

**SALAR JUNG MUSEUM  
HYDERABAD**

(Ministry of Culture, Govt. of India, New Delhi)

**SITUATION VACANT**

Applications are invited from eligible candidates for appointment to the following Group "C" Post which is vacant in the Salar Jung Museum, Hyderabad.

**Post No: 1**

|    |                                      |   |
|----|--------------------------------------|---|
| 1. | Name of the Post                     | <b>Stenographer</b>   |
| 2. | No of vacant post                    | 01 (One Post)   |
| 3. | Whether reserved or unreserved       | U.R.  |
| 4. | Classification                       | Gp. "C"   |
| 5. | Scale of Pay (Revised)               | As per 7 <sup>th</sup> CPC Level: 5, 29200-92300<br>Pay Band -1 Rs. 5200 -20200 Grade pay of Rs. 2800   |
| 6. | Method of Recruitment                | Deputation (including short term contract) failing which by Direct Recruitment.   |
| 7. | Age limit                            | Not exceeding 35 years for direct recruitment   |
| 8. | Period of Probation, if any          | 2 years for direct recruits   |
| 9. | Educational and other qualifications | <p><u>Essential Qualifications</u><br/>(i) Graduate with 120 W.P.M in shorthand and 40 W.P.M in typewriting<br/>(ii) 3 years experience of working in Stenographic capacity.</p> <p><u>Desirable</u>.<br/>(a) Proficiency in computers/MS Office.</p> <p><u>Deputation</u><br/>Employees of Central /State Govt. /Central Autonomous bodies/ Universities.<br/>(i) Holding analogous post on regular basis,<br/>OR<br/>5 years regular service in the grade in the Pay Band -1 Rs. 5200 -20200 with Grade Pay of Rs. 2400/-</p> <p style="text-align: center;">AND</p> <p>Fulfilling the essential qualifications.</p> <p><b>Retired employees below 65 years who possess the essential qualifications can also apply for the post. If selected, they will be taken on contractual basis.</b></p> |

**Post No: 2**

|    |                                      |   |
|----|--------------------------------------|---|
| 1. | Name of the Post                     | <b>Supervisor cum Overseer</b>  |
| 2. | No of vacant post                    | 01 (One Post)   |
| 3. | Whether reserved or unreserved       | U.R.  |
| 4. | Classification                       | Gp. "C"   |
| 5. | Scale of Pay (Revised)               | As per 7 <sup>th</sup> CPC, Level : 5, 29200-92300 Pay Band -1<br>Rs. 5200 -20200 Grade pay of Rs. 2800   |
| 6. | Method of Recruitment                | Deputation (including short term contract) failing which by Direct Recruitment.   |
| 7. | Age limit                            | Not exceeding 35 years for direct recruitment   |
| 8. | Period of Probation, if any          | 2 years for direct recruits   |
| 9. | Educational and other qualifications | <p><u>Essential Qualification</u></p> <p>1. Bachelor's Degree in Civil Engineering / Electronics Engineering / Electrical Engineering from a recognized university / institution.</p> <p>2. Three years practical experience in maintenance and upkeep of buildings, sanitary fittings &amp; electrical installations etc in a supervisory capacity.</p> <p><u>Desirable</u><br/>Computer Knowledge - MS Office.</p> <p><u>Deputation</u><br/>Officials under Central Govt. /State Govt. /PSUs/Central Autonomous bodies/ Universities.<br/>Holding analogous post on regular basis.<br/>OR<br/>5 years regular service in the grade in the Pay Band -1 Rs. 5200 -20200 with Grade Pay of Rs. 2400/-</p> <p>And<br/>Fulfilling the Essential Qualifications.</p> <p><b>Retired employees below 65 years who possess the essential qualifications can also apply for the post. If selected, they will be taken on contractual basis.</b></p> |

**Post No: 3**

|    |                                      |   |
|----|--------------------------------------|---|
| 1. | Name of the Post                     | <b>Guide Lecturer</b>   |
| 2. | No of vacant post                    | 02 (Two Post)   |
| 3. | Classification                       | Gp. "C"   |
| 4. | Scale of Pay (Revised)               | As per 7 <sup>th</sup> CPC, Level : 5, 29200-92300 Pay Band -1 Rs. 5200 -20200 Grade pay of Rs. 2800  |
| 5. | Age limit                            | Not exceeding 35 years for direct recruitment   |
| 6. | Educational and other qualifications | <p><b><u>Essential Qualifications</u></b></p> <p>1. A Master's Degree in Museology / Archaeology / History/ Fine Arts/ Mass Communication from a recognized university.</p> <p>2. 2 years' experience in guiding visitors or in educational activities of a Museum / Institution of repute.</p> <p><b><u>Desirable</u></b></p> <p>(a) P.G. Diploma in Museology for non-Museology post graduates.</p> <p>(b) Knowledge of Computer Applications -MS Office.</p> <p><b>Selected candidates will be taken on contractual basis.</b></p> |

