

क्र.पी.एस-3 / 2025-इंगारामासं  
इन्दिरा गांधी राष्ट्रीय मानव संग्रहालय  
शामला हिल्स, भोपाल 462 002

दिनांक: 17.03.2026

परिपत्र

The Recruitment Rules revision of various posts of Indira Gandhi Rashtriya Manav Sangrahalaya (IGRMS), Bhopal is under process.

In this context, primarily as per instructions of the MoC, following posts Draft RRs are to be uploaded on the website of IGRMS for seeking comments/representations of the stakeholders as per guidelines of DoPT:

Group A: Director, Joint Director (Admn. & Secy.) and Project Engineer

Group B: Administrative Officer, Private Secretary, Office Superintendent, Senior Stenographer and Assistant

Group C: Junior Accountant, Senior Clerk, Jr. Clerk, Hindi Typist and MTS.

In case of non-receipt of any comments/representations within one month from uploading on the website, it is presumed that no comments are to be provided by the stakeholders and same Draft RRs are to be processed to MoC for perusal and further necessary action.

Sd/-  
Director

(a) Name of the Post : **DIRECTOR**

(b) Name of the Ministry/Deptt. : **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA**

(AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL

Reference No. in which Commission's advice on Recruitment Rules was conveyed: *Approved by Executive Council of RMSS vide item 5 of minutes of 29<sup>th</sup> meeting held on 11.02.2003 and by Department of Culture vide F.29-22/2000-A&A dated 28.02.2003 Amendment approved by EC vide No.13-2/2008-C&C dated and by MOC under No.F29-22/2000-(pt) dated 31.10.2008*

3. Original rules with up-to-date amendments: Copy Enclosed

	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	DIRECTOR	DIRECTOR	No change
2	Number of post	01	01	No change
3	Classification	Group 'A'(Non-Ministerial)	Group-A (Non Ministerial)	No change
4	Pay Band and Grade/Pay scale	Rs.37400-67000 + GP 10000	Pay Matrix Level-14	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Not applicable	Not applicable	DoPT OM NO.AB-14017/48/ 2010-Estt(RR) dated 31.12.2010
6	Age limit for direct recruits	Not exceeding 55 years	Not applicable	Method of recruitment is Deputation (including short term contract)
7	Education & other qualifications required for direct recruitment	<b>Essential:</b> 1. Master's Degree in Anthropology/ Archaeology/ Museology of a recognized University or equivalent. 2. Ph.D. in any one of the subjects mentioned above. 3. 10 years administrative experience of which at least five years should be in the field of Anthropology/ Archaeology / Museology.  <b>Desirable:</b> 1. Experience in museum administration and management.	Not applicable	Method of recruitment is Deputation (including short term contract)
8	Whether age and Educational qualifications prescribed for direct recruitment will apply in case of promotees	Not applicable	Not applicable	No change

9	Period of probation, if any	Not applicable	Not applicable	<i>No change</i>
10	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	Deputation or short-term contract. The period of deputation shall normally be of five years	Deputation including short-term contract. The period of deputation shall normally be of five years	<i>No change</i>
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation</b> (including short-term contract)</p> <p>(1) Officers under the Central/ State Governments/ Union Territories/ Autonomous Bodies/ Statutory Organizations/ Universities/ Recognized Research Institutions:</p> <p>(2)</p> <p>(a) i) Holding analogous posts on regular basis:</p> <p>OR</p> <p>ii) With two years regular service in the post in the scale of pay Rs.16400-20000 or equivalent</p> <p>OR</p> <p>iii) With three years regular service in posts in the scale of pay Rs.14300-18300 or equivalent:</p> <p>OR</p> <p>iv) with eight years regular service in the posts in the scale of pay Rs. 12000-16500 or equivalent; and</p> <p>(b) Possessing Educational Qualifications and experience prescribed for direct recruitment under column 8.</p>	<p><b>(I) Deputation (ISTC)</b></p> <p>Officers under the Central/State Governments/Union Territories /Autonomous Bodies/ Statutory Organizations /Universities /Recognized Research Institution:</p> <p>(a) (i) Holding analogous post on regular basis; or</p> <p>(ii) With two years' regular service in the post in the Pay Level 13A (7<sup>th</sup> CPC); or</p> <p>(iii) With three years' regular service in the post in the Pay level 13 (7<sup>th</sup> CPC); or</p> <p>(iv) With five years' regular service in the post in the Pay level 12 (7<sup>th</sup> CPC); and</p> <p>(b) Possessing following educational qualification and experience:</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in Anthropology /Archaeology/ Museology of a recognized University or equivalent.</li> <li>2. Doctorate Degree in any one of the subjects mentioned above.</li> <li>3. 10 year's administrative experience, of which at least 5 years should be in the field of Anthropology / Archaeology/ Museology</li> </ol> <p><b>Desirable:</b></p> <p>Experience in museum management and administration.</p> <p><i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</i></p>	Notes have been Incorporated as per existing orders.

			<p><i>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i></p> <p><i>Note 3: 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 organization/ department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation, including short term contract/ transfer, shall be 'Not Exceeding 58 years' as on the closing date of receipt of applications)"</i></p> <p><i>Note: Officers in the direct line of promotion shall not be eligible for deputation.</i></p> <p><b>(II) On Short Term Contract Basis:</b></p> <p>Officers possessing the qualifications and experience as specified above in Deputation clause</p> <p><i>Note 1: The maximum age limit for appointment on contract basis shall not exceed 67 years on the closing date of receipt of applications</i></p> <p><i>Note 2: Appointment on contract basis shall be for a period of three years and may be extended subject to satisfactory performance and maximum age limit of seventy years.</i></p> <p><i>Note 3: In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be applicable to a Group 'A' Officer of the Central Government holding analogous post.</i></p>	
12	If a Departmental Promotion Committee exists what is its	<b>Selection committee for appointment:</b> 1. Chairman of the EC, RMSS –	<b>Selection committee for appointment:</b> 1. Chairman of the EC, RMSS – Chairman	No change

	Composition	Chairman 2. JS/Vice Chairman of the Executive Council-Member 3. One member of EC to be nominated by Chairman, EC-Member 3. 3 (three) experts in relevant field of specialisation to be nominated by Govt. of India - Members	2. JS/Vice Chairman of the Executive Council-Member 3. One member of EC to be nominated by Chairman, EC-Member 3. 3 (three) experts in relevant field of specialisation to be nominated by Govt. of India - Members	
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	<i>IGRMS is an autonomous organisation hence no consultation is required from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No.0755-2661458

Place: Bhopal  
Date: 18.03.2026

1. (A) Name of the Post

**JOINT DIRECTOR (Admn. & Sec.)**

(b) Name of the Ministry/Dept.:

INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA (AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA) BHOPAL

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed.

