

क्र.1-6/2023-स्था
इंदिरा गांधी राष्ट्रीय मानव संग्रहालय, भोपाल



कन्सल्टेंट की नियुक्ति संबंधी सूचना

संग्रहालय में यांत्रिकी एवं लेखा संबंधी कार्यों के लिए कन्सल्टेंट (सिविल इंजीनियर) एवं कन्सल्टेंट (लेखा) के पद पर केन्द्र सरकार/केन्द्रीय स्वायत्तशासी संस्थान के सेवानिवृत्त अधिकारियों से आवेदन आमंत्रित किये जाते हैं। आवेदन पत्र का प्रारूप, समस्त विवरण, नियम एवं शर्तें संग्रहालय की वेबसाईट www.igrms.gov.in से प्राप्त किये जा सकते हैं। समस्त दस्तावेज सहित आवेदन प्राप्ति की अंतिम तिथि 31.5.2023 सायं 5.30 बजे होगी। किसी भी विवाद की स्थिति में निदेशक, इंगारामासं का निर्णय अंतिम एवं बंधनकारी होगा।

निदेशक

F.1-6/2023- Estt

Indira Gandhi Rashtriya Manav Sangrahalaya
Shamla Hills, Bhopal 462013



Notice for Appointment of Consultant

The Indira Gandhi Rashtriya Manav Sangrahalaya is inviting applications for Consultant (Civil Engineer) and Consultant (Accounts) from the retired Officers of Central Govt./Central Autonomous body for Civil and Accounts related works. Format of application, detailed terms and conditions, are available on IGRMS website www.igrms.gov.in. The last date of receipt of applications alongwith all documents is 31.5.2023 at 5.30 PM. In case of any dispute, the decision of the Director, IGRMS will be final and binding.

Director

INDIRA GANDHI RASHTRIYA MANAV SANGRAHALAYA (IGRMS), BHOPAL
(Autonomous Body under Ministry of Culture, Govt. of India)

The, Indira Gandhi Rashtriya Manav Sangrahalaya (OGRMS), Bhopal an Autonomous Body under the Ministry of Culture, Govt. of India invites applications for the post of Consultant purely on contract basis:

1. Consultant (Civil Engineer)

Sl. No.	Name of the Post	Eligibility Criterion	No of Post	How to apply
1.	Consultant (Civil Engineer)	Must have retired as Civil Engineer from Central Govt./ Central Autonomous body in Pay Matrix Level 10 and Level 11. Preference will be given to those officer who have experience of conservation/ repairing/ maintenance of Govt. building	01	Application in the prescribed format in Annexure-I along with the following documents shall be submitted: 1. PPO Copy. 2. LPC Copy No other mode of application will be accepted

General Duties: Civil Engineering related all works such as developing detailed designs, doing feasibility assessments and site inspections, Preparing and implementing project plans, Researching and providing estimates for projects, Reviewing government regulations and ordinances, Monitoring and optimizing safety procedures, production processes, and regulatory compliance, Making recommendations or presenting alternative solutions to problems, Confidently liaising with clients and other professional subcontractors, Project management duties (e.g. managing budgets, resources, and deadlines; acquiring and compiling quotes, etc.). Any other works as assigned by the Director, IGRMS, Bhopal.

2. Consultant (Accounts)

Sl. No.	Name of the Post	Eligibility Criterion	No of Post	How to apply
1.	Consultant (Accounts)	Must have retired as Accounts Officer or equivalent in Pay Matrix Level 7 and above in Central Govt./ Central Autonomous body (Preference shall be given to the officers retired from CAG)	01	Application in the prescribed format in Annexure-I along with the following documents shall be submitted: 1. PPO Copy. 2. LPC Copy No other mode of application will be accepted

General Duties:

1. Making/preparing Budget Estimate/Revised Estimate, MoU, expenditure vouchers and cheques, PFMS, 2. Preparation of Agenda for Finance Committee meetings 3. All banking related activities including preparing monthly Bank reconciliation statements and monitoring expenditure against the allocated budget on monthly basis 4. Coordinating with the Chartered Accountant regularly on all financial and audit matters,

निदेशक / Director
इन्दिरा गांधी राष्ट्रीय मानव संग्रहालय
Indira Gandhi Rashtriya Manav Sangrahalaya
शमला हिल्स, भोपाल / Shamla Hills, Bhopal-462016
<http://igrms.com>

5. CAG Audit of Annual Accounts replies to Audit paras and its compliance related works 6. Maintenance of books of Accounts, preparation of Annual Accounts, Income and Expenditure Accounts, Profit and Loss Accounts, Balance Sheet etc.. Having the Internal Audit of the accounts done from Chartered Accountant 7. All matters concerning Taxation including TDS/GST calculations, deductions and deposit thereof 8. Timely filing of TDS Returns etc. 8. Ensure FCRA Compliances 9. Ensure compliance with General Financial Rules (GFRs) followed by Central Government offices while processing/ dealing with purchase orders and/or Contracts etc. 10. Any other activity including administration matters and work related to on-going programmes as assigned by the Director, IGRMS.

Interested and eligible retired Government servants who fulfill the above-mentioned criteria may apply in the prescribed proforma enclosed as **Annexure-I** and send their applications along with self-attested copies of documents to this office address 'Director, Indira Gandhi Rashtriya Manav Sangrahalaya (IGRMS), Shamla Hills, Bhopal 462013 latest by dated 31.05.2023. The engagement will be subjected to the terms and conditions enclosed herewith in the **Annex-II**. The suitable candidates will be called for interview.

Schedule of interview is as under:

Scheduled Date & Time for Document verification: As decided by the IGRMS, Bhopal.

Date & Time of interview: As decided by the IGRMS, Bhopal.

No TA/DA will be paid for appearing in the Interview.

* The above vacancy is provisional and subject to variation. The Director, IGRMS, Bhopal reserves the right to cancel/increase/vary the vacancies. The cut-off date to determine the maximum age limit, essential qualifications & experience will be the date of interview.

निदेशक / Director
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