



Ministry of Culture
Government of India

इन्दिरा गांधी राष्ट्रीय मानव संग्रहालय
INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA
National Museum of Mankind
(संस्कृति मंत्रालय, भारत सरकार का स्वायत्तशासी संस्थान) मानव संग्रहालय (AN AUTONOMOUS ORGANIZATION OF MINISTRY OF CULTURE, GOVT. OF INDIA)



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IGRMS Posts Vacancy -November 2022

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INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA SHAMLA HILLS, BHOPAL 462 002

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NOTIFICATION NO.1-2/2022-Estt. Dated 29.10.2022

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: 29.10.2022
Last Date of Submission of Applications: 18.11.2022 (for direct recruitment)
12.12.2022 (for deputation posts)

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

1.	Name of the post :	Joint Director (Administration & Security) (Group-A)
	No. of Vacancy :	One. To be filled on Transfer on Deputation
	Age :	Not exceeding 56 years.
	Scale of Pay :	Level 12 (Rs. 78800-209200)
	Educational qualifications	Master's Degree/post graduate in any discipline.
	Eligibility	Officers belonging to Organized Administrative/ Accounts services of Govt. of India holding analogous post; or, with five years regular service in the pay scale of Rs.10000-15200 (pre-revised); or, with 10 years regular service in the pay scale of Rs.8000-13500(pre-revised); with proven capabilities in Administration, Accounts and Security Management. Preference will be given to officers who have experience of working in cultural organisation; and fulfilling the essential qualification.
2.	Name of the post :	Project Engineer (Group-A)
	No. of Vacancy :	One. To be filled on Transfer on Deputation basis
	Age :	Not exceeding 56 years.
	Scale of Pay :	Level 11 (Rs. 67700-208700)
	Educational qualifications	Essential: (i) Bachelor degree in Civil Engineering/ Architecture of a recognized University (ii) About five years professional experience in a reputable organization. Desirable: Possessing practical experience of architectural/ engineering supervision of works of specialized structures.
	Eligibility	Civil Engineer under Central/State Govt./Semi Govt. Statutory/ Autonomous or recognized institution holding analogous post (or) with five years experience in post in the scale of Rs.8000-13500 (pre-revised)
3.	Name of the post :	Administrative Officer (Group-B)
	No. of Vacancy :	One. To be filled on Transfer on Deputation basis
	Age :	Not exceeding 56 years.
	Scale of Pay :	Level 9 (Rs.53100-167800)
	Educational qualifications	Essential: 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. Desirable: i. Knowledge of Govt. Rules and Regulations ii. Experience of working in a Museum or

		scientific organization iii. Knowledge of work study accounting procedure.
	Eligibility	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 possessing the qualification.
4.	Name of the post	Accounts Officer (Group-B)
	No. of Vacancy	One. To be filled on Transfer on Deputation from Officers working in A.G.'s Office/Organized Accounts Organizations of Central Govt./ State Finance Services.
	Age	Not exceeding 56 years.
	Scale of Pay	Level 7 (Rs. 44900-142400)
	Eligibility	(i) Junior Accounts Officer/Divisional Accounts Officer Grade-I Section Officer/ Divisional Accounts Officer Grade-II in the scale of pay of Rs.6500-200-10500 (pre-revised) with 5 years' service in the grade on regular basis and having experience in Autonomous/ Commercial organization.
5.	Name of the post	Museum Associate (Group-B)
	No. of Vacancy	One. (Reserved for Divyang (Ortho) – Direct Recruitment
	Age	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.)
	Scale of Pay	Level 6 (Rs.35400- 112400)
	Education Qualification	Essential: (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 Desirable: Degree/Diploma in Museology or Experience of field investigation
6	Name of the post	Conservation Associate (Group-B)
	No. of Vacancy	One. (Reserved for OBC) – Direct Recruitment
	Age	Not exceeding 30 years (Relaxable for govt. servant/ employees of Autonomous organization of Central Govt. upto 5 years)
	Scale of Pay	Level 6 (Rs.35400- 112400)
	Education Qualification	Essential: 1. At-least 2 nd 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.
7	Name of the post	Museum Assistant (Group-C)
	No. of Vacancy	One. (Unreserved) – Direct Recruitment
	Age	21-28 years (Relaxable upto 35 years for govt. servant/ employees of Autonomous organization of Central Govt.)
	Scale of Pay	Level 5 (Rs.29200-92300)
	Education Qualification	Essential: (i) Masters Degree or equivalent; or Honors degree of a recognized University in Anthropology Desirable: Diploma in Museology
8	Name of the post	Carpenter (Group-C)
	No. of Vacancy	One. (Unreserved) – Direct Recruitment
	Age	25 years
	Scale of Pay	Level 4 (Rs.25500-81100)
	Education Qualification	(i) 8 th Class pass. (ii) Certificate of Carpentry issued by a recognized institution, (or) Five years practical experience in Carpentry and Wood works. Persons who have worked not less than three years in a Museum workshop will be preferred.

