

## **Engagement of Contractual Manpower in PMML**

Applications are invited from eligible candidates for the post of Cashier purely on 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.

Eligible candidates may apply by submitting an offline application along with the required documents, as specified in the terms and conditions of the detailed advertisement. The application should reach “The Director, Prime Ministers Museum and Library, Teen Murti House, New Delhi – 110011” on or before 15th October, 2025. A copy of the application, along with all relevant documents, should also be sent by email to [director.nmml@gov.in](mailto:director.nmml@gov.in) within the stipulated timeline.

Applications received after the due date in PMML shall be summarily rejected. For detailed advt. with eligibility criteria, remuneration, age and application proforma login to PMML website. i.e <http://pmml.nic.in>

### **Terms & Conditions:**

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Incumbent will be hired purely on a contract basis initially for a period of one year which may be further extended based on performance /requirement. No. of the post advertised may vary depending upon the requirement. PMML reserves the right to terminate the contract at any time without assigning any reason thereof.
2. Applicants are required to come with original documents along with a set of self-attested copies of documents and submit the hardcopy of the duly filled application form, directly on the date of interview.
  1. Marksheet of Class X.
  2. Marksheet of Class XII.
  3. Qualification Degree/Certificate & Final consolidated Mark sheet clearly mentioning aggregate percentage or CGPA as per requirement for the post applied. If in case CGPA is awarded by the University instead of percentage then CGPA to % conversion formula certificate issued by the concerned University is also required.
  4. Self-attested experience certificates (including the Experience letter from the current place of working), if any.
  5. Aadhar and PAN Card
  6. Resume of the candidate.

The cut-off date for calculating age shall be 1st October, 2025.

3. Duly filled offline application, self-attested supporting documents should be submitted on or before 15/10/2025 to the address given below:

**The Director,  
Prime Ministers Museum and Library,  
Teen Murti House, New Delhi- 110011.**

4. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
5. Name of the Applicant in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his/her name subsequent to X, the evidence to that effect should be furnished at the time of the interview.
6. Canvassing/trying to influence PMML employees to secure the job in any manner shall disqualify the candidate.
7. PMML reserves the right not to fill any vacancy advertised.
8. PMML has the right to accept or reject the application without assigning any reason thereof.
9. Applicants are advised to visit the website of PMML for any updates. No common communication shall be made in another form separately.
10. Only the completed applications by the last date of receipt of application shall be considered for screening and Selection of candidate for appointment to the above-mentioned position will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria.

11. The offer of appointment for the selected candidate will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.
12. Candidates will not be entitled to claim any TA/DA for appearing in Interview.
13. In the case of any legal dispute, the jurisdiction shall be Delhi.

### **Selection Procedure**

1. Candidates will be selected on the basis of their performance in interview.
2. Interview shall be conducted Offline at the address mentioned above. Candidates are advised to check the website regularly for any information.
3. If there is more no. of applications, PMML may conduct a Written Exam (Skill Test) or set minimum criteria to shortlist the applications.

