

No. 18-7/2023-A&A  
Government of India  
Ministry of Culture  
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Shastri Bhawan, New Delhi  
Dated the 17<sup>th</sup> July, 2023

To

The Director General  
National Archives of India  
Janpath , New Delhi

Subject: Advertisement for filling up the post of Additional Director General, (Information Technology) and Joint Director General (Information Technology) in the National Archives of India under Ministry of Culture, New Delhi.

Sir,

I am directed to forward herewith a copy of the advertisement (Annexure-A) for filling up the post of Additional Director General, (Information Technology) and Joint Director General (Information Technology) in the National Archives of India under Ministry of Culture, New Delhi, with the request to have it published in the Employment News/Rozgar Samachar and three National dailies namely, The Times of India, The Hindustan Times and Navbharat Times (Hindi) through DAVP.

2. A copy of the detailed advertisement is also enclosed (Annexure -B) which may be uploaded on the website of the National Archives of India immediately.

Yours faithfully

Encl: As above



(Prem Pal Singh)

Under Secretary to the Government of India

Tel: 2338 2539

Copy of the detailed advertisement also forwarded to:

1. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi with the request to upload this vacancy circular on DoPT's website.
2. NIC, Ministry of Culture for uploading this vacancy circular on the official website of this Ministry.


F.No. 18-7/2023-A&A  
Government of India  
Ministry of Culture

Shastri Bhawan, New Delhi

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

Applications are invited for appointment to the post of Additional Director General (Information Technology) in the Level-14 (Rs.144200-218200) and Joint Director General (Information Technology) in the Level-13 (Rs.123100-215900) by deputation (including short term contract) in the National Archives of India under Ministry of Culture, New Delhi.

2. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-I**.
3. Applications (in duplicate) in the given proforma (**Annexure-II**) by the eligible officer who can be spared in the event of selection may be sent through proper channel within 45 days of publication of the advertisement in the Employment News/Rozgar Samachar together with the following:
  - (i) Up-to-date CR dossier of the applicant or clear photocopies of the ACRs for last five years duly attested by a Group 'A' Officer.
  - (ii) A statement showing major or minor penalties, if any, imposed during the last 10 years on the Officer.
  - (iii) Integrity Certificate.
  - (iv) Vigilance clearance in respect of the Officer.
  - (v) Cadre-clearance in respect of the Officer.
4. Applications received after the last date or otherwise found incomplete will not be considered. The Officers who apply for the post will not be allowed to withdraw their nomination subsequently.
5. The applications may be sent to Shri Prem Pal Singh, Under Secretary (A&A), Ministry of Culture, Room No. 209, D-Wing, 2<sup>nd</sup> Floor, Shastri Bhawan, New Delhi-110001.
6. Details including application format, Recruitment Rules for the post are also attached herewith.

  
17.07.2023

(Prem Pal Singh)

Under Secretary to the Government of India

## PARTICULARS OF THE POST

(Qualifications, experience and other details required for the post)

1.	Name of the post	Additional Director General (Information Technology)
2.	No. of post	1 (One)
3.	Scale of pay	Level-14 (Rs.144200-218200)
4.	Classification	General Central Service Group 'A' Gazetted, Non-Ministerial
5.	Method of Recruitment	By deputation (including short-term contract)
6.	Duties and responsibilities of the post	The Additional Director General (IT) 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 a large repertoire of microfilms of records, both the NAI's own collections and of the records of 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 purposes etc.
7.	Educational qualification and experience	<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>
8.	Mode of Selection	<p><b>Deputation (including short term contract)</b></p> <p><b>Eligibility :</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  (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 required educational qualification and experience as mentioned at S.No. 7 above.</p>

PARTICULARS OF THE POST

(Qualifications, experience and other details required for the post)

1.	Name of the post	Joint Director General (Information Technology)
2.	No. of post	1 (One)
3.	Scale of pay	Level-13 (Rs.123100-215900)
4.	Classification	General Central Service Group 'A' Gazetted, Non-Ministerial
5.	Method of Recruitment	By deputation (including short-term contract)
6.	Duties and responsibilities of the post	The 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.
7.	Educational qualification and experience	<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 Organization or public sector undertaking.</p> <p><b>Note:</b> (Period of deputation (including short term contract)</p>

		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).
8.	Mode of Selection	<p><b>Deputation (including short term contract)</b></p> <p><b>Eligibility :</b></p> <p>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:</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 required educational qualification and experience mentioned at S.No. 7 above.</p>

BIO-DATA/CURRICULAM VITAE PROFORMA

(APPLICATION FOR THE POST OF 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	From	To	*Pay Band	Nature of Duties
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	regular basis			and Grade Pay/Pay Scale of the post held on regular basis	(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
16.A. Additional information, if any, relevant to the post you applied for in support of Your suitability for the post.  (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)  (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to : (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the Professional bodies/institutions/societies and ; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving		

official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
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)	
# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or " Re-employment").	
18. Whether belongs to SC/ST	

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;

- (v) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (vi) His/Her integrity is certified.
- (vii) 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.
- (viii) 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)

				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).		
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(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).	Deputation (including short term contract):-  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  <b>Research Institution:</b>  (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:-	Not applicable.	Consultation with Union Public Service Commission necessary.

				<p>Essential:-</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>Desirable:</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>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).</p>		
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(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).		
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[F. No. 18-53/2010-A&amp;A]

SHRAVAN KUMAR, Jt. Secy.

**ALOK  
KUMAR**

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by ALOK KUMAR  
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No. 18-12/2018-A&A  
Government of India  
Ministry of Culture

Applications are invited from the 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 for appointment to 01 (one) post of Additional Director General, (Information Technology) in level 14 (Rs.144200-218200) in the pay matrix and 01 (one) post of Joint Director General (Information Technology) in level – 13 (Rs.123100-215900) in the pay matrix [General Central Service, (Group 'A') Gazetted, Non- Ministerial] by deputation (including short term contract) in the National Archives of India under Ministry of Culture, New Delhi.

2. Other details such as eligibility conditions, educational qualifications and experience, application form etc are available on the website of the Ministry of Culture at [www.indiaculture.gov.in](http://www.indiaculture.gov.in) & [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in)

3. The applications in duplicate in the prescribed proforma typed on plain paper furnishing complete curriculum vitae with detailed educational, professional qualification and experience may be sent to **Shri Prem Pal Singh, Under Secretary (A&A), Ministry of Culture, Room No. 209, D-Wing, 2<sup>nd</sup> Floor, Shastri Bhawan, New Delhi-110001** 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. The applications received after the last date or otherwise incomplete will not be considered and stand rejected.