**Post No: 4**

|    |                                      |  |
|----|--------------------------------------|--|
| 1. | Name of the Post                     | <b>LDC</b>   |
| 2. | No of vacant post                    | 01   |
| 3. | Whether reserved or unreserved       | <b>Persons with Hearing Impaired / Locomotor disability</b>  |
| 4. | Classification                       | Gp. "C"  |
| 5. | Scale of Pay (Revised)               | As per 7 <sup>th</sup> CPC, Level: 2, Rs.19900-63200 Pay Band -1<br>Rs. 5200 -20200 Grade pay of Rs. 1900  |
| 6. | Method of Recruitment                | Direct Recruitment.  |
| 7. | Age limit                            | Not exceeding 30 years   |
| 8. | Period of Probation, if any          | 2 years for direct recruitment   |
| 9. | Educational and other qualifications | <p><b><u>Essential Qualifications</u></b></p> <p>(i) Graduate from a recognized university.</p> <p>(ii) At least 1 year of work experience in a reputed institution.</p> |

|  |  |  |
|--|--|--|
|  |  | <u>Desirable</u><br>P.G. Diploma in Computer Applications.<br>Knowledge of Computer - MS Office. |
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**Post No: 5**

|    |                                      |  |
|----|--------------------------------------|--|
| 1. | Name of the Post                     | <b>Book Binder</b>   |
| 2. | No of vacant post                    | 02 (Two Posts)   |
| 3. | Whether reserved or unreserved       | <b>Persons with Hearing Impaired / Locomotor disability</b>  |
| 4. | Classification                       | Gp. "C"  |
| 5. | Scale of Pay (Revised)               | As per 7 <sup>th</sup> CPC, Level: 2, Rs.18000-56900 Pay Band -1<br>Rs. 5200 -20200 Grade pay of Rs. 1800  |
| 6. | Method of Recruitment                | Direct Recruitment.  |
| 7. | Age limit                            | Not exceeding 30 years   |
| 8. | Period of Probation, if any          | 2 years  |
| 9. | Educational and other qualifications | <u>Essential Qualifications</u><br>(a) Class X passed from a recognized Board.<br>(b) Passed ITI or equivalent in the discipline of Book Binding from a Govt. recognized institution.<br>(c) One-year practical experience in Book Binding especially of old Manuscripts in a recognized institution / Organization. |

**Post No: 6**

|    |                                      |   |
|----|--------------------------------------|---|
| 1. | Name of the Post                     | MTS (NT)  |
| 2. | No of vacant post                    | 01  |
| 3. | Whether reserved or unreserved       | <b>Persons with Hearing Impaired / Locomotor disability</b>   |
| 4. | Classification                       | Gp. "C" MTS   |
| 5. | Scale of Pay (Revised)               | As per 7 <sup>th</sup> CPC, Level: 1, Rs.18000-56900 Pay Band -1<br>Rs. 5200 -20200 Grade pay of Rs. 1800 |
| 6. | Method of Recruitment                | Direct Recruitment.   |
| 7. | Age limit                            | Not exceeding 30 years  |
| 8. | Period of Probation, if any          | 2 years   |
| 9. | Educational and other qualifications | <u>Essential Qualifications</u><br>Passed 10 <sup>th</sup> Class from a Govt. recognized School           |

Note:

- (i) In respect of candidates having experience in reputed Museums in the relevant areas of the post, the age limit up to the number of years of their experience, which shall not however exceed the maximum period of five years, is relaxable by the Salar Jung Museum Board on the recommendations of the Selection Committee.
- (ii) Mere fulfilling the minimum prescribed qualifications and experience will not vest any right in a candidate for being called for interview. After completion of the process of screening of the applications, short listing of applicants will be done in the order of merit by giving preference to those who possess higher qualifications, experience and call letters will be sent. The decision of the Museum in this regard shall be final.
- (iii) Candidates already in service of Government/Quasi-Government /Institutions or Public Sector Undertakings should apply through proper channel in duplicate. Applications not forwarded through parent organization along with requisite documents will not be considered.
- (iv) The forwarding / endorsing authority shall send he applications in respect of the applicants who can be spared in the event of his/her selection. If the application is for deputation, complete up to date ACRs of the applicant for the last five years may be sent in a separate envelope if maintained.