Approved by Department of Culture vide No.4-19/97-M. II/ A7A Dated 26.07.1999

3. Original rules with up-to-date amendments:

Copy Enclosed

Column Number	Provision in the approved rules	Revised provisions proposed	Reasons for revision proposed
1	Name of the post JOINT DIRECTOR (Administration & Security)	JOINT DIRECTOR (Administration & Security)	No change
2	Number of post 01	01	No change
3	Classification Group A	Group A	No change
4	Pay Band and Grade/Pay scale Rs.15600-39100-GP 7600	Pay Matrix Level 12	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post Selection	Not Applicable	In the case of direct recruitment or deputation or absorption, the entry should be "Not Applicable" vide provisions of para 3.6 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48/2010-Estt.(RR) Dated 31 <sup>st</sup> December, 2010 read with DOPT OM No. 35034/7/97-Estt. (D) Dated 8.2.2002.
6	Age limit for direct recruits Up to 45 years (Relaxable for Govt. servants/employees of Central Autonomous Organization up to 5 years in accordance with the instructions issued by the Central Government)	<b>Not exceeding 50 years.</b> <i>"(Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)"</i> <i>Note: 1. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard. 2. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andamans and Nicobar Islands and Lakshdeep).</i>	<b>Upper Age has been changed as per requirement of the Museum as the Museum Officers could not apply for the post due to their age is over.</b> Provisions have been modified as required by para 3.7.4.1 to 3.7.4.2 of guidelines on framing/ amendment /relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48/2010-Estt.(RR) Dated 31 <sup>st</sup> December, 2010
7	Educational & other qualification required for Direct Recruits Master's degree/Post Graduate in any discipline	<b>Essential:</b> (1) Master's degree in any discipline with 55% marks	Educational Qualification and Experience has been quantified to match the duties and responsibilities of the post vide instructions contained in para 3.8.1 of

			<p>(2) At least 5 years' Administrative Experience in pay level 11- or 10-years Administrative Experience in Level 10 in Central/ State Govt./ Autonomous/ Statutory body etc. dealing with matters relating to administration/ accounts/ finance/ Legal and procurement.</p> <p><b>Desirable:</b></p> <p>Working knowledge of computer applications</p> <p><i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i></p>	<p>guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48 /2010-Estt.(RR) Dated 31<sup>st</sup> December, 2010.</p> <p>Relaxation clauses have been incorporated below the essential qualifications as per instructions contained in para 3.8.3 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48/2010-Estt.(RR) Dated 31<sup>st</sup> December, 2010</p>
8	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees	Educational qualification: Yes Age: No	Educational Qualification: Yes Age: No	
9	Period of probation, if any	3 (Three) years for direct recruits and those promoted from the grade in the pay scale of Rs.8000-13,500/-(CCS RPR,1997)	2 years for Direct Recruitment and for Promotion from Gr. B to Gr. A	Probation period has been provided as per para 3.10.1 of by DoPT vide OM No. AB. 14017/48/2010-Estt.(RR) Dated 31 <sup>st</sup> December, 2010
10	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	To be filled on deputation from organized administrative/ accounts services of Govt. of India failing which by direct recruitment	By Promotion failing which by Deputation (ISTC) and failing both by direct recruitment	Due to non-availability of officers from organized administrative/ accounts services of Govt. of India., the method of selection has been modified. For providing promotional avenues to the employees of IGRMS, promotion clause is incorporated.
11	In case of recruitment by promotion/ deputation/ absorption grades from which	Deputation: Officers belonging to Organized Administrative/ Accounts services of Govt. of India holding analogous posts;	<b>Promotion:</b> <b>Administrative Officer with 12 years continuous service in Pay Level 9</b> <b>Deputation (ISTC):</b>	As per provisions of para 3.1.3 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48/2010-

	promotion/ deputation/ absorption to be made	<p>or, with five years regular service in the pay scale of Rs.10,000-15,200(CCS RPR,97); or, with 10 years, regular service in the pay scale of Rs. 8,000-13,500(CCS RPR, 97); with proven capabilities in Administration; Accounts and Security Management Preference will be given to officers who have experience of working in cultural organizations; and fulfilling the essential qualification in Column 8.</p>	<p>The officers belonging to Administrative/ Accounts/ Finance services holding the post analogous to the post applied for in terms of the pay scale or status</p> <p>Or</p> <p>Officers with five years regular service on the post in the pay Matrix Level-11 or 10 years regular service in Pay Matrix Level-10 with proven capabilities in Administration; Accounts and Security Management having experience of working in Cultural organizations and possessing the qualification as in column 7.</p> <p><i>(a) The period of deputation shall ordinarily be three years which may be extended up to a maximum period of five years. 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 organization/ department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation, including short term contract/ transfer, shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications)"</i></p> <p><i>Note: Officers in the direct line of promotion shall not be eligible for deputation.</i></p> <p><i>(b)The candidates appointed on deputation shall not have any claim for promotion during the period of deputation against ex-cadre post.</i></p>	<p>Estt.(RR) Dated 31<sup>st</sup> December, 2010</p> <p>DoPT vide OM No. AB. 14017/48/2010- Estt.(RR) Dated 31<sup>st</sup> December, 2010</p>
12	If a Departmental Promotion Committee exists what is its Composition	<p>i) Chairman/Vice Chairman, Ex. Council of RMSS- Chairman</p> <p>ii) One member of Executive Council to be nominated by Chairman, EC –Member</p> <p>(iii) Two experts in related field nominated by the Chairman EC, RMSS-Members</p> <p>iv. Joint Secretary, Deptt. Of Culture</p> <p>v) Director, IGRMS-Member</p>	<p>i) Chairman/Vice Chairman, Ex. Council of RMSS- Chairman</p> <p>ii) One member of Executive Council to be nominated by Chairman, EC –Member</p> <p>iii) Two experts in related field nominated by the Chairman EC, RMSS- Members</p> <p>iv). Joint Secretary, Ministry of Culture</p> <p>v) Director, IGRMS-Member Secretary</p>	<p>There is no Department of Culture in Govt. of India hence the name has been changed from Deptt. of Culture to Ministry of Culture</p>

		Secretary		
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	<i>IGRMS is an autonomous organisation hence no consultation is required from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No.0755-2661458

Place: Bhopal  
Date: 18.03.2026

**Form to be filled by the Department while forwarding proposals to the Ministry of Culture for amending approved Recruitment rules.**

1. a) Name of the post : **Project Engineer**  
 b) Name of the Department : **Indira Gandhi Rashtriya Manav Sangrahalaya**
2. Reference No. in which Ministry's advice on Recruitment was conveyed. : **Approved by the Ex. Council in its 2<sup>nd</sup> Meeting held on 4.7.1986**  
**First amendment approved by EC in 16<sup>th</sup> meeting held on 04.11.1992. (Item 11)**
3. Date of Notification of the original rules and Subsequent amendments : **Copy of existing Recruitment Rules is enclosed**

(Copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced.)

