



PRIME MINISTERS MUSEUM AND LIBRARY
Teen Murti House, New Delhi-110011 (Autonomous Body set up by the Govt. of India)

The Prime Ministers Museum & Library (PMML), an Autonomous Body under the Ministry of Culture, seeks qualified candidates for appointment to the post of Assistant Administrative Officer-cum-Engineer in Planetarium.

Name of the post	Age	No. of post	Category	Educational Qualification	Pay Scale	Fees
Assistant Administrative Officer-cum-Engineer	Below 40 years	1	Unreserved	1. B. Tech/MCA in any branch with proven experience in software Development 2/3 years' experience in reputed institution. 2. At least five (5) years of Administrative Experience in a Government Institution.	Pay Level-6 (Rs.35400-112400)	Demand Draft of Rs.500/- in Favour of Director, Prime Ministers Museum & Library for all candidates, except for women, SC/ST & PwD candidates.

Interested candidates may send their applications along with self-attested copies of educational certificates and experience certificates, if any etc. to this office address i.e. The Director, Prime Ministers Museum & Library, Teen Murti House, New Delhi-110011 so as to reach latest by 20th January, 2025.

Note: For other information, please visit PMML website: www.pmml.nic.in.



प्रधानमंत्री संग्रहालय एवं पुस्तकालय
तीन मूर्ति भवन, नई दिल्ली-110011
(भारत सरकार द्वारा स्थापित स्वायत्त निकाय)

प्रधानमंत्री संग्रहालय एवं पुस्तकालय (पीएमएमएल), संस्कृति मंत्रालय के तहत स्वायत्त निकाय, सहायक प्रशासनिक अधिकारी-सह-अभियंता के पद पर नियुक्ति हेतु योग्य उम्मीदवारों से आवेदन पत्र आमंत्रित करता है।

पद का नाम	आयु	पदों की संख्या	श्रेणी	शैक्षणिक योग्यता	वेतनमान	शुल्क
सहायक प्रशासनिक अधिकारी-सह-अभियंता	40 वर्ष से कम	1	अनारक्षित	1. बी.टेक/एमसीए के साथ किसी प्रतिष्ठित संस्थान में सॉफ्टवेयर निर्माण में 2 या 3 वर्ष का व्यावहारिक अनुभव 2. सरकारी संस्थान में कम से कम 5 वर्ष का प्रशासनिक अनुभव।	वेतन स्तर-6 (35400-112400)	महिला, एससी/एसटी एवं पीडब्ल्यूडी अभ्यर्थियों को छोड़कर अन्य सभी अभ्यर्थी निदेशक, प्रधानमंत्री संग्रहालय एवं पुस्तकालय के पक्ष में देय 500/- रुपए का डिमांड ड्राफ्ट संलग्न करें।

इच्छुक उम्मीदवार शैक्षिक प्रमाणपत्रों और अनुभव प्रमाणपत्रों (यदि कोई हो) आदि की स्व-सत्यापित प्रतियों के साथ अपने आवेदन इस कार्यालय में अर्थात् निदेशक, प्रधानमंत्री संग्रहालय एवं पुस्तकालय, तीन मूर्ति भवन, नई दिल्ली-110011 पर अधिकतम 20 जनवरी, 2025 तक भेजें।

नोट: अन्य जानकारी के लिए कृपया पीएमएमएल की वेबसाइट www.pmml.nic.in पर जाएं।

**Recruitment Rules to the post of AAO-cum Engineer, Planetarium,
Prime Ministers Museum & Library**

1.	Name of the Post	Assistant Administrative Officer-cum-Engineer
2.	No. of Post	One (Unreserved)
3.	Classification	Group B (Non-Ministerial)
4.	Scale of Pay (Level under 7th Pay Commission)	Level 6 (35400 - 112400)
5.	Age limit for direct recruits	Below 40 years
6.	Educational and other qualifications required for direct recruits	B. Tech/ MCA in any branch with proven experience in software Development, 2/3 years' experience in reputed institutions. At least 5 years of Administrative Experience in a Government institution.
7.	Period of Probation if any	Two years

