

## **Invitation of application for appointment as Consultant in the National Museum, New Delhi.**

The National Museum proposes to engage two consultants i.e. for a period of one year (subject to extend or reduce on appointment of regular employee).

Requirement of the posts are as under:-

<b>S.No.</b>	<b>Name of the post</b>	<b>Age Limit Upto</b>	<b>Number of post</b>	<b>Qualification</b>	<b>Remuneration</b>
1	Conservation Consultant	not exceeding 62 years as on 15.07.2016	01	As per advertisement	Rs. 50000/- per month
2	Lecturing and Education & Painting Consultant	not exceeding 62 years as on 15.07.2016	01	As per advertisement	Rs. 40000/- per month

### **Details of qualification:-**

#### **1. Eligibility:-**

##### **Conservation Consultant:-**

- (i) Persons retired from the post at the level of head of conservation laboratory in a museum of repute with the minimum pay grade of Rs. 7600/-
- (ii) Should have minimum experience of 30 years with active engagement in the file of Art Conservation at National /International level.
- (iii) Should have taken training course of international level in the conservation of wall paintings.
- (iv) May also have any other international training in collection management.

##### **Lecturing and Education & Painting Consultant**

- (i) 25 years practical experience in Indian Miniature Paintings Collection under the control of a Government Museum.
- (ii) Experience in Handling VVIPs visit.
- (iii) Experience in Conducting Education Programmes
- (iv) Research Experience with evidence of published research books in Paintings
- (v) Retired from the grade pay of Rs. 6600/-

#### **2. Age limit:**

- 2.1 Should not be more than 62 years of age on the last date for receipt of application **22.07.2016**.
- 2.2 The upper age limit of engagement shall be 65 years.

#### **3. Engagement:**

- 3.1 The engagement of Consultant on contract basis will be made only to meet the requirement due to additional activities of defined time frame and content.

- 3.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/Organization.
- 3.3 The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirement and satisfactory performance.

#### **4. Scope of Work/Job responsibility**

##### **1. Conservation Consultant**

- (i) Examination of artefacts, preparing report for conservation and planning and decision making of conservation process.
- (ii) Conservation of specific artefacts with complicated conservation problems.
- (iii) All other works as required for exhibition, better upkeep of artefacts and antiquities of National Museum.
- (iv) Initiate all the action to preserve the Central Asian Antiquities specially the Central Asian Wall Paintings
- (v) Special preventive care and conservation of the artefacts of organic nature.
- (vi) Introduce the preventive conservation with monitoring and maintaining the Museum Environment.
- (vii) Publication of research articles in the National/International level.
- (viii) Supervision of Conservation being done by the Laboratory Personnel and Contractual staff.

##### **2. Lecturing & Education & Paintings**

- (i) To check the catalogue entries of the paintings and also identify the school of the paintings.
- (ii) To write the catalogue of the different school of paintings
- (iii) To prepare the booklet for the children related to various themes of paintings
- (iv) To conduct educational programmes
- (v) To show the Museum to VVIPs

#### **5. Drawal of Pension**

- 5.1 The retired Government Servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- 5.2 The engagement as Consultant shall not be considered as a case of re-employment.

#### **6. Leave**

- 6.1 The consultant shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro-rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.

- 6.2 the un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled to leave encashment.

## **7. Working Hours**

- 7.1 The consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday and holiday in case of exigencies of work.
- 7.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

## **8. Tax Deduction at Source**

- 8.1 The income tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

## **9. Confidentiality of data and documents**

- 9.1 The intellectual property rights (IPR) of the data collected as well as deliverables produced for the Ministry/Organization shall remain with the Ministry/Organization.
- 9.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry/Organization, without the express written consent of the Ministry/Organization.
- 9.3 The Consultant shall be bound to hand over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Ministry/Organization.
- 9.4 The Consultant would be required to sign a non-disclosure undertaking as per annexure.

## **10 Conflict of Interest:**

- 10.1 The Ministry/Organization may terminate the contract to which these terms apply if:-
- (i) The Consultant is unable to address the assigned work.
  - (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the Ministry/Organization.
  - (iii) The Consultants is found lacking in honesty and integrity.
  - (iv) The Competent Authority in the Ministry/Organization may also terminate the contract at any time without giving any notice and also without assigning any reason.

**NON-DISCLOSURE UNDERTAKING**

To,

The Director General  
National Museum  
Janpath, New Delhi

Sir,

I hereby undertake:-

To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.

To hold such confidential information in trust and confidence both during and after the terms of my engagement.

Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Ministry of Culture/Organization, which would otherwise conflict with my obligations towards Ministry of Culture/Organization.

To abide by data security policy and related guidelines issued by the Ministry of Culture.

2. In the event of termination of contract for any reason whatsoever, I shall promptly surrender and deliver to the Ministry of Culture/Organization any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep Ministry of Culture/Org. informed of any change in my address or contact details during the period of my engagement.
4. I understand that this contract can be terminated at any point of time by the Ministry of Culture/Org. for breach of any of the above conditions and that I can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address:.....

Dated:.....

Personal Contact No.:.....