Column Number	Provision in the existing rules	Proposed provisions	Reasons for revision proposed	
1	Name of the post	Project Engineer	<b>Project Engineer</b>	No change
2	Number of post	01	01	No change
3	Classification	Group 'A'	Group 'A'	No change
4	Pay Band and Grade/Pay scale	Rs.15600-39100	Pay Matrix Level 11	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Not applicable	Not applicable	DoPT OM No.AB-14017/48/2010-Estt(RR) dated 31.12.2010
6	Age limit for direct recruits	Not exceeding 45 years (relaxable for exceptionally qualified and experienced persons).	<b>Not exceeding 40 years.</b> <i>"(Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government)"</i> <i>Note: 1. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard.</i> <i>2. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andamans and Nicobar Islands and Lakshdeep).</i>	DoPT OM AB.14017/13/2013-Estt.(RR) dated 31.03.2015
7	Educational & other qualification required for Direct Recruits	<b>Essential:</b> 1. Bachelor's degree in Civil Engineering/ Architecture of a recognized university. 2. About 5 years professional experience in a reputable organization <b>Desirable:</b>	<b>ESSENTIAL</b> 1. Degree in Civil Engineering. 2. About 5 years professional experience of architectural/ engineering supervision of works of specialized structures in a reputable organization. <b>DESIRABLE:</b>	Educational Qualification and experience has been modified to match the duties and responsibilities of the post vide instructions contained in para 3.8.1 of guidelines on framing / amendment / relaxation of recruitment rules issued by DOPT

		Possessing practical experience of architectural/engineering supervision of works of specialized structures.	Master's Degree in Civil Engineering. Knowledge of Computer Aided Design. <i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</i> <i>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i>	
8	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotes	Edu. Qualification - Age- -	Not applicable	
9	Period of probation, if any	2 years for direct recruits only	2 years for Direct Recruitment and for Promotion from Gr. B to Gr. A	No change for Direct Recruitment <b>For Promotion</b> Probation period has been provided as per instructions contained in para 3.10.1 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48/2010-Estt.(RR) Dated 31 <sup>st</sup> December,2010
10	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	Transfer on Deputation/Short term contract.	By deputation failing which by promotion, failing both by Direct Recruitment	Instructions contained in para 3.11.1 to 3.11.8 of guidelines on framing / amendment / relaxation of recruitment rules issued by DOPT refer.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation / absorption to be made	<b>Transfer on Deputation</b> Civil Engineer under Central /State Govt./ Semi-Govt. Statutory / Autonomous or recognized institution holding analogous posts;	<b>Deputation</b> Civil Engineers under Central/State Govt. Universities/ Recognised Research Institutions/Semi Govt./Statutory or autonomous organizations:	Instructions contained in para 3.12.3 to 3.12.4.2 of guidelines on framing / amendment / relaxation of recruitment rules issued by DOPT and OM No.AB-14017/4/2021-Estt. (RR) datd 20 <sup>th</sup>

		(or) With five years' experience in post in the scale of Rs.8000-13500 (CCS RPR, 97)/ Rs.2200-4000 (CCS RPR, 86) grade.	<p>Holding analogous posts; or'</p> <p>ii) Holding posts with five years regular service in the grade of Pay Matrix Level 10 or</p> <p>iii) Holding posts with seven years regular service in the grade of Pay Matrix Level 9 and Possessing the educational qualifications and experience as in column 7.</p> <p><i>"(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 organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation, including short term contract/ transfer, shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications)"</i></p> <p><i>Note: Officers in the direct line of promotion shall not be eligible for deputation.</i></p> <p><b><u>Promotion</u></b></p> <p>Jr. Engineer (Civil) with continuous 12 years of service in Pay Level 6</p>	<p>September, 2022</p> <p>As per DOPT OM No.AB-14017/4/2021-Estt. (RR) dated 20<sup>th</sup> September, 2022</p>
12	If a Departmental Promotion Committee exists what is its Composition	<p><b><u>Selection Committee for appointment:</u></b></p> <p>(i) Chairman/Vice chairman, Ex. Council of RMSS</p> <p>(ii) Three experts in related field of specialization to be nominated by the Chairman, Ex. Council, RMSS- Member</p> <p>(iii) Director, IGRMS- Member</p>	<p><b><u>Selection Committee for appointment:</u></b></p> <p>(i) Chairman/Vice chairman, Ex. Council of RMSS</p> <p>(ii) Three experts in related field of specialization to be nominated by the Chairman, Ex. Council, RMSS- Member</p> <p>(iii) Director, IGRMS- Member</p>	No change
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	<i>IGRMS is an autonomous organisation hence no consultation is required from UPSC</i>

Name, address and telephone Nos. of the Ministry's Representatives with whom these proposals may be discussed if necessary, for clarification/early decision.

Place: Bhopal  
Date: 18.03.2026

Signature of the Officer sending the proposals  
Telephone No.0755-2661458

**ANNEXURE-III****FORM TO BE FILLED BY THE DEPARTMENT WHILE FORWARDING PROPOSALS TO THE MINISTRY OF CULTURE FOR AMENDING APPROVED RECRUITMENT RULES.**

- 1.a) Name of the post : **Administrative Officer**  
 b) Name of the Department : Indira Gandhi Rashtriya Manav Sangrahalaya  
 2. Reference No.in which Ministry's advice on Recruitment was conveyed. : Approved by the Ex. Council in its 2<sup>nd</sup> Meeting held on 4.7.1986  
 3. Date of Notification of the original rules and : Copy of existing Recruitment Rules is enclosed  
 Subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).

	<b>Column Number</b>	<b>Provision in the approved rules</b>	<b>Revised provisions proposed</b>	<b>Reasons for revision proposed</b>
1	Name of the post	Administrative Officer	Administrative Officer	No change
2	Number of post	01	01	No change
3	Classification	Group 'A' (Ministerial)	Group-B (Ministerial)	This post is classified under Group B as per 6 <sup>th</sup> CPC guidelines
4	Level in the Pay Matrix	Rs.8000-275-13500 (pre-revised)	Level 9	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Selection	Not applicable	DoPT OM NO.AB-14017/48/ 2010-Estt(RR) dated 31.12.2010
6	Age limit for direct recruits	35 years	35 Years (Relaxable for Government Servant upto 5 years in accordance with the instructions or orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	DoPT OM No. AB-14017/ 18/2012-Estt (RR) dated 16 August, 2013
7	Educational & other qualification required for Direct Recruits	<b>Essential:</b> i) Degree of recognized University or equivalent ii) Five year's administrative experience of which at least 3 years should be on the establishment and accounts side. <b>Desirable:</b> i) Knowledge of Govt. Rules & Regulations ii) Experience of working in a Museum or scientific organization.	<b>Essential:</b> i) Degree of recognized University/Institute. ii) 3 years experience in Accounts, Administration, Establishment work in a Government Office/PSU/Autonomous body/Statutory body <b>Desirable:</b> i) Knowledge of Govt. Rules & Regulations ii) Experience of working in a Museum or scientific organization. iii) Knowledge of work study accounting procedure. <i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</i> <i>Note 2: The qualification(s) regarding experience is relaxable</i>	DoPT OM No. AB-14017/ 18/2012-Estt (RR) dated 16 August, 2013

