direct Recruitment shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India. In addition to basic pay, Dearness Allowance, House Rent Allowance and transport Allowance are payable as per extant rules on the subject. The employees will be eligible for other benefits like Medical, LTC, and Children's Education Allowance as per the IGRMS norms.
22	<b>Director, IGRMS, Bhopal reserves the right to:</b> a. Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. b. Fill or not to fill up some or all the posts advertised for any reasons whatsoever c. Increase/decrease the number of posts without giving any reason. d. Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment. e. Hold Written test /Skill Test / Presentation and/or Interview for selection, whenever circumstances so warrant;
23	A Candidate's admission to the Test/presentation/Interview and subsequent process is strictly provisional. The mere fact that the call letter(s)/has been issued to the candidate does not imply that his/her candidature has been finally cleared by the IGRMS, Bhopal. The IGRMS, Bhopal would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ Certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in the IGRMS, Bhopal, their services are liable to be summarily terminated. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. IGRMS, Bhopal will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
24	Applicants shall have to produce original testimonials at the time of Test /Presentation / interview, failing which they will not be allowed to appear in Test /Presentation / interview.
25	Applicants shall be required to make payment of non-refundable application fee of <b>Rs. 100/-</b> for each post in the form of DD/IPO in favour of <b>Director, IGRMS, Bhopal</b> (Application fee is exempted for <b>SC, ST, and PwBD/Divyang</b> applicants). Submission of the application form and payment of fee should be done only through the offline process. Please visit IGRMS website ( <a href="http://www.igrms.gov.in">www.igrms.gov.in</a> ) for the same.
26	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the IGRMS website only. Accordingly, all applicants in their own interests are advised to regularly visit the IGRMS website <a href="http://www.igrms.gov.in">www.igrms.gov.in</a> . They should also regularly check their email account for updates. No TA/DA and accommodation shall be provided for attending Test/interview. However, outstation SC/ST Candidates is entitled for TA as per existing Government of India norms.
27	Call letters and other correspondence for attending the interview, etc., will be sent only to the eligible candidates by email only.
28	IGRMS, Bhopal will retain the all the recruitment data of the candidates only for a period of six months after completion of recruitment process i.e., the issuance of offer letter to the selected candidate. Thereafter, no RTI on the subject shall be entertained.
29	No interim correspondence whatsoever will be entertained from Applicants regarding conduct and result of test(s)/interview and reasons for not being called for test(s)/Interview. In case of any dispute /ambiguity that may occur in the process of selection, the decision of the Director, IGRMS, Bhopal in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/ her agency.
30	The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment. No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Candidate, who is finally approved for the appointment to the IGRMS, shall produce Medical

	Certificate from an authorized Government Medical Officer at the time of joining the IGRMS, Bhopal.
31	In case any dispute arises on account of interpretation of clauses in any version of this Advertisement in language other than English, the English version available on the IGRMS, Bhopal website shall prevail. All information/corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified in the IGRMS, Bhopal website ( <a href="http://www.igrms.gov.in">www.igrms.gov.in</a> ) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the IGRMS, Bhopal.
32	Errors and omissions in notification and selection process are subject to corrections as per rules and regulations. Moreover, guidelines relating to recruitment rules shall be followed as per existing IGRMS Recruitment Rules as amended from time to time.
33	Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Bhopal only.
34	Pattern of examination and syllabus for the posts will be intimated before conduct of the Test /Interview.