

ANNEXURE - I

**Application for engagement of Consultant (Civil/Accounts) on
Contractual basis in the Indira Gandhi Rashtriya Manav Sangrahalaya
(IGRMS)**

To,

The Director
Indira Gandhi Rashtriya Manav
Sangrahalaya (IGRMS)
Shamla Hills, Bhopal 462013

Attach Recent
Passport size
photograph.

Sir,

With reference to the Advt. No. dated.....2023, my application for engagement of Consultant on contract basis in the Indira Gandhi Rashtriya Manav Sangrahalaya (IGRMS), may kindly be accepted. My details are given below:

Curriculum Vitae							
S.N.	Particulars			To be filled by the applicant			
1	Name (in BLOCK Letters)						
2	Father's/Husband's Name						
3	Date of Birth						
4	Address for communication						
5	Telephone/Mobile Number						
6	E-mail address						
7	Permanent Address						
8	Present Age (yy/mm)						
9	Date of Joining Govt Service						
10	Date of Retirement						
11	Post from which retired						
12	Name of the Ministry/ Department from which retired						
13	PPO Number (enclose copy)						
14	Educational/Technical Qualification						
15	Details of computer knowledge						
16	Have you worked as consultant or presently working as consultant? If yes, details of Office and remuneration etc.*						
17	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		

*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)

निदेशक / Director
इन्दिरा गांधी राश्ट्रीय मानव संग्रहालय
Indira Gandhi Rashtriya Manav Sangrahalaya
शामला हिल्स, भोपाल / Shamla Hills, Bhopal-462013
http://igrms.com



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ANNEXURE II**General Terms and Conditions:**

1. **Consultant** must have retired from regular Central Government Services/Central Autonomous Body and his age must be less than 65 years as on last date of application.
2. **Period of engagement & Extension:** 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 Consultant with the concurrence of Competent Authority of IGRMS. Extension of engagement, if any, shall be at the sole discretion of Competent Authority.
3. **Working Hours:**
 - (a) Working hours shall be from 9.30 A.M. to 06.00 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) Consultants 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) Consultants will be responsible for equipment and other items issued for discharging official duty.
5. **Remuneration:**
 - (a) A fixed monthly amount 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 Consultant(s).
 - (e) Consultant 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) Consultants are not entitled for any other kind of allowance such as Dearness Allowance, HRA, telephone, CGHS, Medical Reimbursement, etc.
7. **Leave:**
 - (a) Consultants will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of service. Accumulation of leave beyond a calendar year shall not be allowed.
 - (b) No remuneration for the period of absence in excess of the admissible leave will be paid to the Consultant. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.

निदेशक/डायरेक्टर
इन्दिरा गांधी राष्ट्रीय मानव संग्रहालय
Indira Gandhi Rashtriya Manav Sangrahalaya
शामला हिल्स, मोपार, शर्मला हिल्स, दिल्ली-110068
http://igrms.gov.in

8. Drawal of Pension:

The retired Govt. Servant engaged as Consultant shall continue to draw their existing pension and Dearness Relief on pension during the period of his/her engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.

9. 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) Consultants 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) Consultant 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.

10. Termination of Engagement:

- (a) The engagement of consultant 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 consultant(s) on the following conditions:
 1. The Consultant is unable to address the assigned work.
 2. The Quality of work is not to the satisfaction to the Department.
 3. The Consultant fails in timely achievement of the milestones as decided by the Department.
 4. The Consultant is found lacking in honesty and integrity.
 5. Regular incumbents are available for the post against which the Consultant has been engaged.
- (c) The Consultant(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. The Consultant(s) shall hand over their identity cards/pass and all office equipment etc. if any, to the Department and submits a 'No Demand Certificate' before the final payment is released by the Department.

11. Other Conditions:

- (a) IGRMS 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/Consultant, 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.

निदेशक / Director
इन्दिरा गांधी राष्ट्रीय मानव संग्रहालय
(Director, IGRMS)
Jhapa-46c
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