		iii) Knowledge of work study accounting procedure.	<i>at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i>	
8	Whether age and educationalQualifications prescribed for direct recruits will apply in the case of promotees	Edu. Qualification-Yes Age- No	Edu. Q.-Yes Age-No	No change
9	Period of probation, if any	2 years for direct recruits only	Two years for Direct Recruitment	No change
10	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	By promotion failing which by Deputation (including short term contract), failing both by direct recruitment.	By promotion failing which by Deputation (including short term contract), failing both by direct recruitment	No change
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Assistant Administrative Officer with three years service in the Grade rendered after appointment on regular basis failing which Office Superintendent with 5 years' Service in the grade rendered after appointment there to on regular basis and having experience in Administration & Accounts. <b>Transfer on Deputation:</b> Officers of the Central/ Central Autonomous/ Statutory bodies holding analogous posts, or with three years' service in the scale of Rs.2000-3500 (CCS RPR,86) or equivalent and possessing the qualifications prescribed for direct recruitment under	<b>Promotion:</b> The post will be filled by promotion from Office Superintendent/Assistant/Sr. Stenographers with 8 years' continuous service in the Pay Matrix Level-6 in ratio of 33.33% (01 from OS, 01 from Assistant and 01 from Sr. Steno). <b>Deputation (ISTC):</b> Officers under the Central/State/Union Territories /Recognized Research Institutions/ Universities/ Semi-Government, Statutory or Autonomous organizations holding analogous post; or with two years/three years' service in the scale of Pay Matrix Level 8/7 and possessing the qualifications prescribed for direct recruitment under Column 7 above <i>Note 1 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for appointment by promotion. Note 2: Period of deputation including period of deputation spent in any other ex cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 5 years. (The maximum age limit for appointment by deputation shall be not exceeding 56 years</i>	Since no such post of Assistant Administrative Officer is in existence in IGRMS hence, to provide promotional avenues to OS/Assistant and Sr. Stenographers. Detailed justification Note for creation of channel for Sr. Stenographers is enclosed.Thus, made as per instructions contained in para 3.12.2 of guidelines on framing/ amendment/ relaxation of recruitment rules issued by DoPT OM NO.AB-14017/ 48/2010 -Estt(RR) dated 31.12.2010  DoPT OM No. AB-14017/ 18/2012-Estt (RR) dated 16 August, 2013

		Column 7 above	<i>as on the closing date of receipt of applications.) Note 3: For the purpose of appointment on deputation, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</i>	
12	If a Departmental Promotion Committee exists what is its Composition	<u>Group A DPC</u> i) Chairman/Vice Chairman, Ex. Council of RMSS-Chairman ii) One member of Executive Council to be nominated by Chairman, EC –Member iii) Director, IGRMS-Member Secretary	<u>Group B DPC</u> i) Director, IGRMS-Chairman ii) Curator/any Group A Officer of Central Govt/Central Autonomous Body –Member iii) Under Secretary/Senior Administrative Officer -member	The post is classified as Group B post hence Group B DPC is suggested. In case of non-availability of Curator, Group A officer of Central Govt/Central Autonomous Body is added as Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

Name, address and telephone Nos. of the Ministry's Representatives with whom these proposals may be discussed if necessary, for clarification/early decision.

Date: 06.03.2026

Director  
Indira Gandhi Rashtriya Manav Sangrahalaya, Bhopal  
Tel.(0755) 2661458

1. (a) Name of the Post: **OFFICE SUPERITENDENT**

(b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA (AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL)**

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the Ex. Council, RMSS under Item No.5 of Minutes of the Meeting held on 9.7.86 1st amendment approved by E.C. on 2.5.91 (item No.2)*

3. Original rules with up to date amendments: Copy Enclosed

	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	<b>OFFICE SUPERITENDENT</b>	<b>OFFICE SUPERITENDENT</b>	No change
2	Number of post	01 (subject to variation dependent on workload)	01 (subject to variation dependent on workload)	No change
3	Classification	Group 'B'(Ministerial)	Group-B (Ministerial)	No change
4	Level in the Pay Matrix	9300-34800 GP 4200	Level-6	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Not applicable	Not applicable	No change
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable to Govt. Servant/ employees of Autonomous organization of Central Govt.)	Not exceeding 30 years (Relaxable for Government Servant upto 5 years in accordance with the instructions or orders issued by the Central Government)	As per Government of India norms.
7	Educational & other qualification required for Direct Recruits	<b>Essential:</b> i) Degree of a recognized University or equivalent. OR ii) Three years' experience in a supervisory capacity of establishment, administration and Accounts work. <b>Desirable:</b> Knowledge of Govt. Rules & Regulations	<b>Essential:</b> i) Degree of a recognized University or equivalent. Or ii) Three years' experience in a supervisory capacity of establishment, administration and Accounts work. <b>Desirable:</b> Knowledge of Govt. Rules & Regulations	No change
8	Whether age and educationalQualifications prescribed for direct recruits will apply in the case of promotees	No	No	No change
9	Period of probation, if any	2 (Two) Years	Two years for Direct Recruitment and 2 Years from Group C to Group B on Promotion	Probation period is kept as per instructions contained in para 3.10.1 of guidelines on framing / amendment / relaxation of recruitment rules issued by DOPT.

10	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	By promotion/Transfer on Deputation, failing which by direct recruitment.	By promotion failing which by Deputation (ISTC) failing both by Direct Recruitment.	
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> Assistant/Junior Accountant (Rs. 1400-2300 CCS RPR,86) with five years regular service in the grade; (or) Senior Clerk (Rs. 1200-2040 CCS RPR,86) with eight years regular service in the grade. By transfer on deputation: Holding analogous posts or with 3 years service in the post in the scale of Rs. 1400-2300 CCS RPR,86) and having experience of establishment, administration and accounts works. (Period of deputation shall ordinarily not exceed 3 years)</p>	<p><b>Promotion:</b> 20 % from Junior Accountant with 6 years continuous service in pay matrix level 5; (7<sup>th</sup> CPC) or 80% from Sr. Clerk with 10 years continuous service in pay matrix level 4 (7<sup>th</sup> CPC) <i>Note-1. Eligibility service shall continue to be the same for persons holding the post of Junior Accountant on regular basis on the date of commencement of the these rules</i> <i>2.For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.</i> <i>“NOTE: - The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective</i></p>	DoPT OM No. AB-14017/ 4/2021-Estt (RR) dated 20 September, 2022

			<p><i>grade/post.”</i></p> <p><b>Deputation (ISTC):</b>  Officers under the Central/State/Union Territories /Recognized Research Institutions/ Universities/ Semi-Government, Statutory or Autonomous organizations holding analogous post; or with six years/ten years’ service in the scale of Pay Matrix Level 5/4 and possessing the qualifications prescribed for direct recruitment under Column 7 above</p> <p><i>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion. Note 2: Period of deputation including period of deputation spent in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 5 years. (The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.) Note 3: For the purpose of appointment on deputation, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</i></p>	
12	If a Departmental Promotion Committee exists what is its Composition	i) Director, IGRMS-Chairman ii) Curator–Member iii) Administrative Officer -member	i) Director, IGRMS-Chairman ii) Curator/Group A Officer of Central Govt/Central Autonomous Body –Member	In case of non-availability of Curator, any Group A officer of Central Govt/Central Autonomous Body is

			iii) Administrative Officer -member	added as Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place: Bhopal  
Date: 06.03.2026

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

1. (a) Name of the Post: **ASSISTANT**  
 (b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA ((AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL**

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the Ex. Council, RMSS under Item No.2 of Minutes of the Meeting held on 2.5.91 amendment D.O.C. Vide letter No. 29-02/2006-A&A dated 27.9.06*