## DETAILED ADVERTISEMENT

<b>Name of Post</b>	<b>Cashier</b>
<b>No. of Posts</b>	1 (One)
<b>Age Limit</b>	Not more than 40 years as on October 01, 2025, for those who are still in service and not more than 63 years as on October 01, 2025, for those who have superannuated.
<b>Essential Qualification</b>	<p>Candidates must possess any of the following from a recognized University/Institute:</p> <ol style="list-style-type: none"><li>1. Graduate in <b>Commerce / Finance / Accounting</b> from a recognized University.</li><li>2. Good working knowledge of <b>MS Office (Excel, Word)</b> and <b>Accounting Software</b> (Tally ERP / ERP systems).</li><li>3. Strong knowledge of <b>cash handling, accounting procedures, and banking operations</b>.</li></ol>
<b>Experience</b>	<ol style="list-style-type: none"><li>1. Minimum <b>7 years of relevant experience</b> in cash handling and accounts in Government Departments, Autonomous Bodies, PSUs, Banks, or reputed organizations.</li><li>2. Experience in <b>daily collection management, cash/bank reconciliations, payroll handling, and vendor payments</b>.</li><li>3. Exposure to <b>financial compliance, statutory requirements, and audits</b> will be preferred.</li></ol>
<b>Work Profile / Key Responsibilities</b>	<p>The Cashier will report to the <b>Finance &amp; Audit Officer</b> and will be responsible for <b>end-to-end management of cash operations and compliance</b>. Major responsibilities include:</p> <p><b><u>Cash &amp; Receipt Management:</u></b></p> <ol style="list-style-type: none"><li>1. Receiving and disbursing cash, cheque, and digital payments.</li><li>2. Maintaining accurate <b>Cashbook, Daily Collection Register, and Vouchers</b>.</li><li>3. Ensuring safe custody of cash and timely deposits into bank.</li></ol> <p><b><u>Banking &amp; Financial Control:</u></b></p> <ol style="list-style-type: none"><li>1. Preparing bank deposit slips and coordinating with bank authorities.</li><li>2. Monthly bank reconciliation and reporting discrepancies.</li><li>3. Monitoring daily cash/bank balances and ensuring adequacy of funds.</li></ol> <p><b><u>Accounts &amp; Payroll Support:</u></b></p> <ol style="list-style-type: none"><li>1. Assisting in payroll processing and salary disbursement.</li><li>2. Coordinating vendor payments and ensuring proper documentation.</li><li>3. Preparation of Receipt &amp; Payment Accounts.</li></ol> <p><b><u>Compliance &amp; Audit Duties:</u></b></p> <ol style="list-style-type: none"><li>1. Verification of bills, vouchers, and supporting documents.</li><li>2. Ensuring compliance with <b>TDS, GST, PF, ESI, Income Tax, and other statutory deductions</b>.</li><li>3. Assisting during internal and statutory audits with cash-related records.</li></ol>

	<b><u>Supervisory &amp; Other Duties:</u></b> <ol style="list-style-type: none"> <li>1. Supervising cash handling staff and ensuring smooth operations at the counter.</li> <li>2. Maintaining confidentiality and accuracy in financial transactions.</li> <li>3. Performing any other duties assigned by the Competent Authority.</li> </ol>
<b>Remuneration</b>	<p>1. Consolidated <b>₹65,000/- per month (all inclusive)*</b> for those who are still in service (Private/Govt).  <i>*(No additional benefits such as HRA, Transport, or Medical Allowance will be admissible.)</i></p> <p>2. For the superannuated candidates (Re-employed), pay will be fixed as per rules of Govt. of India.</p>
<b>Contract Period</b>	Initially for <b>one year</b> , extendable based on performance/requirement.
<b>Employment Type</b>	<b>Full-Time (Contractual)</b>

**APPLICATION FORM FOR THE POST OF CASHIER,  
Prime Ministers Museum and Library  
Teen Murti House, New Delhi- 110011  
Providing All Information is Compulsory**

<b>Name (BLOCK LETTER)</b>							
<b>Date of Birth DD/MM/YYYY</b>							
<b>Age as on last date of submission of application</b>							
<b>Place of Birth</b>							
<b>Father's/Mother's or Spouse's name</b>							
<b>Permanent Address in full</b>							
<b>Present Address in full (correspondence)</b>							
<b>Mobile No.</b>							
<b>Alternate Mobile No.</b>							
<b>Email ID</b>							
<b>Confirmed Email ID</b>							
<b>Educational Qualifications in Chronological order (please attach copies of self-attested certificates Mark sheet etc.)</b>							
<b>Sl. No.</b>	<b>Exam Passed</b>	<b>University /Board</b>	<b>Date of entering</b>	<b>Date of leaving</b>	<b>Examination Passed (year)</b>	<b>Division /Grade</b>	<b>Subject</b>
1.	10 <sup>th</sup> Class						
2.	12 <sup>th</sup> Class						

3.							
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**Professional Qualification in Chronological order (please attach copies of self attested certificates Mark sheet etc.)**

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

**Details of Employment in Chronological order (Enclose experience certificates)**

Sl. No.	Name of Office / Organization	Post held	From	To	Per Month Remuneration	Nature of Duties

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

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(Signature of the Candidate)

Place

Date