

OFFICE MEMORANDUM

Subject: Filling up the post of Keeper, Allahabad Museum, Allahabad, under Ministry of culture on deputation Basis.

1. Applications are invited for appointment to the Post of Keeper, Pay Band Rs 15,600-39,100/-, G.P-6,600/- on deputation basis in Allahabad Museum, Allahabad, an autonomous body under the Ministry of Culture.

2. JOB DISCRPTION.

The Allahabad Museum, Allahabad is a multipurpose museum with a rich collection of 72,000 antiquities and precious art objects is seeking qualified candidates for the post of Keeper. The Duties and responsibilities of which are as under:-

1. Responsible for planning, development and maintenance of the museum galleries.
2. To head the documentation/ digitization and coordinate with Assistant Keepers for documentation and digitization of object/maintaining the digitized data.
3. To prepare list of works under plan for fulfilling the strategy for various developmental works of the museum in consultation with the Director.
4. To prepare the detailed project report of works under heads of various sections.
5. To ensure safe custody of museum objects in the galleries and in the reserve collection.
6. To ensure Display and reorganization of galleries and arrangement of materials for furnishing the galleries.
7. To ensure Supervision of periodical verifications of museum objects and submission of report to the Director.
8. To ensure Publication of Journal.
9. To ensure collection of data and related information for preparation of periodicals/Annual Reports of activities of the Museum
10. To ensure compiling and submission of a consolidated report to the Director within a week on receipt of the reports from Assistant keeper
11. To take round the VIPs/VVIPs and eminent scholars in the Museum.
12. To ensure the opening and closing of the museum along with two technical officers/staff deputed for the job for timely opening and closing of the Museum. The Keeper will countersign in the Register of Opening and Closing along with the technical officers/staff.
13. To ensure timely attendance of all Group B & C officers/staff.
14. To look after the whole Museum in the absence of the Director as in charge.

15. Any other duty assigned by the Director which he deems fit in the interest of the Institution.

3. ELIGIBILITY

Officers under the Central/State Governments/Autonomous Organizations/ Research Institutions/Universities:-

- a) (i) Holding Analogous post on regular basis: or
- (ii) With 5 years service in the post in the scale of Rs 15,600- 39,100/- G.P- 5,400 or 8 years service in Rs 9,300-34,800/-, G.P-4,600 or equivalent.
- (iii) Possessing the educational qualifications and experience as under:-
 - a) Master's Degree of a recognized university or equivalent in Indian History or Ancient Indian History, Culture 7 Archaeology or Archaeology or Sanskrit or Pali or Prakrit or history of art or Fine Arts with specialization in History of Art.
 - b) Diploma in Museology/ Archaeology from an Institute/ university recognized by Govt of India and 5 year,s experience in a Museum of Standing or a comparable institution(ASI).
 - c) 7 years experience in a museum of standing or comparable institution (ASI).
 - d) Research experience with evidence of published research work.
 - e) Experience in arranging at least two exhibitions of Indian Arts.

Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed 4 years.

Note 2: Maximum Age limit for appointment on deputation basis shall not exceed 56 years as on the closing date for receipt of applications.

4. Application , in duplicate, in the enclosed prescribed performa and complete up to date ACR dossiers of the Officers(last Five years) who can be spared in the event of their selection along with vigilance clearance, integrity certificate, cadre clearance , major/ minor penalty statement for the last ten years should reach the undersigned through proper Channel within a period of 45 days from the date of publication of the advertisement in the Employment News. Application received after the last date or otherwise found incomplete will not considered and stand rejected.
5. The details regarding eligibility conditions, educational qualifications and experience, application form etc are available on the notice Board as well as on the website of Allahabad Museum.

(Rajesh Purohit)
Director

Encl.:- As Above.

**APPLICATION FOR THE POST OF KEEPER ,ALLAHABAD MUSEUM,
ALLAHABAD.**

1. Name of The Applicant(in Block letters) :
2. Date of Birth(in Christian era) :
3. Postal Address(with telephone
No. & email address) :
- 4 Educational Qualifications

Sl.No	Essential	Desirable
1		
2		
3		
4		
5		

5. Whether belongs to SC/ ST
6. Present post and Scale of pay
(including last drawn).
7. Details of Employment in Chronological order.
Enclose a separate sheet duly authenticated
By your signature, if the space below is sufficient.

Office/ Institution/ Organization	Post Held	From	To	Scale of pay and basic pay	Nature of duties.

8. Nature of present employment, i.e.
Ad hoc or temporary or permanent
9. In case the present employment is held on deputation 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.

10. Additional details about present Employment.

Please state whether working under

- a) Central Government.
- b) State Government.
- c) Autonomous Organizations.
- d) Government undertakings
- e) Universities.

11. Are you in revised scale of pay? if yes,
Give the date from which revision took place
And also indicate the pre-revised
Scale.

12. 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.

Signature of the Candidates
Address:-

Date:-

(To BE FILLED BY THE FORWARDING AUTHORITY)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the officer.
3. Integrity certificate is attached.
4. Statement of major/ minor penalty imposed on the applicant in the last 10 years is attached.
5. Photocopies of up to date CR Dossiers of the officer for the last 5 years, dully attested, attached.
6. In the event of selection, the officers will be relieved of their duties immediately.

Signature.....
Name & Designation of the
Forwarding Officer with Seal
and Telephone No.