

NEHRU MEMORIAL MUSEUM AND LIBRARY
Teen Murti House, New Delhi-110011
(Autonomous Body set up by the Govt. of India)

The Nehru Memorial Museum & Library (NMML), an Autonomous Body under the Ministry of Culture, invites applications for the post of Consultant on Retainership on contract basis:

| Sl. No. | Name of the post | Eligibility Criterion | No of Post | Remuneration | How to apply |
|----------------|----------------------------|--|-------------------|--|--|
| 1. | Consultant on Retainership | Must have retired as Senior Assistant Engineer or Executive Engineer (Civil) | 1 | Pay Drawn at the time of retirement minus pension. | Application in the prescribed format in Annex-1 along with the following documents: - 1. PPO Copy. 2. LPC Copy No Other mode of application will be accepted. |

Interested and eligible retired Government servants who fulfill the above-mentioned criteria may apply and send their applications along with self-attested copies of documents to this office address 'Director, Nehru Memorial Museum & Library, Teen Murti House, New Delhi-110011 latest by dated 16th December, 2022. The engagement will be subjected to the terms and conditions enclosed herewith in the Annex-II.

General Terms and Conditions:

1. **Age Limit:** Candidate must have retired from regular Government Services not less than two (2) years ago as on the last date of application.

2. **Period of engagement & Extension:** (a) Engagement shall initially be for a period of one year. After the expiry of initial term, engagement may be extended, based on requirement and performance of the Retainer with the concurrence of Competent Authority of NMML. Extension of engagement, if any, shall be at the sole discretion of Competent Authority.

3. **Working Hours:** (a) Working hours shall be from 9.00 a.m. to 5.30 p.m. during working days including half an hour lunch break in between. However, in exigency of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.

(b) Retainers will be required to mark his/her attendance in Biometric Attendance System (BAS). Monthly remuneration will be calculated on the basis of BAS report and other conditions.

4. **Work Profile:** (a) Work profile and responsibilities will be similar to those of equivalent posts in Central Government Ministries/Departments.

(b) Retainer will be responsible for equipment and other items issued for discharging official duty.

5. **Remuneration:** (a) A fixed monthly amount as retainership fee shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.

(b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the retainer(s).

(e) Retainer will not be entitled for annual increment / percentage increase of consultancy fee/conveyance during the period of engagement.

6. **Allowances:** (a) A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed at the rate applicable at the time of retirement which shall remain unchanged during the term of engagement.

(b) TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.

(c) Retainers are not entitled for any other kind of allowance such as Dearness Allowance, residential, telephone, CGHS, Medical Reimbursement, etc.

7. **Leave:** (a) Retainers will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis.

(b) No remuneration for the period of absence in excess of the admissible leave will be paid to the retainer. Un-availed leave cannot be carried forward nor uncashed on extension of tenure or on termination of engagement.

8. Confidentiality and Integrity: (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.

(b) Retainer shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.

(c) Retainer shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.

9. Termination of Engagement: (a) The engagement of retainer is purely on temporary basis and they will not be entitled for any benefit/compensation/absorption/regularization of service in the Department.

(b) The Department may terminate the engagement of retainer(s) on the following conditions:

- (i) The Retainer is unable to address the assigned work.
- (ii) The Quality of work is not to the satisfaction to the Department.
- (iii) The Retainer fails in timely achievement of the milestones as decided by the Department.
- (iv) The Retainer is found lacking in honesty and integrity.
- (v) Regular incumbents are available for the post against which the retainer has been engaged.

(c) The Retainer(s) will give one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice.

(d) The Retainer(s) shall hand over their identity cards/pass and all office equipment etc. if any, to the Department and submit a No Demand Certificate before the final payment is released by the Department.

10. Other Conditions: (a) Nehru Memorial Museum & Library shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.

(b) The Department has the right to cancel the advertisement, and not go for engagement of Consultant/Retainer, at any stage. It may accept or reject any or all applications, without giving any reasons thereof. whatsoever.

(c) The Department has the right to review these guidelines as and when the circumstances warrant, with the approval of the Competent Authority (NMML).

(Director, NMML)

Application for engagement of Consultant on Retainership on contractual basis in the Nehru Memorial Museum & Library.

To,

The Director
Nehru Memorial Museum &
Library,
Teen Murti House,
New Delhi-110011

Attach Recent
Passport size
photograph.

Sir,

With reference to the Circular No. dated.....2022, my application for engagement of Consultant on Retainership on contract basis in the Nehru Memorial Museum & Library, Ministry of Culture, may kindly be accepted. My details are given below:

Curriculum Vitae

| Sl. No. | Particulars | To be filled by the applicant |
|---------|--|-------------------------------|
| 1. | Name (in BLOCK Letters) | |
| 2. | Father's/Husband's Name | |
| 3. | Date of Birth | |
| 4. | Telephone/Mobile Number | |
| 5. | E-mail address | |
| 6. | Address for communication | |
| 7. | Permanent Address | |
| 8. | Present Age (yy/mm) | |
| 9. | Date of Joining Gol Service | |
| 10. | Date of Retirement | |
| 11. | Post from which retired | |
| 12. | Name of the Ministry/Department from which retired | |
| 13. | Last pay drawn (enclose copy) (mention Level/cell) | |
| 14. | PPO Number (enclose copy) | |
| 15. | Educational/Technical Qualification | |
| 16. | Nature of duties attended while in service* | |
| 17. | Details of computer knowledge | |
| 18. | Have you worked as consultant or presently working as consultant? If yes, details of Office and remuneration etc.* | |

*Attach additional sheet if required.

I certify that the information furnished above are true to the best of my knowledge and I understand that if any information furnished by me is found to be incorrect, my application is liable to be rejected without any intimation.

(Signature)