3. Original rules with up to date amendments: *Copy Enclosed*

	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	Assistant	Assistant	No change
2	Number of post	01 (subject to variation dependent on work load)	01(subject to variation dependent on work load)	No change
3	Classification	Group 'B'(Non Ministerial)	Group 'B'(Non-Ministerial)	No change
4	Level in the Pay Matrix	9300-34800 GP 4200	Level-6	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Selection	Selection	No change
6	Age limit for direct recruits	Not Applicable	Not Applicable	Method of recruitment is Promotion failing which on deputation (ISTC) basis
7	Educational & other qualification required for Direct Recruits	Not Applicable	Not Applicable	No change
8	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees	No	No	No change
9	Period of probation, if any	No	2 Years on Promotion from Group C to Group B	Probation period is kept as per instructions contained in para 3.10.1 of guidelines on framing / amendment / relaxation of recruitment rules issued by DOPT.
10	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	By promotion failing which transfer on deputation.	By promotion failing which by Deputation (ISTC)	DoPT OM No. AB.14017/48/2010-Estt.(RR) clause 3.12.3 dated 31 December, 2010
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Senior Clerk (1200-2040 CCS RPR,86) with five years regular service in the grade. <b>Transfer on Deputation:</b> Persons working in similar or equivalent posts; or UDC/Senior Clerk (1200-2040 CCS RPR,86) with 5 years regular service in the grade under Central Govt./Autonomous organizations of the Central Govt.	<b>Promotion:</b> 20 % from Junior Accountant with 6 years continuous service in pay matrix level 5; (7 <sup>th</sup> CPC) or 80% from Sr. Clerk with 10 years continuous service in pay matrix level 4 (7 <sup>th</sup> CPC)  <i>Note-1. Eligibility service shall continue to be the same for persons holding the post of Junior Accountant or Senior Clerk on</i>	DoPT OM No. AB-14017/ 4/2021-Estt (RR) dated 20 September, 2022

		<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceed three years.</p>	<p><i>regular basis on the date of commencement of these rules</i></p> <p><i>2. For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2016/the date from which the revised pay structure based on the 7th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.</i></p> <p><i>“NOTE: - The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post.”</i></p> <p><b>Deputation (ISTC)</b>  Officers under the Central/State/Union Territories /Recognized Research Institutions/ Universities/ Semi-</p>	<p>Instructions contained in para 3.12.3 to 3.12.4.2 of guidelines on framing / amendment / relaxation of recruitment rules issued by DOPT refer.</p>
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			<p>Government, Statutory or Autonomous organizations holding analogous post; or Post with 6 years' regular service in the Level 5 or 10-years regular service in the Level 4</p> <p><i>Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</i></p> <p><i>Note 2: 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 five years.</i></p> <p><i>Note 3: The maximum age-limit for appointment by deputation shall be 'not exceeding 56 years' as on the closing date of receipt of application.</i></p>	
12	If a Departmental Promotion Committee exists what is its Composition	<p>i) Director, IGRMS-Chairman</p> <p>ii) Curator–Member</p> <p>iii) Administrative Officer -member</p>	<p>i) Director, IGRMS-Chairman</p> <p>ii) Curator/Group A Officer of Central Govt/Central Autonomous Body – Member</p> <p>iii) Administrative Officer -member</p>	In case of non-availability of Curator, any Group A officer of Central Govt/Central Autonomous Body is added as Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

Place: Bhopal,  
Date: 05.03.2026

1. (a) Name of the Post: **PRIVATE SECRETARY**

(b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA ((AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL**

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the Ex. Council, RMSS under Item No.6.1 of Minutes of the 18<sup>th</sup> Meeting held on 5/08/1994*

3. Original rules with up to date amendments: **Copy Enclosed**

	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	<b>PRIVATE SECRETARY</b>	<b>PRIVATE SECRETARY</b>	No change
2	Number of post	01	01	No change
3	Classification	Group- B (Ministerial)	Group B (Ministerial)	No change
4	Level in the Pay Matrix	9300-34800- GP 4600	Level 7	7 <sup>th</sup> CPC
5	Whether selection or non-selection if recruitment is made by promotion	Selection	Selection	As per DoPT OM No.AB-140171812010-Estl (RR) dated 24 January, 2011
6	Age Limit for direct recruitment	Not applicable	Not applicable	As per DoPT OM No.AB-140171812010-Estl (RR) dated 24 January, 2011
7	Period of probation	Not applicable	Not applicable	As per DoPT OM No.AB-140171812010-Estl (RR) dated 24 January, 2011
8	Educational & other qualification required for Direct Recruits	Not applicable	Not applicable	As per DoPT OM No.AB-140171812010-Estl (RR) dated 24 January, 2011
9	Whether age and educationalQualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	No change
10	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	Not applicable	Promotion failing which by Deputation (ISTC)	As per DoPT OM No.AB-140171812010-Estl (RR) dated 24 January, 2011
11	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Promotion – Senior Stenographer with 9 years' experience. Deputation – Person holding analogous posts or the post in the Scale of Rs.5500-9000 (CCS RPR, 97) /1640-2900 (CCS RPR,86) with 2 years experience. 1400-2300(CCS RPR,86) with 9 years experience.	By Promotion from Senior Stenographer in Pay Level 6 (7 <sup>th</sup> CPC) with 5 years continuous service  <i>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</i> <i>NOTE 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular</i>	DoPT OM No. AB-14017/ 4/2021-Estt (RR) dated 20 September, 2022

		<p><i>basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission</i></p> <p><i>Note 2: The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post."</i></p> <p><b>Deputation (ISTC):</b> Officers under the Central/State/Union Territories /Recognized Research Institutions/ Universities/ Semi-Government, Statutory or Autonomous organizations holding analogous post; or with ten years regular service in the Level 4</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay</p>	<p>As per DoPT OM No.AB-140171812010-Estl (RR) dated 24 January, 2011</p>
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			or pay scale is the normal replacement grade without any upgradation.	
12	If a Departmental Promotion Committee exists what is its Composition	i) Director, IGRMS-Chairman ii) Curator–Member iii) Administrative Officer	i) Director, IGRMS-Chairman ii) Curator/Group A Officer of Central Govt/Central Autonomous Body –Member iii) Administrative Officer	In case of non-availability of Curator, Group A officer of Central Govt/Central Autonomous Body is added as Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

Place: Bhopal  
Date: 05.03.2026

1. (a) Name of the Post: **SENIOR STENOGRAPHER**  
 (b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA (AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL)**
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the 2<sup>nd</sup> meeting of the Ex. Council, RMSS under Item No.5 of Minutes of the Meeting held on 4.7.86 1<sup>st</sup> amendment by E.C. on 2.5.91) (item No.2) 2<sup>nd</sup> Amendment approved by the EC on 7.5.93 (Item No.6(b) Copy Enclosed*
3. Original rules with up to date amendments:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	<b>SENIOR STENOGRAPHER</b>	No change
2	Number of post	03	No change
3	Classification	Group 'B'(Ministerial)	No change
4	Level in the Pay Matrix	9300-34800 GP 4200	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Not applicable	No change
6	Age limit for direct recruits	35 years	Not exceeding 30 years. <i>"(Relaxation will be given in accordance with instructions or orders issued by the Central Government from time to time)"</i>
7	Educational & other qualification required for Direct Recruits	Essential: (i) Matric or its equivalent with 120 w.p.m. in shorthand and 40 w.p.m. in typing Desirable: Possessing working experience of stenography preferably in both Hindi and English	<b>EQ is accordingly revised as per applicable norms for the post of Senior Stenographer (Level 6)</b>  <b>Essential:</b> Degree of a recognized University in any discipline. <b>Skill test norms-</b> Dictation 10 minutes @ 100 words per minute; Transcription 50 minutes (English) or Dictation 10 minutes @80 words per minute; Transcription 65 minutes (Hindi) on computer. <i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</i> <i>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i>
8	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees	Age : NO EQ : Yes	Age : NO EQ : Yes
9	Period of probation, if any	2 (Two) Years	Instructions contained in para 3.10.1 of guidelines on framing / amendment /

