F. No. 02/NMA-ADMN/2025 (C. No. 25)
Government of India
Ministry of Culture
National Monuments Authority

24, Tilak Marg,
New Delhi- 110001
Dated: 25.08.2025

VACANCY CIRCULAR

The National Monuments Authority (NMA), a statutory body of Ministry of Culture intends to fill the following posts at its Headquarters at New Delhi, from **Officials** of the **Central Government or State Government or Union Territories or Statutory Organisations or Autonomous Organisations or Public Sector Undertakings** on **deputation basis** (including short-term contract): -

Post	Number of Posts	Level in the Pay matrix	Eligibility
System Analyst	**2 (Two)**	Level-10 (Rs. 56,100-1,77,500)	(A) Officer of the Central Government or State Government or Union territories or statutory organisations or autonomous organisation or public sector undertaking: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) holding the post of scientific officer or engineer or senior programmer or analogous post with three years service rendered after appointment to the post on a regular basis in level- 9 of the pay matrix or equivalent in parent cadre or department; and (B) possessing the following educational qualifications and experience: (i) B.Tech/B.E./B.Sc-Engg. (Electronics and Communication/ Computers/IT) or M.Sc (IT) or MCA; and (ii) having at least two years Programming Experience in DOTNET/ DOTPHP/Database SQL/C++/JAVA.
Survey Officer	**1 (One)**	Level-7 (Rs. 44,900-1,42,400)	(a) Officer of the Central Government or State Government or Union territory Administration or Statutory Organisations or Autonomous Organisation or Public Sector Undertakings or Universities or recognised Institutes: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with five years' service rendered after appointment thereto on regular basis in posts in Level-6 in the pay matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience:

			(i) Senior Secondary level (12th) examination or equivalent pass; and (ii) Diploma or Certificate with minimum duration of two years in surveying from a recognised institution or Diploma in Civil Engineering; and (iii) Two years' experience in surveying.
Architectural Drawing Officer	**1 (One)**	Level-7 (Rs. 44,900-1,42,400)	(A) Officer of the Central Government or State Government or Union territory Administration or Statutory Organisations or Autonomous Organisation or Public Sector Undertakings or Universities or recognised Institutes: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with three years' service rendered after appointment to the post on regular basis in level-6 of the pay matrix or equivalent in the parent cadre or department; or (iii) with five years' service rendered after appointment to the post on regular basis in level-5 of the pay matrix or equivalent in the parent cadre or department; and (B) possessing the following educational qualifications and experience: (i) Degree in Architecture or Diploma from a recognised University or Institutes; and (ii) having at least three years of experience in the field of architecture.
Photo Officer	**1 (One)**	Level-6 (Rs. 35,400-1,12,400)	(A) Officer of the Central Government or State Government or Union territories or statutory organisations or autonomous organisation or public sector undertaking: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) holding the post of Photographer or analogous post with three years' service rendered after appointment to the post on a regular basis in level- 5 of the pay matrix or equivalent in parent cadre or department; and (B) possessing the following educational qualifications and experience: (i) Bachelor's degree in Photography from a recognised university or institute; and (ii) having at least five years' experience in photography.
Stenographer Grade-II	**03 (Three)**	Level-4 (Rs. 25,500-81,100)	(A) Officer of the Central Government or State Government or Union territory Administration or Statutory Organisations or Autonomous Organisation or Public Sector Undertakings or Universities or Recognised Institutes:

			(i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with three years' service rendered after appointment to the post on regular basis in level-2 of the pay matrix or equivalent in the parent cadre or department; and (B) possessing the following educational qualifications and experience: (i) 12th class or equivalent qualification from a recognised board or University; and (ii) having at least three years of experience in assisting the officer in routine work.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age-limit for appointment by deputation (including short- term contract) shall not be exceeding fifty–six years as on the closing date of the receipt of applications.

2. All Ministries/Departments of Government of India / State Government / Union Territories / Statutory Organisations / Autonomous Organisations / Public Sector Undertakings are requested to circulate the above posts amongst the officers of Central Government / State Government / Union Territory / Statutory Organisations / Autonomous Organisations / Public Sector Undertakings working with them and forward the application (in prescribed proforma **Annexure A**) of eligible and interested officers, **along with attested copies of APARs of last five years** and certificates to the effect that they are clear from **Vigilance angle, Integrity Certificate and Major/Minor Penalty of last ten years (Annexure B)** to the undersigned latest by **13.10.2025**

(Col. Savyasachi Marwaha)
Director, NMA

To

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments / Union Territories.

Copy to: -

1. Director General, Archaeological Survey of India, New Delhi -**with the kind request to get it uploaded on the ASI's website**.
2. The Under Secretary (Establishment), Ministry of Culture Room No. 202, Wing D, Shastri Bhawan, Dr. R. P. Road, New Delhi -110001-**with the kind request to upload this circular on CSCMS portal of DoPT**.

ANNEXURE A

BIO-DATA PROFORMA

Recent Passport Size Photograph

Name of the Post applied for: _____

1	Name Designation (Batch) Address (in Block letters)	
2	Date of Birth (In Christian era)	
3	**(i)** Date of entry into service	
	(ii) Date of retirement under Central/State Govt. Rules	
4	Educational qualifications	
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		**Qualifications / Experience possessed by the officer**
Essential:		**Essential:**
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable:		**Desirable:**
A) Qualification		A) Qualification
B) Experience		B) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

***Important:** Pay-Band Pay Matrix and Grade Pay/Level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band/ Pay Matrix and Grade Pay/ Level / Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band / Pay Matrix and Grade Pay/ Level where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institutions	Basic Pay, Pay Band/ Pay Matrix and Grade Pay/ Level drawn under ACP/MACP Scheme	From	To

8	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent	
9	In case the present employment is held on deputation/contract basis, please state :-	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office / organization to which the applicant belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization.

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate. **9.2 Note:** Information under Column 9 (c) & d above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.	

10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	
11	**Additional details about present employment:** Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) University (f) Others	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13	Are you in Revised scale of pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

14	Total emoluments per month now drawn		
Basic Pay in the PB/ Pay Matrix		Grade Pay/ Level	Total Emoluments

15	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:		
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments

16	**A) Additional information**, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement) **(Note: Enclose a separate sheet, if the space is insufficient)**	
16	**B) Achievements:** The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii)Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition. (vi) Any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17	Whether belongs to SC/ST	
18	Language Known (Mother Tongue)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Office/ Institution	Post held on **regular basis**	From	To	*Pay Band/ Pay Matrix and Grade Pay/Pay Scale/ Level of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

(Signature of the Candidate)
Address:_____

Contact No_____
Email id:_____
Office Contact No_____
Office Email Id:_____

Date_____

ANNEXURE B

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**

i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____.

ii. His/Her integrity is certified.

iii. His/Her CR Dossier (photocopies of the ACRs for **the last 5 years duly** attested are enclosed.

iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)