

## INDIAN MUSEUM

27 Jawaharlal Nehru Road, Kolkata- 700016

Email: [indianmuseumkolkata@gmail.com](mailto:indianmuseumkolkata@gmail.com)

Applications are invited from eligible candidates for engagement in various positions, purely on contractual basis, in the Indian Museum, as per details given below:

- 1. Consultant (Administration) :** Consultant(Administration) on contract basis to be appointed for one year @ monthly remuneration of Rs.30,000/- from applicants who have essential qualification (P.G. degree in any subject from a recognised University/ institution) and experience in Govt. of India (at the level of Director/ Deputy Secretary for 5 years). Experience in administration related to service matters, recruitments, reservations etc preferred. The selected person will coordinate works related to service matters, recruitments, reservations, legal issues etc and similar works in a time bound manner.
- 2. Consultant (Accounts) :** Consultant(Accounts) on contract basis to be appointed for one year @ monthly remuneration of Rs.30,000/- from applicants who have essential qualifications and experience : (i) Graduate in any discipline from a recognised university. (ii) At least 5 years experience in accounting and auditing preferably in a Govt. Deptt. or S.A.S. or Chartered Accountant.
- 3. Consultant (Office Superintendent):** Consultant(Office Superintendent) on contract basis to be appointed for one year @ monthly remuneration of Rs.25,000/-from applicant who have essential qualification (i) At least a graduate of a recognised University (ii) at least 5 years experience of establishment including accounts in a Government Department or an organisation of a repute of which at least 2 years should be in supervisory capacity.
- 4. UDC :** Two UDCs on contract basis to be appointed for one year @ monthly remuneration of Rs.15,000/- from applicant who have essential qualification (i) Graduate, qualified in all sorts of secretariat with computer knowledge with at least 3 years experience in any office / Museum etc.

Applications made in the proforma given below, along with attested copies of relevant testimonials/certificates, may be sent in a sealed envelope, duly superscribed "APPLICATION FOR THE POST OF .....", to the **Director, Indian Museum, 27 Jawaharlal Nehru Road, Kolkata 700016** so as to reach latest by 13<sup>th</sup> November, 2017. Alternatively, digital copies of the application along with supporting documents may also be sent to email ([indianmuseumkolkata@gmail.com](mailto:indianmuseumkolkata@gmail.com)) within the same.

### Terms and Conditions

The appointment will be on contract basis in the Indian Museum, Kolkata.

1. The applicants should not more than 62 years of age on the last date for receipt of application. The upper age limit of engagement shall be 65 years in good health and proficient in Computer.
2. They should have no disciplinary proceedings pending as on the date of application.
3. The selected applicant will not be entitled for any other allowance apart from the monthly consolidated amount.
4. He/ she will not be entitled for any kind of leave other than weekly off and Gazetted holidays.
5. He/ she will make available his/ her services as required by the competent authority from time to time.
6. The work and conduct of the consultant shall be reviewed by the Director, Indian Museum from time to time. In case his/ her performance is not found satisfactory, the engagement is liable to be

terminated without assigning any reason.

7. It will be open to the Indian Museum to terminate the contract by giving one month's notice. The officer is also required to give a minimum one month's prior notice to end the contract.
8. He/ she shall not divulge any information, gathered by him during the period of his assignment, to anyone without permission from the Indian Museum.

**Application for appointment as Consultant on contract basis**

1. Name
2. Father's/Husband's Name
3. Date of birth
4. Address for Correspondence
5. Permanent Address
6. Contract No. / Mobile No.
7. Email ID
8. Educational/Technical Qualification (S)
9. Details of experience to be attached in Proforma given below

**Experience :**

- Period (Starting from the latest)
- Name of Office/ Organization
- Posts held
- Remuneration or Pay Band with Grade Pay, if applicable
- Description of duties performed

10. Any other relevant information (use a separate sheet, if necessary)

The information furnished above is true. I have carefully read the terms and conditions mentioned and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Name & Signature of the Applicant