All applications shall be addressed to **“The Director, Salar Jung Museum, Hyderabad - 500 002”**. The applications should be sent under registered post with A/D indicating clearly on the top of the envelope, the post for which the application is sent. **The Last date for receipt of applications is 45 days from the date of publication in the Employment News.** Applications received after the due date will not be considered and stand rejected

Application form may be downloaded from this Museum’s website: [www.salarjungmuseum.in](http://www.salarjungmuseum.in).

Sd/-  
Director  
**Salar Jung Museum**

**Proforma of Application.**

**(To be submitted in duplicate)**

Self attested  
passport size photo  
of the applicant

1.Name of the post for which the application is submitted

2.Name of the applicant :

3.Date of Birth (in Christian era):

4.Postal address ( with contact no. and e-mail address):

5. Educational Qualifications (starting from Graduation)

| <b>Sl. No</b> | <b>Essential</b> | <b>Desirable</b> |
|---------------|------------------|------------------|
| i             |                  |                  |
| ii            |                  |                  |
| iii           |                  |                  |
| iv            |                  |                  |
| v             |                  |                  |

6.Additional /Higher qualifications if any may be mentioned.

7.Service to which you belong.

8.Whether belong to SC/ST/OBC

(Applicants belong to SC/ST/OBC may please enclose caste certificate in proof)

9.Please state clearly in the light of the above entries made by you, you meet the requirement of the post.

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

| Office/<br>University<br>/Institute | Post | From | To | Pay Band Pay | Nature of duties |
|-------------------------------------|------|------|----|--------------|------------------|
|                                     |      |      |    |              |                  |
|                                     |      |      |    |              |                  |
|                                     |      |      |    |              |                  |
|                                     |      |      |    |              |                  |
|                                     |      |      |    |              |                  |
|                                     |      |      |    |              |                  |
|                                     |      |      |    |              |                  |

11. Nature of present employment i.e. ad-hoc or temporary or permanent.

12. In case present employment is held on deputation basis please state

- a. The details of initial appointment in the parent department.
- b. Date and period of appointment on deputation:
- c. Name of the present office/organization.

13. Additional details about present employment. Please state whether working under:

- a) Central Government :
- b) State Government:
- c) Autonomous Organization:
- d) Government under taking:
- e) University

14. Are you in revised scale of pay? If, yes, give the date from which the revision took place (please indicate the pre-revised scale as well.)

15. Existing total emoluments drawn per month.

16. Additional information, if any, you may like to mention in support of your suitability for the post. (Please enclose a separate sheet);

**DECLARATION TO BE GIVEN BY THE APPLICANT**

- i. Certified that no criminal case is pending against me as on the date, the notification is published in the Employment News, nor I have under gone any punishment earlier due to conviction in a criminal case.
- ii. Certified that no Major penalty /Minor penalty case is pending against me as on the date, the notification is published in the Employment News.
- iii. Certified that no penalty is imposed against me nor any penalty is in operation as on the date, the notification is published in the Employment News.

*(In case any criminal case is pending or penalty or imprisonment already under gone or any disciplinary case is pending at present, a statement showing brief details may be enclosed in a separate sheet.)*

I hereby declare that the information furnished above by me in the application form is correct. I hereby undertake that if any information given by me is found to be false at any time in future, it will render me ineligible for the post applied for.

(Signature of the Candidate)

Name( )

**N.B-**

- 1 Applicants are requested to enclose self attested testimonials /certificates in support of their educational qualifications.
- 2. Applications duly filled in all respects may be submitted in duplicate.

**ENDORSEMENT OF THE FORWARDING AUTHORITY.**

- (i) Certified that Sri /Smt./Ms. -----is working in our Organization as ----- (Designation) on permanent basis.
- (ii) Certified that he/ she is drawing a total salary of Rs. -----/-(Rupees-----only) with Pay Band Pay Rs. -----/- (Rupees-----) in the P.B -----
- (iii) Certified that no disciplinary or vigilance case is pending or contemplated against him/her as on the date, the notification is published in the Employment News.
- (iv) Certified that no major penalty or minor penalty proceedings are pending against him/her as on the date, the notification is published in the Employment News.
- (v) Certified that no major penalty/minor penalty imposed nor he /she is presently undergoing penalty. (In respect of those applicant against whom penalty is in operation a statement showing brief details of penalty in operation may be enclosed.)
- (vi) Certified that he /she will be relieved from the Department/Organization within a period of -----days in case of his /her selection.

Place:

Date:

Signature of the Forwarding Authority.  
Designation, Office seal.