

F. No.A-4-11/2018-Estt.-I  
GOVERNMENT OF INDIA  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi.


Dated: 26 JUL 2023

Office Memorandum

Recruitment Rules (RRs) for the post of **Additional Director General (Record Management)** in the National Archives of India (NAI) are proposed to be revised as per the draft (RRs) that have been uploaded on the NAI website as well as on E-Office Notice Board of the Department.

All concerned officers/ stakeholders are requested to submit their comments, if any, within 30 days of the issue of this OM.

This issues with the approval of the Director General of Archives.

  
(A.K. Jain)

Assistant Director of Archives,  
National Archives of India,  
Tele No. 23381467

To:

1. PA to DGA
2. All DDAs/ DDA (I/c)s
3. All ADAs/ ADA (I/c)
4. A&A Section, Ministry of Culture, Govt of India.
5. Computer Section: For uploading on the NAI Website
6. E-Office Notice Board
7. Guard File: Mission Mode Recruitment



(Rajeev Mehra)  
Administrative Officer

## ANNEXURE - I

SCHEDULE

Name of the post	Number of Post	Classification	Level in the pay matrix	Whether Selection post or non-selection post	Age limit for Direct Recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Additional Director General (Record Management)	1*(as in 2018) *subject to variation dependent upon workload.	General Central Service, Group 'A' Gazetted, Non- Ministerial.	Pay Level-14 (Rs.144200-218200)	Not applicable.	Not applicable.

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
(7)	(8)
Not applicable.	Not applicable.

Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made
(9)	(10)	(11)
Not applicable.	ByPromotion failing which deputation (including short term contract)	<p><b>For Promotion:</b> Seven year regular service in the post of Deputy Director of Archives regular basis in the level 12 (Rs. 78800-209200) in the pay matrix having Master's Degree in History &amp; 15 years of experience in Archives or Record Management or Conservation of Manuscripts or Libraries.</p> <p><b>Deputation (including short term contract):</b> Officers of the Central Government or State Government or Union territory Administration or autonomous or Statutory Organisation or Public Sector Undertaking or recognized University or Institute or Research Institution:</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level 13 A (Rs. 131100-216600) in the pay matrix or equivalent cadre or department ; or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the post in level 13 (Rs. 123100-215900) in the pay matrix or equivalent in the parent cadre or Department; and (B) possessing the following educational qualification and experience:-</p> <p><b>Essential:</b></p> <p>(i) Master's Degree in History or Geography or Economics or Political Science or Sociology from a recognised University or Institute. (ii) Fifteen years experience in Archives or Record Management or Conservation of Manuscripts or Libraries.</p>

		<p><b>Desirable:</b></p> <p>Diploma in Archival Science or Bachelor's degree in Library Science from a recognised University or Institute.</p> <p><b>Note:</b> (Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty eight years as on the closing date of receipt of applications).</p>
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<b>If a departmental promotion committee exists what is its composition</b>	<b>Circumstances in which Union Public Service Commission to be consulted in making recruitment</b>
(12)	(13)
Not applicable	Consultation with the Union Public Service Commission necessary.