				relaxation of recruitment rules issued by DOPT. refer.
10	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	By promotion/ transfer on deputation including short term contract failing which by direct recruitment.	By promotion failing which by Deputation (ISTC) failing both by direct recruitment.	-
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Stenographers in the scale of Rs. 1200-2040(CCS RPR,86) with 5 years regular service in the grade or Senior clerks in the scale of Rs. 1200-2040(CCS RPR,86) with 5 years regular service in the grade and having a speed of 100 w.p.m. in the Stenography.	<p>01 post by Promotion from Stenographer in Pay Level 4 (7<sup>th</sup> CPC) with 10 years continuous service and 02 posts to be filled through Deputation (ISTC) failing which by Direct Recruitment in the ratio of 66.67:33.33</p> <p><i>For Promotion:</i></p> <p><i>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</i></p> <p><i>NOTE 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission</i></p> <p><i>Note 2: The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post."</i></p> <p><b>Deputation (ISTC):</b> Officers under the Central/State/Union Territories /Recognized Research Institutions/ Universities/ Semi-Government, Statutory or Autonomous organizations holding analogous post; or with ten years regular service in the Level 4</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be</p>	DoPT OM No. AB-14017/ 4/2021-Estt (RR) dated 20 September, 2022

			<p>eligible for consideration for appointment by promotion.</p> <p>Note 2: 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 five years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	
1 2	If a Departmental Promotion Committee exists what is its Composition	i) Director, IGRMS-Chairman ii) Curator/-Member iii) Administrative Officer - member	i) Director, IGRMS-Chairman ii) Curator/Group A Officer of Central Govt/Central Autonomous Body -Member iii) Administrative Officer -member	In case of non-availability of Curator, Group A officer of Central Govt/Central Autonomous Body is added as Member
1 3	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

Place: Bhopal  
Date: 05.03.2026

1. (a) Name of the Post: **JUNIOR ACCOUNTANT**  
 (b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA ((AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL**

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the Ex. Council, RMSS under Item No.5 of Minutes of the 2<sup>nd</sup> Meeting of Ex. Council held on 4.7.86 1<sup>st</sup> amendment approved by the Ex. Council, RMSS under item No. 3(a) of the minutes of meeting held on 6.4.89*  
 Copy Enclosed

3. Original rules with up to date amendments:

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed	
1	Name of the post	<b>JUNIOR ACCOUNTANT</b>	<b>JUNIOR ACCOUNTANT</b>	No change
2	Number of post	01(subject to variation dependent on work load)	01(subject to variation dependent on work load)	No change
3	Classification	Group 'C'(Ministerial)	Group-C (Ministerial)	No change
4	Pay Band and Grade/Pay scale	5200-20200 GP 2800	Pay Matrix Level 5	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Selection	Not Applicable	In the case of Direct recruitment the words "Not Applicable" to be used vide provisions of para 3.6 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48/2010-Estt.(RR) Dated 31 <sup>st</sup> December,2010 read with DOPT OM No. 35034/7/97-Estt. (D) Dated 8.2.2002.
6	Age limit for direct recruits	25 years	<b>Between 18 and 27 years of age.</b> <i>"(Relaxable to Government Servants up to 40 years in accordance with instructions or orders issued by the Central Government)"</i> <i>Note: 1. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard.2. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andamans and Nicobar Islands and Lakshdeep).</i>	As per DoPT OM No.AB.14017/13/2013-Estt.(RR) dated 31 <sup>st</sup> March, 2015
7	Educational & other qualification required for Direct Recruits	i) Degree of a recognised Universityii) Five Years' experience in Accounts work.	1) Degree of a recognized University/Institute 2) 2 years experience in Cash, Accounts and Budget work in a Government Office/PSU/Autonomous Body/Statutory body	Incorporated from DoPT OM No. AB-14017/32/2012-Estt. (RR) dated 31.10.2013
8	Whether age and educationalQualifications prescribed for direct recruits will apply in the case of promotees	Age-No E.Q-Yes	Age-No E.Q-Yes	No change
9	Period of probation, if any	2 years	2 years	no change

10	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	Promotion failing which transfer on deputation, failing both direct recruitment	Promotion failing which by direct recruitment	Deputation clause is expunged to provide wider chance for selection
11	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<b>In case of promotion:</b> U.D. Clerks/ Senior Clerk with five year's experience in the grade. <b>Transfer on deputation:</b> Officers under the Central/State Govt./Universities/Museums/Semi Govt./Statutory or Autonomous Organizations (i) Holding analogous posts; or (ii) With five years experience of working in Accounts, in the grade of Rs.1200-2040	<b>Promotion:</b> Senior clerks in Pay Level 4 with 5 years continuous service and possessing experience of cash, accounts and budget work. <i>Note-1. For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.</i>	<b>Promotion:</b> As per DoPT OM No.AB-14017/4/2021-Estt.(RR) dated 20 September, 2022
12	If a Departmental Promotion Committee exists what is its Composition	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator - Member iii) Administrative Officer - Member	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator / any Group A officer of Central Govt/Central Autonomous Body - Member iii) Administrative Officer -Member	In case of non-availability of Curator, any Group A officer of Central Govt/Central Autonomous Body is added as Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place: Bhopal  
Date: 18.03.2026

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

1. (a) Name of the Post: **SENIOR CLERK**  
 (b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA ((AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL**
2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the Ex. Council, RMSS under Item No.5 of Minutes of the 2<sup>nd</sup> Meeting of Ex. Council, held on 4.7.86, 1<sup>st</sup> amendment approved by EC on 31.1.87 & 2.5.91 (item No.2), 3<sup>rd</sup> amendment approved by EC on 4.11.92*

3. Original rules with up to date amendments: Copy Enclosed

	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	<b>SENIOR CLERK</b>	<b>SENIOR CLERK</b>	No change
2	Number of post	04	04	No change
3	Classification	Group 'C'(Ministerial)	Group-C(Ministerial)	No change
4	Pay Band and Grade/Pay scale	5200-20200 GP 2400	Pay Matrix Level-4	As per 7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Non Selection	Not applicable	In the case of Direct recruitment the words "Not Applicable" to be used vide provisions of para 3.6 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT vide OM No. AB. 14017/48/2010-Estt.(RR) Dated 31 <sup>st</sup> December,2010 read with DOPT OM No. 35034/7/97-Estt. (D) Dated 8.2.2002.
6	Age limit for direct recruits	18-26 years (relaxable upto 35 years to govt. Servants/employees of Autonomous organization of Central Govt.)	<b>Between 18 and 27 years of age.</b> <i>"( Relaxable to Government Servants up to 40 years in accordance with instructions or orders issued by the Central Government)"</i> <i>Note: 1. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard.</i> <i>2. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andamans and Nicobar Islands and Lakshdeep).</i>	Model RR for the post vide. DoPT OM No. AB. 14017/32/2009-Estt.(RR) Dated 29 <sup>st</sup> December, 2010

