

Victoria Memorial Hall
1, Queens's way Kolkata – 700071

Advertisement No. 01/2023

Date 12.12.2023

Victoria Memorial Hall, Kolkata, an autonomous body under the Ministry of Culture, Govt. of India invites application from officials, **Retired** from the posts of (a) Assistant Section Officer / Section Officer / Under Secretary / Deputy Secretary / Director for the positions Consultant (Administration), Consultant (Accounts) and Consultant (Establishment), vide Sl. Nos (i), (ii) and (iii) respectively, (b) Engineers, Civil/ Architecture/ Structural for the position of Consultant Caretaking (serial no. iv) and (c) Programme Officer/ Education officer for the position of Consultant Education (serial no. v), previously working in renowned institution/ Museum of repute or equivalent of Central Government / Autonomous Body under Central Government for following positions with below mentioned terms and conditions.

Sl. No.	Name of Positions	No. of Required Position
i.	Consultant (Administration)	1 (one)
ii.	Consultant (Accounts)	1 (one)
iii.	Consultant (Establishment)	1 (one)
iv.	Consultant (Caretaking)	1 (one)
v.	Consultant (Education)	1 (one)

The aspiring applicants satisfying the eligibility criteria in all respects can submit their application through **OFF-LINE** mode in the attached prescribed format. Duly signed application, completed in all respect with the *name of the post superscripted on the envelope* should reach to “The Secretary & Curator, **Victoria Memorial Hall**, Kolkata, 1, Queens Way 700071” on or before 27th December 2023.

Terms and Conditions:

1. Eligibility:

Sl. No.	Name of Positions	Eligibility Criteria
i.	Consultant (Administration)	Officials retired from Level - 7 (as per 7 th CPC) or above from Central Government Service / Central Autonomous bodies and having experience in General Administration, Recruitment, Reservation Roster GFR, FRSR, RTI,CVC matters, Parliamentary Questions, Reports & Responses to and from the ministry, PG Portal., CCS (Conduct) Rules, Scrutiny of Bills, Purchase, Stores, Legal matters etc.
ii.	Consultant (Accounts)	Officials retired from Level - 7 (as per 7 th CPC) or above from Central Government Service / Central Autonomous bodies and having experience in General Financial Rules, Accounting procedure, GPF/ NPS, Handling Audits, Income Tax & GST, Labour laws, maintain Ledger & Cash Book, Tender, PFMS, GeM etc. Conversant with MS Office, MS Excel and Tally, ERP, Verification of fixed assets, consumables, publications, Scrutiny of Bills, etc.
iii.	Consultant (Establishment)	Officials retired from Level - 7 (as per 7 th CPC) or above from Central Government Service / Central Autonomous bodies and having experience in Establishment Matters, MACP, Salary, Pay Fixation, General Financial Rules, FRSR, GPF/ NPS, Pension, Leave, CCL, Medical, Educational Allowance, LTC Scrutiny of Bills, etc.

iv.	Consultant (Education)	Officials retired from Level - 7 (as per 7 th CPC) or above from Central Government Service / Central Autonomous bodies and having experience in working as Programme Officer/ Cultural Activity Coordinator/ Education Officer in Museums/ Cultural organisations of repute etc.
v.	Consultant (Caretaking)	Officials/Engineers-Civil/Architectural/Structural Engineering , retired from Level - 7 (as per 7 th CPC) or above from Central Government Service / Central Autonomous bodies/ CPWD/ PWD/ASI etc. and having experience of working in the area of maintenance of museum building & garden, heritage building, conversant in various types of civil & maintenance works, conversant with Works Manuals housekeeping & conservancy works etc. in Govt. Museums/Organisations.

2. **Period of Consultancy and Age Limit:**

The engagement will be purely on contract basis and will not confer any right for regular appointment in **Victoria Memorial Hall**, Kolkata. The initial period of engagement will be for one year which can be extended on periodical basis **up to a maximum age of 65 years** subject to functional requirements, appraisal of the performance and medical fitness of the individual.

3. **Remuneration:**

A fixed monthly remuneration shall be admissible and shall remain fixed during the entire period of contract. The said monthly remuneration shall be fixed as under:

- 3.1 In case of Retired employees who are drawing pension (as per CCS Pension Rules), the fixed monthly remuneration shall be arrived at by deducting basic pension (before commuting any pension) from the pay drawn at the time of retirement plus Transport Allowance as was applicable to the appointee at the time of retirement.
- 3.2 In case of Retired employees who are not drawing pension (as per CCS Pension Rules), the fixed monthly remuneration shall be arrived at by taking 50% of their Basic Pay drawn at the time of retirement plus Transport Allowance as was applicable to the appointee at the time of retirement.
- 3.3 **No House Rent Allowance or any other allowance** shall be admissible during the period of contract.

However, retired employee engaged as consultant will be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

4. **Drawal of Pension:**

The retired employee engaged as consultant shall continue to draw their existing pension and Dearness Relief on pension from their parent organisation during the period of his/her engagement as consultant.

5. **Leave of Absence:**

Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

6. **Working Hours:**

The consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency and mark his/her attendance mandatorily, failing which it may result in deduction of remuneration.

7. **Tax Deduction at Source:**

The Income Tax or any other tax as applicable will be deducted at source as per extant rule. Necessary TDS certificate will be issued to them.

8. **Data Handover:**

The Consultant shall be bound to hand-over the entire set of records of assignment to **Victoria Memorial Hall**, Kolkata before the expiry of the contract.

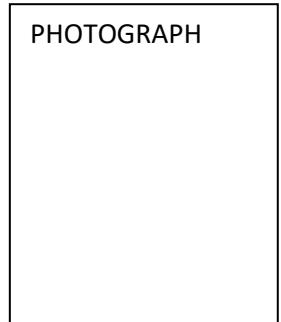
9. **Victoria Memorial Hall Kolkata decision is final:**

The Competent Authority of **Victoria Memorial Hall**, Kolkata has the right to cancel advertisement and not to proceed in the matter for engagement of consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

10. **Other terms & conditions:**

Other terms & conditions of the engagement will be governed as per Government of India guidelines.

**Prescribed Format of application for Engagement of Consultant in Victoria Memorial Hall,
Kolkata**



1	Name of the Post Applied For	
2	Name of the Applicant (in block letters)	
3	Mother's / Father's / Husband's Name	
4	Date of Birth and age as on the last date of submission of the application.	
5	Address for Correspondence	
6	Permanent Address	
7	Contact No. / Mobile No.	
8	Email. ID	
9	a) Educational Qualification (Graduation and onwards). b) Professional Qualification (if any)	
10	Date of retirement with Designation & name of the office where the officer was last employed, (Enclose the copy of PPO, if applicable).	
11	Any other relevant information (use a separate sheet, if necessary)	

12. **Details of Experience / Past Employment (Starting from the latest)**

Name of office/ Organization (Whether Central Govt. or Central Autonomous Body)	Post Held	Period (dd/mm/yy)			Pay Level and Pay in Pay Matrix / Basic Pay with GP and Pay Band / Scale of Pay	Areas of work
		From	To	Total in Years and Months		

I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any state of the selection, my candidature will be treated as cancelled. I also certify that no Disciplinary / Vigilance proceeding is pending against me. I request to kindly consider my candidature for the post.

Date:

Signature of the Applicant

Place:.....