

Raja Rammohun Roy Library Foundation

Ministry of Culture Government of India
DD-34, Sector-1, Salt Lake City, Kolkata – 700 064

Engagement of Consultant for NML

Raja Rammohun Roy Library Foundation (RRRLF), an autonomous organization under the Ministry of Culture, Government of India, invites application from retired Government servants **(including retired employee of Central Autonomous Organization)** for engagement of two Consultants for the project of National Mission on Libraries (NML) purely on contractual basis. Incumbent are required to work at NML Office, Delhi and RRRLF, Kolkata. The contract period will be mentioned by the office in the appointment letter. The tenure of the contract will be reviewed from time to time.

The details including remuneration, job requirement, eligibility criteria etc. for the post are as follow:-

Eligibility: Person retired from the post of Assistant Section officer/ Section Officer/ under Secretary / Deputy Secretary / Director or equivalent is eligible for the position of Consultant. Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS word, MS excel and Power point etc. and have adequate expertise in noting/drafting, budget/accounts, office procedure, etc

Job Requirement: The incumbent is required to deliver on the following matters.

- Matters relating to Establishment, Administration, Finance and Accounts
- Policy matter
- Parliamentary matters
- Any other items of work relating to particular organization.

Age: Should not be more than 62 years of age on the last date for receipt of application.

Remuneration:

- The monthly consolidated remuneration of Consultants of different levels will be as under:

| Sl.No. | Level / Rank | Remuneration |
|--------|--|--------------|
| 1. | Assistant Section Officer or equivalent (GP Rs.4600) | Rs.20000/- |
| 2. | Section Officer or equivalent (GP Rs 4800) | Rs.25000/- |
| 3. | Under Secretary or equivalent (GP 6600) | Rs.30000/- |
| 4. | Deputy Secretary or equivalent (GP Rs 7600) | Rs.40000/- |
| 5. | Director or equivalent (GP Rs 8700) | Rs.50000/- |

- In case the contract is extended after satisfactory completion of one year period, 10% increase in remuneration will be given every year.
- Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS / Medical facility, Medical reimbursement etc.

Engagement: The engagement of Consultant on contract basis will be made only to meet the requirement due to additional activities if defined time frame and content. The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry / organization and the contractual initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements and satisfactory performance

Drawal of pension: The retired government servant engaged as Consultant shall continue to draw pension and Dearness Relief on pro rata basis during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.

Leave: The Consultant shall be entitled to avail 8 days of leave in calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment

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 holidays in case of exigencies of work. They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration

Tax Deduction at Source: The income Tax or any other tax will be deducted at source as per Government instruction. Necessary TDS Certificate will be issued to them.

Confidentiality of data and documents: The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry / organization shall remain with the Ministry / organization. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry / organization, without the express written consent of the Ministry / organization. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Ministry / organization. And the Consultant would be required to sign a non-disclosure undertaking as per annexure.

Conflict of Interest: The Consultant appointed by the Ministry / organization, shall in no case represent or give opinion or advice to other in any matter which neither is adverse to the interest of the Ministry / organization nor will be indulge in any activity outside the terms of the contractual assignment. The Consultant shall not claim any benefit / compensation / absorption / regularization of service with this Ministry

Termination of Agreement: The Ministry / Organization may terminate the contract which these terms apply if:

- The Consultant is unable to address the assigned work
- Quality of the assigned work is not to the satisfaction of the Controlling Officer / Competent Authority in the Ministry / Organization
- The Consultants is found lacking in honesty and integrity
- The Competent Authority in the Ministry / Organization may also terminate the contract at any time without giving any notice and also without assigning any reason.

Format of prescribed application form:

“APPLICATION FOR CONSULTANT ON CONTRACTUAL BASIS”

1. Full Name:
2. Father’s Name:
3. Address for correspondence:
4. Sex: M / F
5. Date of Birth:
6. Nationality:
7. Category : GENERAL / SC / ST /OBC
8. Marital Status:
9. Academic Record:
10. Experience including description of responsibilities held and other professional achievement:

| Name of the Organization | Designation | Grade Pay | Duties & Responsibilities |
|---------------------------------|--------------------|------------------|--------------------------------------|
| | | | |
| | | | |
| | | | |

11. Applied for Delhi / Kolkata (Please mention):
12. Phone No:
13. Mobile No:
14. E-mail Address:

DECLARATION

I hereby declare that I have carefully read and understand the instruction and particulars on this application and that all entries in this form are true to the best of my knowledge and belief.

Date:

Place:

Signature: