

No. F.1-1/2022-NM
Government of India
Ministry of Culture
National Museum
Janpath, New Delhi

CIRCULAR

Sub: - **Engagement of retired Central Govt. Servant as Consultant in the National Museum – reg.**

National Museum, Janpath, New Delhi a Subordinate Office under Administrative Control of Ministry of Culture invites applications from retired Central Govt. Servants for engagement of one full time "Consultant" on contract basis in the National Museum. The details of engagement are as under: -

1	Designation	Consultant (Reservation)
2	Eligibility	Retired Central Govt. Officers of rank of Section Officer/ Under Secretary having five years experience in handling matters relating to reservation in services, policies, preparing roster of reservation for SC, ST, OBC, EWS etc. in government posts etc.
3	Period of engagement	Initially for a period of one year which may be extendable for further period on the basis of requirement.
4	Job requirements	Preparation/ Modifications in reservation roster for employment in various categories of posts and help Administration Section in other administrative matters assigned to him from time to time.
5	Age Limit	Not beyond 63 years
6	Remuneration	Selected incumbent will be regulated as per the provisions of Ministry of Finance, Department OM No. 3/25/2020-E-III A dated 09.12.2020. A fixed monthly remuneration will be paid i.e. last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement.
7	Applications to be addressed to	Administrative Officer, National Museum, Janpath, New Delhi 110011

The last date for receipt of applications, in the prescribed format is 21 days from the date of the advertisement. Applications received after due date and without supporting documents will not be considered.

Other terms & conditions of engagement: -

- The consultant shall have to perform duties/ services as assigned to him/ her by the controlling officer with all necessary skills, diligence, efficiency and economy.
- The consultant shall maintain absolute confidentiality and secrecy of the information handled by him / her during the contract and even after termination of contract.
- The normal working hours shall be from 9.30 am to 6.00 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.
- The place of work will be National Museum, Janpath, New Delhi – 110011

- e) The person engaged on contract basis shall not be entitled to any other benefit except as provided in the provisions of Ministry of Finance, Department OM No. 3/25/2020-E-III A dated 9.12.2020.
- f) The Consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- g) During the contract period, no other assignment / consultancy of any type will be accepted by the consultant.
- h) The Consultant shall not be entitled to any TA/DA for attending personal interaction/ joining the appointment.
- i) Contract of engagement will be terminated automatically on attaining the age of 65 years.


(Zahid Ali Ansari)
Administrative Officer

To

1. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, Lok Nayak Bhawan, New Delhi with the request to upload on DOPT's website.
2. The Under Secretary, M-I Section, Ministry of Culture, Shastri Bhawan, New Delhi with the request to upload this on the website of Ministry of Culture.

ANNEXURE

**APPLICATION FOR ENGAGEMENT AS CONSULTANT ON CONTRACT BASIS
IN THE NATIONAL MUSEUM, NEW DELHI**

1	Name			
2	Date of Birth			
3	Email ID			
4	Mobile No.			
5	Residential Address			
6	Education			
7	Date of entry into Govt. service			
8	Date of retirement			
9	Organization from which retired			
10	Post held at the time of retirement			
11	Last pay drawn			
12	Amount of pension before commutation (Attach copy of PPO)			
13	Transport allowance at the time of proof/ last pay slip)			
14	Working knowledge/ details of Administrative experience including preparation and maintaining of reservation roster for reservation in Govt. services			
15	Experience details of Administration/ Establishment/ Finance/ Budget matters (attached separate sheet if required).	Post held / Ministry /Deptt.	Duration	Experience / Nature of Work

UNDERTAKING

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of Consultant.

(Signature of the Applicant)

Place:

Date: