



INDIAN MUSEUM
27, Jawaharlal Nehru Road
Kolkata – 700 016

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Applications are invited from eligible retired Govt. Employees for engagement to the post of OSD (Admn), OSD (Account) purely on contractual basis. Details are available in the Museum's website: www.indianmuseumkolkata.org

01. Total Number of posts is 02 (two). Terms & condition including remuneration eligibility criteria etc. enclosed.
02. Duly signed application as per enclosed format may be submitted to

Director,
Indian Museum
27 Jawaharlal Nehru Road
Kolkata – 700016

03. Last date of submitting is 21st June 2019.

Date

Administrative Officer

Indian Museum Kolkata

ENGAGEMENT OF RETIRED GOVT. EMPLOYEES AS OSD (ADMN), OSD
(ACCOUNT) AT INDINA MUSEUM KOLKATA

Term and condition

1. Details of post Eligibility:

Sl NO.	Designation	No of posts	Eligibility
1.	OSD (Administration)	01 (one)	OSD (Administration) on contract basis to be appointed for one year's @ Rs. 35,000/- p.m. from applicants who have essential qualification (P.G. degree in any subject from a recognized 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, reservation, etc preferred. The selected person will coordinated works related to service matters, recruitments, reservations, legal issue etc and similar work in a time bound manner.
2.	OSD (Account)	01 (one)	OSD (Accounts) on contract basis to be appointed for one year @ Rs. 35,000/- p.m. from applicants who have essential qualifications and experience: (i) Graduate in any discipline from a recognized university. (ii) At least 5 (five) years experience in accounting and auditing preferably in a Govt. Deptt. or S.A.S. or Chartered Accountant .

2. The engagement will be purely on contract basis and will not confer any right for regular appointment in the organization. The initial period of engagement will be for twelve (12) months, which can be extended upto a maximum period of three years or till the incumbent attains 65 years of age, whichever is earlier, subject to functional requirement, appraisal of the performance and medical fitness of the individual. However, Indian Museum deserved the right to terminate the contract at any time without giving any notice, in case the working performance of the OSD(s) is found to be s not satisfactory and/or for any other administrative reasons.
3. Age of candidate should not be more than 64 years on the date of receipt of applications.
4. Eligible officials who are due to superannuate by 30.06.2019 may also apply for empanelment.
5. The OSD will be paid a consolidated monthly fee of Rs. 35,000/- (thirty five thousand only) or last Pay Drawn minus existing pension (including Dearness Relief) whichever is lower TDS will be deducted as per extant rules.
6. The OSD shall not be entitled to any other allowances such as DA, transport facility, residential accommodation, CGHS/medical facility, medical reimbursement etc.
7. The retired Government servant engaged as OSD shall continue to draw pension and Dearness Relief on pension during the period the period of his engagement as OSD.
8. The OSD shall be entitled to avail 8 days of paid leave in a calendar year.
9. The OSD 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 exigencies of work. They shall mark their attendance in AEBAS mandatorily and failing which may result deduction of remuneration.
10. The OSD will have to sign a Confidentiality and Non-Disclosure Undertaking before commencement of assignment.

Application form for Engagement as OSD at Indian Museum Kolkata

1	Name of the Post Applied for	
2	Name of the Applicant	
3	Mother 's/ Father's/Husband's Name	
4	Date of Birth	
5	Address for Correspondence	
6	Permanent Address	
7	Contact No. / Mobile No.	
8	Emails Id:	
9	Education / technical Qualification	
10	Date of retirement and designation & name of the office where the office was last working. (Enclose the copy of PPO)	
11	Any other relevant information (use a separate sheet, if necessary)	

Details of experience

Period (starting from the latest)	Name of Office / Organization	Post, Pay – Pay band with Grade Pay	Description of duties performed during service period and consultancy (if any)

I certify that above furnished information is true. I have read the term and conditions of the assignment and these are acceptable to me. 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