

DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI
18-A, SATSANG VIHAR MARG,
SPL. INSTITUTIONAL AREA, NEW DELHI-110067
E-mail- ddarchives@nic.in
PHONE NO. :-26535611, 26962800

F.No. DA-A012/1/2021-Records/1793

Dated 23/12/2021

VACANCY CIRCULAR

SUBJECT : Filling up of the posts of Preservation Supervisor, Assistant Microphotographer, Xerox Operator and Junior Librarian (Group-C) in Department of Delhi Archives, Govt. of NCT of Delhi on Deputation (ISTC) basis.

Sir,

It is proposed to fill up the following Group-C posts of Preservation Supervisor, Assistant Microphotographer, Xerox Operator and Junior Librarian on Deputation (including short-term contract) basis in the Department of Delhi Archives, Govt. of NCT of Delhi.

Post Code	Name of the Post	Number of Posts	Classification	Pay Level
1/21	Preservation Supervisor	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 5 (Rs. 29200 - 92300)
2/21	Assistant Microphotographer	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 5 (Rs. 29200 - 92300)
3/21	Xerox Operator	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 4 (Rs. 25500 - 81100)
4/21	Junior Librarian	01	General Central Service Group - C, Non-Gazetted Non-Ministerial	Level - 4 (Rs. 25500 - 81100)

2. Applications are invited from officers from the Central Government/ State Governments/ Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes.
3. 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 three years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding fifty six years, as on the closing date of the receipt of applications.
4. The recruitment criteria of the above posts are detailed at Annexure 'A'.

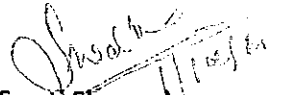
5. Applications of willing and eligible officers/officials with their bio-data in the enclosed Proforma at Annexure 'B' may please be forwarded to this Department (through proper channel) in triplicate, within 60 days from the date of publishing of Vacancy Notice in the Employment News/ Rojgar Samachar along with following documents :

- i. Up-to date CR/APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary/ Head of India.
- ii. Cadre Clearance, Integrity Certificate and Vigilance Clearance and details of major/minor penalties imposed on the applicant during the last ten years in original duly signed and stamped by not below the rank of the Under Secretary/ Head of Office.

6. The vacancy circular, advertisement, application form and other requisite information regarding posts are available on the website of Department of Delhi Archives i.e. <https://archives.delhi.gov.in> under the link "What's New".

Yours faithfully,

Encl : As Above


(Swati Sharma)

Secretary (Archives/ACL)

To,

1. The Secretary, Ministry of HRD, Govt. of India with request for circulation of post in all concerned departments.
2. The Secretary, Ministry of Culture, Govt. of India with request for circulation of post in all concerned departments.
3. The Secretary, Ministry of Defence, Govt. of India with request for circulation of post in all concerned departments.
4. The Chief Secretaries of all the State Government/ Union Territories Administration for Circulation in all Archives under the Jurisdiction of the State/ UTs.
5. The Director General, National Archives of India, Govt. of India.
6. Pr. Secretary/ Secretary/ HOD of all State/ UT Archives of India.
7. Registrar of all Central/State Universities of India.
8. The Governor, Reserve Bank of India for circulation to all the archives running by banks thereunder.
9. The Director, Central Secretariat Library, New Delhi.
10. The Director, Nehru Memorial Museum and Library.
11. The Secretary, Indira Gandhi National Centre for Arts and Culture.

Recruitment Criteria

Post Code : 1/21

Name of the post	Preservation Supervisor
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification	General Central Service Group - 'C' Non-Gazetted, Non-Ministerial
Pay Level	Level - 5 (Rs. 29200-92300/-)
Method of Recruitment	By Deputation (ISTC) failing which by Direct Recruitment
In case of Recruitment by Promotion/deputation/transfer grade from which Promotion/deputation/transfer* to be made	<p>Deputation (ISTC) :</p> <p>Officers from the Central Government/State Governments/Union Territory Administrations /Public Sector Undertakings / Statutory or Autonomous Bodies/Recognized Universities/Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 of the Pay Matrix or equivalent in the parent cadre/department;</p> <p>AND</p> <p>(b) possessing the following educational qualifications :</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate degree from a recognized University. 2. Certificate course in Care and Conservation of Books, Manuscripts and Archives from National Archives of India. <p>Note : (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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).</p>

Post Code : 2/21

Name of post	Assistant Microphotographer
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification	General Central Service Group - 'C', Non-Gazetted, Non-Ministerial
Pay Level	Level - 5 (Rs. 29200-92300/-)
Method of Recruitment	By Deputation (ISTC) failing which by Direct Recruitment
In case of recruitment by	Deputation (ISTC) :

Promotion/deputation/transfer grade from which Promotion/deputation/transfer to be made	<p>Officers from the Central Government/State Governments/Union Territory Administration /Public Sector Undertaking / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 of the Pay Matrix or equivalent in the parent cadre/department;</p> <p>AND</p> <p>(b) possessing the following educational qualifications :</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. B.Sc. with Physics as a subject from a recognized University. 2. Certificate course in Reprography from National Archives of India. <p>Desirable :</p> <p>Diploma in Photography from a recognized institution.</p> <p>Note:- (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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).</p>
---	---

Post Code : 3/21

Name of the post	Xerox Operator
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification	General Central Service Non-Ministerial, Non-Gazetted, Group, C
Pay Level in the Pay Matrix	Level - 4 (Rs. 25,500-81,100/-)
Method of Recruitment	By Deputation (ISTC) failing which by Direct Recruitment
In case of recruitment by Promotion/deputation/transfer grade from which Promotion/deputation/transfer to be made	<p>Deputation (ISTC) :</p> <p>Officers from the Central Government/State Governments/Union Territory Administrations /Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-3 in the Pay Matrix or equivalent in the parent cadre/department; or</p> <p>(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in Level-2 in the Pay Matrix or equivalent in the parent cadre/department.</p> <p>AND</p>

	<p>(b) possessing the educational following qualifications along with 3 years relevant experience in microfilming section Unit of State/UT/University Archives.</p> <p>Essential:</p> <p>12th or equivalent passed from a recognized Board.</p> <p>Note:- (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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).</p>
--	--

Post Code : 4/21

Name of the post	Junior Librarian
No. of posts	01* (2021) *subject to variation dependent on workload.
Classification ²	General Central Service Group – 'C', Non-Gazetted, Non-Ministerial
Pay Level	Level – 4 (Rs. 25500-81100/-)
Method of Recruitment	By Deputation (ISTC) failing which by Direct Recruitment
In case of Recruitment by Promotion/deputation/transfer grade from which Promotion/deputation/transfer to be made	<p><u>Deputation (ISTC) :</u></p> <p>Officers from the Central Government/State Governments/Union Territory Administrations /Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-3 in the Pay Matrix or equivalent in the parent cadre/department; or</p> <p>(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in Level-2 in the Pay Matrix or equivalent in the parent cadre/department.</p> <p>AND</p> <p>(b) possessing the following educational qualifications :</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. 12th or equivalent passed from a recognized Board/ Institution. 2. Diploma in Library and Information Science from a recognized University/Institution. <p>Note:- (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 to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications).</p>