

**Details of Eligibility criteria, Job description and Responsibility as Advertised for the Post of Director General, National Maritime Heritage Complex (NMHC), Lothal.**

**National Maritime Heritage Complex Background**

Lothal is one of the most prominent cities of the ancient Indus valley civilization, located in the Bhal region of the modern state of Gujarat and dating from 3700 BC. Lothal, where world's oldest man made dockyard which is over 4600 years old, is located, is an attractive location for setting up of a maritime heritage complex. Such a complex will benefit the history, archaeological importance and International renown of Lothal as a place of extraordinary and unparalleled maritime heritage of India.

It is proposed that to showcase and to preserve India's rich and diverse Maritime Heritage, a museum along with a heritage complex will be built at Lothal or at sites associated with Lothal. This museum will specialize in the display of objects relating to ships and travel on large bodies of water. It also intends to highlight the ancient shipbuilding and navigational technologies towards which India contributed handsomely.

**There is a requirement for filling up the post of Director General for National Maritime Heritage Complex (NMHC). Ministry of Shipping will constitute a Selection Committee and the decision of this selection committee will be final with respect to various aspects as provided in this advertisement. The details are as follows:**

Organisation Name	National Maritime Heritage Complex (NMHC), Lothal
Title of the Job	Director General- National Maritime Heritage Complex
Location of assignment	Gandhinagar, Gujarat
No. of Posts	01
Date	xx-xx-xxxx
Tenure	03 (Three) Years on contract basis
Emoluments	Revised Pay Level HAG- Level 15 :: Rs. 182200- 224100 (7th CPC Civil Pay Matrix)

## **JOB DESCRIPTION AND RESPONSIBILITIES**

The Director General will execute statutory and corporate responsibility "efficiently and effectively implement the directives laid down by the Government. The candidate shall provide leadership and direction for development of National Maritime Heritage Complex, overseeing operations including collection of artefacts and formulating short, medium and long term strategy, through active engagement with the Board, Gujarat Maritime Board, Tourism Corporation of Gujarat Ltd, Ministry of Shipping and Ministry of Culture.

He shall also

- Set objectives for financial and operational targets for National Maritime Heritage Complex in line with strategic plans developed by Ministry of Shipping in consultation with Ministry of Culture and Govt. of Gujarat;
- Provide strategic advice and inputs to the Government to ensure the institutionalization of the right systems and policies to meet the development objective of the heritage complex while complying to all the statutory norms and legal regulations;
- Provide leadership to the day to day operations of project on the strategic goals;
- Liaise with various institutions, bodies, museums which are in the relevant business stream and develop relationships to ensure transactions related to holding various exhibitions etc.
- Build strong and motivated subordinate teams by supporting direct reports in professional development; instructing and mentoring to develop required knowledge and skills for better performance and succession planning
- Manage and resolve conflicts between various departments to ensure smooth functioning of projects

## **Eligibility**

### **1. Age**

- Age as on 1<sup>st</sup> April 2017, minimum 45 years and maximum 65 years .

### **2. Qualification and Experience (Essential)**

- Master's or equivalent Degree from a recognized University in Indian History/Archaeology/Art History/Anthropology/Chemistry/Fine Arts or an equivalent Degree in Museology;
- 10 years of experience in a museum under the control of Central/State Govt. or a reputed private/autonomous museum or a similar institution with 5 years administrative experience as the Head

of Museum, Institution. Candidate with experience of being a founder Director of any Museum (National/International) will be preferred;

- Knowledge of Indian antiquities, Museum techniques, publication and educational activities.
- Experience of design, development and fabrication of interactive exhibits, demonstrations and teaching aids for education and popularisation of a concept.

**3. Desirable experience:**

- Undergone Study Programme or Tour Programme abroad in connection with various aspect of museums in countries notable for museum development;
- Knowledge in Indian antiquities and antiquarian laws;

**Note 1:** Research experience (documentary) evidence of published work must be produced;

**Employment on Contract Basis**

**Serving Government Officers**

Provided that notwithstanding the qualifications and experience prescribed, officers of the level of Joint secretary in Govt. of India/Autonomous Bodies of Govt. of India or on equivalent scale of pay, on the date of advertisement with adequate experience (with three years' service in the grade rendered after appointment thereto on a regular basis in posts in the revised pay level SAG - Level 14 :: Rs. 144200 – 218200 or equivalent in the parent cadre or Department) in the relevant field will be eligible to apply for the post.

**Retired Government Officers**

The Officers who have retired from atleast the level of Joint Secretary in Govt. of India/Autonomous Bodies or on equivalent scale of pay, on the date of advertisement with adequate experience (with three years' service in the grade rendered after appointment thereto on a regular basis in posts in the revised pay level SAG - Level 14: Rs. 144200 – 218200 or equivalent in the parent cadre or Department) in the relevant field are also eligible to apply for the post.

**Private Sector Executives**

In order to apply, private Sector Executives must fulfill all the following criteria:

- (i) They should be working in prestigious art museum, foundations etc. and having experience of conducting

exhibitions;

- (ii) They should be working at Board level position or reporting directly to a Director on the Board i.e. level below at Board level position.

