

Prime Ministers Museum and Library
Teen Murti House, New Delhi-110011

DETAILED ADVERTISEMENT

1. Applications are invited from eligible candidates for engagement to the following posts on a purely temporary and contract basis, on consolidated remuneration, initially for a period of one year and may be considered for extension based on performance and requirement:

1. **Personal Secretary**– 01 Post
2. **Accounts Assistant** – 01 Post
3. **Office Assistant** – 01 Post

2. Mode of Application:

(a). Eligible candidates may apply by submitting their application along with a detailed CV, educational qualification, experience certificates, and other relevant documents compiled in a **single PDF file**. The PDF should be sent only through **email** to **ceoandfa@gmail.com** clearly specifying the **subject** line as: “**Application for the post of [Post Name]**”.

(b). Candidates applying for more than one post must submit separate applications for each post.

(c). No other mode of application will be accepted.

3. Last Date for Submission: 22 November 2025

4. General Instructions:

- Incomplete applications or those received after the due date shall be summarily rejected.
- Only shortlisted candidates will be contacted **through the email ID provided in their application**. Therefore, candidates must ensure that their email ID remains active and is regularly checked for updates regarding the selection process.
- The engagement will be purely on a contractual basis and will not confer any right for regular appointment in PMML.
- The **Director, PMML** reserves the right to cancel the recruitment process, omit or modify any conditions, or alter the number of posts without assigning any reason.

Name of Post	Personal Secretary
No. of Post	1 (One)
Age	20-35 years'
Qualification	1. Graduate from the any recognized University. 2. Working Knowledge of MS Office. 3. Typing Speed of Minimum 30 WPM.
Work Experience	At least (05) five years of work experience in the relevant field, preferably in a government organization
Work Profile	1. Relieving the officer of much of his routine work and generally assisting him in a manner as directed by him, such as 1) Collection of information and files; 1i) Compilation of data in given form - li) Opening of files; iv) Maintenance of current files; v) Sending of routine reminders and acknowledgements. 2. Typing of essential or confidential/secret documents including other typing work as considered necessary in administrative interest. 3. Screening of telephone calls and the visitors in tactful manner. 4. Fixing up of appointments, and if necessary cancelling them. 5. Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance of keeping them up. 6. Maintaining in proper order the papers required to be retained by the officer. 7. Keeping a note of the movement of files passed by him officer and other officers, if necessary. 8. Carrying out the corrections to the officer's reference books. 9. To assist the officer in the manner desired by him/her. 10. Proper maintenance, upkeep and custody of all house keeping items and equipment like computers, photocopiers, , telephone instructions etc. in the personal section/with the officer. 11. Any additional duties can be entrusted by Senior Official.
Contract Period:	Initially for one year , extendable based on performance/requirement.
Employment Type	Full Time on a contract basis

Name of Post	Accounts Assistant
No. of Post	1 (One)
Age	20-35 years'
Qualification	1. Graduate from the any recognized University 2. Working Knowledge of MS Office, Tally ERP. 3. Candidate must have knowledge of All accounting work like balance sheet finalization, TDS, and Income Tax. 4. Must have expertise in taking care of the Accounting and Financial aspect of the organization. 5. Able to work in a fast-paced environment.
Work Experience	At least (03) three years of work experience in the relevant field, preferably in a government organization
Work Profile	Responsible for all accounts duties pertaining to finalization, maintenance of accounts, annual budget and annual account reports, as per govt. guidelines etc and all ancillary activities like: - 1. Preparation and Consolidation of all Financial Statements. 2. Update accounts receivable accounts payable and perform reconciliations. 3. Assist in the processing of balance sheets, income statements and other financial statements according to company accounting and financial guidelines. 4. Review of expenses, payroll records etc. 5. Vendor Payments 6. Verification and Monitoring of Monthly TDS remittance and Challans 7. Responsible for payment and management of all taxation such as TDS, Service Tax, PF, Professional Tax, ESI, Sales Tax etc.
Contract Period:	Initially for one year , extendable based on performance/requirement.
Employment Type	Full Time on a contract basis

Name of Post	Office Assistant
No. of Post	1 (One)
Age	20-35 years'
Qualification	Intermediate
Work Experience	At least (03) three years of work experience in the relevant field, preferably in a government organization
Work Profile	a) Physical Maintenance of records of the Section. b) General Cleanliness and upkeep of the Section / Unit. c) Carrying of files and other papers within the building. d) Photocopying, sending of FAX, etc. e) Other non-clerical work in the Section / Unit. f) Assisting in routine work like diary, dispatch, etc., including on a computer. g) Delivering of dak (Outside the building) i) Watch and ward duties. j) Opening and closing of rooms. k) Cleaning of rooms, Dusting of furniture, and cleaning of building, fixtures, etc. n) Serving tea/snacks, lunch, etc to guests and officials. Any other work assigned by the superior authority.
Contract Period:	Initially for one year , extendable based on performance/requirement.
Employment Type	Full Time on a contract basis