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS

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 (i.e 18.11.2022 (for direct recruitment posts) and 12.12.2022 (for deputation posts) 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 marksheet 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. The decision for Post of Sr. No.8 will be taken by the Competent Authority.
5	While applying the candidates should mention their full name as it appears on the Matriculation/Secondary School Certificate (Except for post of Sr. No.8). 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 Director 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 "Application Form" , 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 deputation post should use the format available on DOPT website under OM No. AB.14017/28/2014-Estt.(RR) dated 2.7.2015. Applicant may apply on prescribed application form (for direct recruitment posts) available on the IGRMS Bhopal Website. 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 or Autonomous organization 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/ Persons with Benchmark Disabilities (PwBD) 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 prescribed format. Applicants seeking reservation under OBC category are required to submit respective certificate as per norms.
17	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.
18	Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/ PSUs/ PSBs shall to submit No Objection Certificate (NOC) 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.
19	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for post.
20	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.
21	IGRMS, Bhopal reserves the right to: 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;
22	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.
23	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.

24	Applicants shall be required to make payment of non-refundable application fee of Rs. 100/- in the form of DD/IPO for each post (Application fee is exempted for SC, ST, and PwBD/Divyang applicants). Submission of the application form and payment of fee should be done only through the offline process.
25	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 www.igrms.gov.in . 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.
26	Call letters and other correspondence for attending the interview, etc., will be sent only to the eligible candidates by email only.
27	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 applications on the subject shall be entertained.
28	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.
29	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 or Autonomous Organization 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.
30	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 (www.igrms.gov.in) 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.
31	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.
32	Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals of the M.P. High Court only.
33	Pattern of examination and syllabus for the posts will be intimated before conduct of the Test/Interview.
34	In case of any dispute the decision of Director, IGRMS, Bhopal shall be final and binding at all.

PROFORMARecent
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1. Name of the post applied for :.....
2. Full Name (in Block Letters) :.....
3. Father's /Husband's name :.....
4. Sex :.....
5. Date of Birth :.....
6. Nationality :.....
7. Address in block letters with pin code:.....
- A. Present :.....
- :.....
- :.....
- B. Permanent :.....
- :.....
- :.....
8. Contact No. and e-mail address :.....
9. Whether belongs to SC/ST/OBC/ :.....
- Ex. Serviceman/Physically :.....

Handicapped (% and nature of disability)

10. Educational Qualification (beginning with SSC or equivalent) with details:

Examination passed	Year of passing	Subject	Percentage of marks or division	Name of the board/University

11. Experience: (pervious and present employment with details :

Name of employer and post held	Regular/Ad-hoc	Pay scale	Period of service	Govt./semi govt./private	Reason for leaving

12. Nature of work handled

.....

13. Knowledge/skills in working on computer

.....

14. Additional information, if any, the applicant wishes to specify.

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15. Name of the Post office/Bank IPO/DD No. dated..... Rs. 100/-

16. List of enclosures :

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17. Certificate by the candidate: Certified that the information given in the application is true to the best of my knowledge and belief.

Signature of applicant (with date)

Certificate (only in case of Departmental candidates)

1. Certified that the particulars of the Officers has been verified and found to be correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
3. The copies of CR/APAR of last 5 years of the officer are enclosed.

Signature of the Head of the Organization/
 Department with Stamp