7	Educational & other qualification required for Direct Recruits	<p><b>Essential:</b> Degree of a recognized University with three years' experience of office work under Central govt. or Central Autonomous organizations including ability to type; or Matriculation with five years experience of office work under central govt. or Central Autonomous organizations including ability to type.</p> <p><b>Desirable:</b> Knowledge of working in Computer.</p>	<p><b>Essential:</b> Degree of a recognized University in any discipline and knowledge of computer applications.</p> <p><b>Desirable-</b></p> <ul style="list-style-type: none"> <li>• At least one year experience in a ministerial nature of work in Central Government/ State Government/ Autonomous Bodies and</li> <li>• Working Knowledge on computer application.</li> </ul> <p><i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</i></p> <p><i>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i></p>	Incorporated as per Model RR for the post vide. DoPT OM No. AB. 14017/32/2009-Estt.(RR) Dated 29 <sup>st</sup> December, 2010
8	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.	Not applicable	No change
9	Period of probation, if any	2 years	2 years for Direct Recruitment Nil for promotees	Model RR for the post vide. DoPT OM No. AB. 14017/32/2009-Estt.(RR) Dated 29 <sup>st</sup> December, 2010
10	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	By promotion/Transfer/Transfer on deputation, failing which by direct recruitment.	100% by promotion failing which by direct recruitment.	Deputation clause is expunged to provide wider chance for selection

11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>Promotion: Junior Clerks/ Hindi Typists (Rs. 950-1500) (CCS RPR,86) with five years of regular service in the grade. Transfer on deputation: Person working in similar or equivalent posts or LDC with five years regular service in the grade under Central Govt./Autonomous organization of the Central Govt. (Period of deputation shall not ordinarily exceed 3 years)</p>	<p><b>Promotion:</b> The post will be filled from the Junior Clerks/ Hindi Typist in Pay Matrix Level-2 with 8 years regular service.</p>	As per DoPT OM No.AB-14017/4/2021-Estt.(RR) dated 20 September, 2022
12	If a Departmental Promotion Committee exists what is its Composition	<p>i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organisation and belonging to SC/ST- Member iii. Curator - Member iii) Administrative Officer - Member</p>	<p>i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organisation and belonging to SC/ST- Member iii. Curator/ Group A officer of Central Govt/Central Autonomous Body - Member iii) Administrative Officer -Member</p>	In case of non-availability of Curator, Group A officer of Central Govt/Central Autonomous Body is added as Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Place: Bhopal  
Date: 18.03.2026

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

1. (a) Name of the Post: **JUNIOR CLERK**  
 (b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA ((AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL**

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the Ex. Council, RMSS under Item No.5 of Minutes of the meeting held on 4.7.86 1<sup>st</sup> amendment approved by E.C. on 7.5.93 (Item No. 6(a)*

3. Original rules with up to date amendments: **Copy Enclosed**

	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	<b>JUNIOR CLERK</b>	<b>JUNIOR CLERK</b>	No change
2	Number of post	04 (Subject to variation dependent on workload)	04 (Subject to variation dependent on workload)	No change
3	Classification	Group C (Ministerial)	Group C (Ministerial)	No change
4	Pay Band and Grade/Pay scale	5200-20200- GP 1900	Pay Matrix Level 2	7 <sup>th</sup> CPC recommendation
5	Whether selection post of non-selection post	Not applicable	Not applicable	No change
6	Age limit for direct recruitment	18-26 Years (Relaxable upto 35 years to Govt. Servant/employees of Autonomous Organisation of Central Govt.	<b>Between 18 and 27 years of age.</b> <i>"(Relaxable to Government Servants up to 40 years in accordance with instructions or orders issued by the Central Government)"</i> <i>Note: 1. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard.</i> <i>2. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andamans and Nicobar Islands and Lakshdeep).</i>	As per DoPT OM No.AB-14017/32/2009-Estt (RR) dated 7 <sup>th</sup> October, 2009
7	Education & other qualifications required for direct recruitment	ESSENTIAL: i) Matriculation or equivalent DESIRABLE: Possessing ability of typing both in Hindi & English	12th Class or equivalent qualification from a recognized Board or University (ii) Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) <i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</i> <i>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the</i>  <i>opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i>	Based on the model RRs for the post of LDC issued by DoPT vide OM No. AB-14017/ 32/ 2009-Estt (RR) dated 7 <sup>th</sup> October, 2009.

8	Whether age & educational qualifications prescribed for direct recruitment will apply in case of promotees	Not applicable	E.Q-Yes. Age-No	<i>EQ-No to be modified in view of provisions of para 3.9 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT, stating that educational qualifications, should be insisted upon, in the interest of administrative efficiency, at least in the case of senior Group A posts in the Pay Band-3 Grade Pay Rs. 6600 and above.</i>
9	Period of probation	2 years	2 years	No change
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancy to be filled by various methods	75% by direct recruitment. 25% by selection from the eligible Group 'D' staff failing which by direct recruitment.	75% of posts by Direct Recruitment. 25% of posts by promotion failing which by Direct Recruitment at any one point of time.	Instructions contained in para 3.11.4 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT refer.
11	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable	<b>Promotion:</b> Posts shall be filled from Group C employees who have 3 years regular service in posts with the Pay Matrix Level 1 and possess Typing Speed of 35 w.p.m. (English) OR 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) on the merit of departmental examination basis.	<b>Promotion:</b> As per DoPT OM No. AB-14017/4/2021-Estt.(RR) dated 20 September, 2022
12	If a Departmental Promotion Committee exists what is its Composition	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator - Member iii) Administrative Officer - Member	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator/ any Group A officer of Central Govt/Central Autonomous Body - Member iii) Administrative Officer -Member	In case of non-availability of Curator, any Group A officer of Central Govt/Central Autonomous Body is added as Member

13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>
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2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

Place: Bhopal  
Date: 18.03.2026

1. (a) Name of the Post: **HINDI TYPIST**  
 (b) Name of the Ministry/Deptt.: **INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA (AN AUTONOMOUS ORGANIZATION OF THE MINISTRY OF CULTURE, GOVERNMENT OF INDIA BHOPAL)**

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. *Approved by the Ex. Council, RMSS under Item No.5 of Minutes of the Meeting held on 4.7.86*

3. Original rules with up to date amendments: Copy Enclosed

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed	
1	Name of the post	<b>HINDI TYPIST</b>	<b>HINDI TYPIST</b>	No change
2	Number of post	01 (subject to variation dependent on work load)	01 (subject to variation dependent on work load)	No change
3	Classification	Group; C (Non Ministerial)	Group C(Non Ministerial)	No change
4	Pay Band and Grade/Pay scale	5200-20200 GP 1900	Pay Matrix Level 2	7 <sup>th</sup> CPC guidelines
5	Whether selection post of non-selection post	Not applicable	Not applicable	No change
6	Age limit for direct recruitment	18-25 Years	<b>Between 18 and 27 years of age.</b> <i>"(Relaxable to Government Servants up to 40 years in accordance with instructions or orders issued by the Central Government)"</i> <i>Note: 1. The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard. 2. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andamans and Nicobar Islands and Lakshdeep).</i>	Instructions contained in para 3.7.1 to 3.7.4.2 of guidelines on framing / amendment / relaxation of recruitment rules issued by DOPT
7	Education & other qualifications required for direct recruitment	i) Matriculation or equivalent of a recognized University/board. ii) Hindi Typing speed 25 w.p.m.	12th Class or equivalent qualification from a recognized Board or University and should have Typing Speed of 30 w.p.m. in Hindi on Computer (30 w.p.m. correspond to 9000 KDPH on an average of 5 Key depression for each word) <i>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</i>	Model RRs for the post of LDC issued by DoPT vide OM No. AB-14017/32/2009-Estt (RR) dated 7 <sup>th</sup> October, 2009 were followed.
8	Whether age and educational Qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	No change
9	Period of probation	2 years	2 years	No change

