

PRESIDENT'S SECRETARIAT
(Establishment Section)

No.A-33011/25/08-Estt

8 May 2017

C I R C U L A R

Online applications are invited from the eligible Indian citizens for the following post in Art Service of Household Establishment, President's Secretariat: -

Sl. No.	Name of Post	Scale of pay in Level in the Pay Matrix	Number of vacancies	UR	Posts reserved for		
					SC 15%	ST 7.5%	OBC 27%
1.	Museum Attendant	Level: 1 ₹18000-56900	6	3	1	0	2
Horizontal reservation – one (1) for PwD (LV, OL, HH) and one (1) for Ex-servicemen							

2. **METHOD OF RECRUITMENT AND QUALIFICATION**

MUSEUM ATTENDANT

Direct Recruitment:

QUALIFICATION

Essential qualification:

12th Pass and attendance/participation in the museum related workshop/courses held by reputed organizations.

Age Limit: 18-27 years for direct recruits

Age relaxation: For SC/ST/OBC/Ex-Serviceman etc. candidates as per rules.

Duties of Museum Attendant: As per Appendix-I

3. **SELECTION PROCEDURE:**

Eligible candidates will have to appear in Written Test (100 marks) and Skill Test (qualifying nature). Only those candidates who qualify the Written Test will be allowed to appear in the Skill Test. The candidates will have to secure the minimum qualifying marks in Written Test. Selection will be made on the basis of the performance of the candidates in the Written Test and Skill Test.

4. On appointment, postings will be made anywhere in India particularly in Shimla, Delhi, Hyderabad and wherever the President's Establishment for the time being may be.

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5. **HOW TO APPLY:**

- i. Important dates:
Starting date for online registration: 08 May 2017 at 3.00 pm
Last date for online registration: 23 May 2017 till 6.00 pm
- ii. Eligible candidates have to apply online through link provided inside the option 'Circulars for vacancies' available on the website <http://rashtrapatisachivalaya.gov.in>
- iii. Candidates in Government service should upload the scanned certificate from employer online
- iv. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- v. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.
- vi. **AGE/QUALIFICATION/EXPERIENCE:**
Age/qualifications/experience will be reckoned as on 20.4.2017. Relaxation in age will be given to the candidates belonging to SC/ST/OBC/Ex-Serviceman as per Government of India norms.
- vii. Applicants should upload self-attested copies of the certificate in support of age (matriculation or equivalent examination certificate)/required qualification/experience/caste. The copy of matriculation or equivalent examination certificate should be attached as proof of date of birth. No other document will be accepted for this purpose.
- viii. Applications in case of Government Servants/those in service in Public Sector Undertakings, etc. should be accompanied by complete and up-to-date attested copies of Annual Confidential Reports for the last 05 years along with the required certificate regarding the applicant's integrity, etc.
- ix. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS:** President's Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason thereof.
- x. The advertisement can be accessed through President's Secretariat website <http://rashtrapatisachivalaya.gov.in>
- xi. In case of any technical problem regarding submission of online application, kindly contact on Telephone No.011-23015321 Extn. 4474 during working day from 9.30 a.m. to 5.30 p.m.



(Rubina Chauhan)

Under Secretary (Estt)

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