**Note 2 :** The terms and conditions of service of the incumbent of the post shall be as applicable to Group 'A' officer of the Central Government holding analogous post. Medical Facilities as per CGHS, HRA as per Gazette notification dated 06.07.2017 and TA/DA on tour & Transport facility as per analogous post in Central Government.

**Nationality/Citizenship**

Candidate must be a Citizen of India.

**Total Emoluments**

- Salary/Emoluments: Revised Pay Level HAG- Level15 ::Rs.182200-224100 (7th CPC Civil Pay Matrix )

**DURATION OF APPOINTMENT**

Appointment on contract basis shall be for a period of three years.

**SUBMISSION OF APPLICATIONS**

Prospective candidates from Govt. of India/Autonomous Bodies of Govt. of India shall submit their applications, through proper channel, in the format at Annexure - I. The applications of Government officers should be routed through proper channels i.e through their Cadre Controlling Authority.

**Certification by Candidate**

1. Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.
2. Currently employed in Govt. /Autonomous bodies employees, will have to produce "No Objection Certificate" from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

**General Conditions**

- All qualifications should be recognised by UGC/AICTE/AIU (GoI)
- Additional weightage may be given to candidates having additional relevant qualifications.

- The selection committee reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- Appointment shall be subject to Service and Conduct Rules.
- Working knowledge of Computers including MS-Office is essential for the above post.
- The selection committee takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit application well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.
- In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected after appointment, his/her services are liable to be terminated.
- Any request for change of address/change of center for group discussion and/or interview shall not be entertained.
- The selection committee has the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final.
- The selection committee has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of selection committee shall be final in this regard.
- Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.
- Canvassing in any form will be a disqualification.
- Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
- Any changes/modifications in the advertisement will be placed on the website of Ministry of Shipping/IPA only. Candidates applying for the post are advised to visit the websites regularly for updates.
- Self-attested photocopies of all certificates/testimonials are to be provided with the application form including:-
  - Educational/professional Certificates (Under graduation and later)
  - Appointment and Relieving letters of all previous employers.
  - Caste Certificate (in case of SC/ST and OBC)
  - Copy of last drawn Salary, etc.
  - No certificate in original is required to be attached with the application. **Ministry of Shipping/Indian port Association shall not be responsible for the misplacement of such certificates.**

**Last Date of receipt of applications is 15/12/2017.** No application shall be entertained under any circumstances after the stipulated date. Incomplete applicants are liable to be REJECTED. Applications are to be addressed to :

**Managing Director**, Indian Ports Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Road,  
New Delhi-110003.

**ALL CORRESPONDENCES ON THE ABOVE SUBJECT SHOULD BE  
ADDRESSED TO THE MANAGING DIRECTOR, INDIAN PORTS  
ASSOCIATION ONLY.**

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**Annexure-I**

**APPLICATION FORM FOR SERVING/RETIRED GOVT/AUTONOMOUS BODIES OFFICERS (THROUGH PROPER CHANNEL)**

(Note: Any column left blank will make the application incomplete and liable for rejection.)

- 1) Name of the Post applied for:
- 2) (a) Name (in full):  
(b) Father's/Husband Name (in full):  
(c) Designation of the applicant (in full):  
(d) Office Address :
- 3) Present Address:
- 4) Permanent Address:
- 5) Telephone No. Office: \_\_\_\_\_, Residence: \_\_\_\_\_,  
Fax no \_\_\_\_\_, Mobile number \_\_\_\_\_,  
Email Address \_\_\_\_\_
- 6) Date of Birth and Age as on Date of Vacancy:
- 7) Eligibility Criteria:

	<b>As per job description</b>	<b>Possessed by the officer</b>	<b>Whether eligible or not</b>
Educational/professional qualifications (along with the names of institute)			
Pay Scale (For serving Govt. Officers)			
Last Pay Scale (For retired Govt. Officers)			

8) Positions held during the preceding ten years:

<b>S.no</b>	<b>Designation and Place of Posting</b>	<b>Organisation</b>	<b>From</b>	<b>To</b>	<b>Pay Scale</b>

9) Details of experience relevant for the advised post and job description, out of 8 above:

S.no	Designation and Place of Posting	Organisation	From	To	Pay Scale	Nature of experience

Note: You may attach write up, if you wish, not exceeding two pages, in support of your candidature.

10) Do you hold lien in any other organization?  
Yes/No

If Yes:

- A. Name of the organization in which the lien is held.
- B. Date from which the lien is held.

11) Are you on deputation?  
Yes/No

If yes:

- A. Date from which you have been on Deputation.
- B. Period of appointment on deputation:
- C. Name of the present office/organization to which you belong:

12) a) Whether any punishment awarded to the applicant during the last 10 years.

Yes/No

If yes, the details thereof

- A) WHETHER any action or inquiry is going on against him as far as his knowledge goes. Yes/No

If yes, the details thereof .

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirement, my candidate/appointment is liable to be cancelled/terminated.

Date:  
Place:

(Name and Signature of the applicant)

**(To be filled by the Ministry /Department Concerned)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per the official records.

Signature and Designation of the Competent Forwarding Authority with Telephone No. and Office Seal.