10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancy to be filled by various methods	By direct recruitment	Direct Recruitment. <i>Note: Vacancies caused by the incumbent (being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the officials of the central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at Col.7</i>	Instructions contained in para 3.11.4 of guidelines on framing / amendment / relaxation of recruitment rules issued by DoPT refer.
11	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	-	Not applicable	Post to be filled by DR method.
12	If a Departmental Promotion Committee exists what is its Composition	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator - Member iii) Administrative Officer - Member	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator/, Group A officer of Central Govt/Central Autonomous Body - Member iii) Administrative Officer -Member	In case of non-availability of Curator, any Group A officer of Central Govt/Central Autonomous Body is added as Member
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment		Not applicable	<i>IGRMS is an autonomous body hence no consultation is available from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No. 0755-2661458

Place: Bhopal  
Date: 18.03.2026

1.(a)Name of the posts: MULTI-TASKING STAFF

2. Reference No. In which commission's advice On recruitment rules was conveyed: Not Applicable

3. Date of Notification of the original rules and Subsequent amendments (copy of the original Rules & subsequent amendments should be Enclosed duly Flagged and referenced.

Column No. & Name	As per Existed RRs	Provisions proposed	Reasons for the Proposal
1.Name of the Post	Museum Attendant, Library Attendant- Studio Attendant,Office Attendant- Security Guard,Mali, SafaiKaramchari	Multi-Tasking Staff	As per the suggested designation by DOPT O.M. No. No.AB-14017/6/2009-Estt (RR) dated 30.04.2010
2.No. of Post	1. Museum Attendant, -08 nos. 2. Library Attendant- 02 nos 3. Studio Attendant-02 nos. 4. Office Attendant- 02 nos. 5. Security Guard-14 nos. 6. Mali -01 no. 7. Safai Karamchari-03 nos. Total: 32 nos.	32(2014) *Subject to variation depending on workload.	Existed all Group D posts are included in the new designation.
3.Classification	Group D	Group C Non Gazetted Non Ministerial.	As per model Recruitment rules vide DOPT OM No. AB14017/6/2009 – Estt (RR) dated 30.04.2010.
4. Pay Band/ Pay Scale - Grade Pay	1. Museum Attendant (Rs.775-1025) 2. Library Attendant- (Rs.775-1025) 3. Studio Attendant-(Rs.775-1025) 4. Office Attendant(Rs.750-940) 5. Security Guard (Rs.750-940) 6. Mali (Rs.750-940) 7. SafaiKaramchari (Rs.750-940)	Pay Matrix Level-1	As per 7 <sup>th</sup> CPC
5. Whether selection or non selection post	Not Applicable	Not Applicable	No Change
6. Age limit for direct recruits	1. Museum Attendant, -25 years 2. Library Attendant- 18-25 years 3. Studio Attendant - 18-25 years 4.Office Attendant - 18-25 years 5. Security Guard- 28 years 6. Mali -18-25 years 7.Safai Karamchari-25 years	Uptofifty two years for appointment from Casual labour with temporary status / Contract Employee/ Daily wagers (on Selection cum seniority and fitness basis) of IGRMS. After consideration of all cases, if post vacant then same will be filled from direct recruitment for candidates with 18 to 25 years of age.	Provision made for Casual labour with temporary status / Contract Employee/ Daily wagersworking in IGRMS since long time (10 years or more) as one item relaxation in pursuance to Orders of Hon'ble Supreme Court issued in case of Uma devi& Vs. Govt. of Karnataka and Ors. (Ref: DOPT OM 49019/1/2006-EsttC dt. 11.12.2006 O.M. No.51016/2/90-EBtt(CI dated 10.09.1993) And as per model Recruitment rules vide DOPT OM No. AB14017/6/2009 – Estt (RR) dated 30.04.2010 (in case of direct recruitment)
7.Education & other qualifications required for direct recruitment	1. Museum Attendant- Middle class 2. Library Attendant- 8 <sup>th</sup> class 3. Studio Attendant- 8 <sup>th</sup> class 4.Office Attendant- 8 <sup>th</sup> class 5. Security Guard-Primary class ( <i>desirable</i> ) 6. Mali - Primary class ( <i>desirable</i> ) 7.Safai Karamchari -Primary class ( <i>desirable</i> )	(i)Matriculation or equivalent pass	As per model Recruitment rules vide DOPT OM No. AB14017/06/2009 – Estt (RR) dated 30.04.2010.

8. Whether age & educational qualifications prescribed for direct recruitment will apply in case of promotes	Not Applicable	Not Applicable	No change
9. Period of probation	Two Years	Two Years	No change
10. Method of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancy to be filled by various methods	1. Museum Attendant, -- Promotion 2. Library Attendant- - Promotion 3. Studio Attendant-- Promotion 4. Office Attendant- - Direct 5. Security Guard-- Direct 6. Mali - Direct 7. Safai Karamchari- Direct	Appointment from Casual labour with temporary status / Contract Employee/ Daily wagers of IGRMS on selection cum seniority and fitness basis failing which by Direct recruitment	The casual labour with temporary status, contract labour and daily wagers/ who are working for more than 10 years are wait so long for regularization. Hence provision made for Casual labour with temporary status / Contract Employee/ Daily wagersworking in IGRMS since long time (10 years or more) as one item relaxation in pursuance to Orders of Hon'ble Supreme Court issued in case of Uma Devi & Vs. Govt. of Karnataka and Ors. (Ref: DOPT OM 49019/1/2006-EsttC dt. 11.12.2006 O.M. No.51016/2/90-EBtt(CI dated 10.09.1993)
11. In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Group D	On the basis of Selection-cum-seniority and fitness from the Casual Laborers conferred with temporary status/ Contract Employee/ Daily wagers of IGRMS	Provision made for Casual labour with temporary status / Contract Employee/ Daily wagersworking in IGRMS since long time (10 years or more) as one item relaxation in pursuance to Orders of Hon'ble Supreme Court issued in case of Uma Devi & Vs. Govt. of Karnataka and Ors. (Ref: DOPT OM 49019/1/2006-EsttC dt. 11.12.2006 O.M. No.51016/2/90-EBtt(CI dated 10.09.1993)
12. DPC composition	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator /Asst. Curator - Member iii) Administrative Officer -Member	i) Director, IGRMS-Chairman ii) An officer not below rank of SR. Class I or equivalent from Central Govt / autonomous organization and belonging to SC/ST- Member iii. Curator /Asst. Curator - Member iii) Administrative Officer -Member	In case of non-availability of Curator, the Assistant Curator is added as Member
13. Circumstances in which UPSC to be consulted in making recruitment.	Not Applicable	Not Applicable	<i>IGRMS is an autonomous organisation hence no consultation is required from UPSC</i>

2. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Signature of the Officer sending the proposals  
Telephone No.0755-2661458

Place: Bhopal, Date: 10.06.2025