(Annexure 1)

APPLICATION FORM FOR THE POST OF _____,
PRIME MINISTERS MUSEUM AND LIBRARY, NEW DELHI

Name (BLOCK LETTER)							
Date of Birth DD/MM/YYYY							
Age as on last date of submission of application							
Place of Birth							
Father's/Mother's or Husband's name (in case of married female)							
Permanent Address in full							
Present Address in full (correspondence)							
Email-Id (BLOCK LETTERS)							
Mobile no.							
Educational Qualifications in Chronological order (please attach copies of self attested certificates Mark sheet etc.)							
Sl. No.	Exam Passed	University /Board	Date of entering	Date of leaving	Examination Passed (year)	Division /Grade	Subject
1.							
2.							
3.							
4.							
5.							
Professional Qualification in Chronological order (please attach copies of self attested certificates Mark sheet etc.)							

Sl. No.	Exam Passed	University /Board	Date of entering	Date of leaving	Examination Passed (year)	Division /Grade	Subject
1.							
2.							
3.							
4.							

Details of Employment in Chronological order

Sl. No.	Name of Office/Organization	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties
1.						
2.						
3.						
4.						

Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)

Declaration: I have carefully gone through the vacancy circular/advertisement and I am well aware that the information provided by me above, supported by documents submitted will also be assessed at the time of selection for the post. In case of any false statement, I am liable to any action Government may deem fit and proper.

.....
(Signature of the Candidate)

Place:

Date:

Prime Ministers Museum & Library

General instructions for applicants:-

1. Candidates must send their applications in the required format for a particular post to this office in a sealed envelope clearly super scribed as **“APPLICATION FOR THE POST OF -----”**.
2. Proforma for application is available on PMML website.
3. Candidates belonging to OBC/SC/ST category should submit their caste certificate issued by the Competent Authority.
4. The candidates are mandatorily required to provide their e-mail IDs and contact number in the application as per the required format.
5. The recruitment will be made in accordance with the guidelines issued by DoPT from time to time and PMM&L Recruitment Rules.
6. Reservation Policy of Government of India will be applicable in respect of candidates belonging to reserved categories.
7. Only matriculation/SSC certificate issued by the concerned educational boards will be considered as proof of date of birth. No other document will be accepted for verification of date of birth. The date applicable for determining the age will be the last date of submission of application.
8. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and the candidature will be cancelled. Concealment of fact/information or submitted false information will lead to cancellation of candidature at any stage of recruitment.
9. The PMM&L reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the PMM&L shall be final and no appeal in this regard shall be entertained.
10. In case the total number of applications received in response to the advertisement for the post is more, the duly constituted Selection Committee of PMM&L shall reserve the right to devise additional criteria for shortlisting of candidates to take the selection process further.
11. Any Corrigendum/Changes/Updates related to the recruitment process shall be available on the official website of PMM&L. The candidates are advised to regularly visit the PMM&L website and check their emails/mobiles for all updates.

12. The candidate must attach self-attested soft copies of all relevant documents which they have claimed in the application form. The original certificates would be required at the time of interview/documents verification only.
13. The employed candidates of Central Govt./Autonomous Bodies/Statutory Bodies/State Govt. should send the applications through proper channel. However, they will require to produce the NO OBJECTION CERTIFICATE (NOC) from their organization when required by PMM&L, with a certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected.
14. The decision of the competent authority at PMM&L in all matters relating to eligibility, acceptance or rejection of applications and the selection process will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual.
15. Applications received without the requisite documents are liable to be rejected.
16. Applications received after the prescribed date will not be entertained in any case.
17. Incomplete applications shall be summarily rejected.
18. Canvassing in any form will be treated as a disqualification for the post.
19. Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy Competent Medical Authority as the PMM&L may require.
20. The PMM&L reserves the right to change the number and nature of posts/vacancies without assigning any reason.
21. The applicants may visit the official website www.pmml.nic.in for detailed advertisement, application format & other information.
22. No TA/DA will be paid to the candidates at any stage of the recruitment process for appearing in the test/interview.

Director, PMM&L