

File No. Akd-18/8/2023-Akad/384  
Government of India  
Ministry of Culture  
Akademi Division

Shastri Bhawan, New Delhi  
Dated the 16th August 2023

**Subject: Engagement of Consultants on contractual basis in Akademi Division-reg.**

The Ministry of Culture invites applications from willing and eligible Retired Government of India employees and retired officers of PSUs/ABs and subject experts of service matters. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.

2. The terms & conditions for engagement of such consultants shall be regulated by this Ministry's O.M. of even no. dated 10.03.2022 in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.
3. The details including eligibility criteria, Terms of Reference etc. are enclosed. The Ministry of Culture reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms and Conditions including scope of work of the engagement are mentioned in **Annexure-I**.
4. The last date for receipt of applications, in the prescribed format, is 30 days after the uploading of this notice on the Ministry's website. Applications received after the due date/time and without supporting documents will not be considered.
5. Application, as per Annexure-II, may be sent to Section Officer (Akademi), Ministry of Culture, CSL, First Floor, Shastri Bhawan, New Delhi-110001 within the stipulated time.

(Suman Bara)

Under Secretary to the Government of India

Ph No 2338 7875

1. Website of MOC and Notice Board
2. All Ministries/ Departments

**TERMS AND CONDITIONS**

**1. Eligibility:**

1.1 Retired Officers of the Government of India from the post of Deputy Secretary or Under Secretary level or equivalent, retired officers of Public Sector Undertakings/Autonomous Bodies and subject experts of service matters are eligible for the position of Consultant.

1.2 Should have good knowledge on the matters related to Recruitment Rules and Administration as per the Government of India.

1.3 Should have expertise in office procedure, service matters etc.

**2. Remuneration:**

2.1 As specified under the Ministry's OM F.No. A-54011/20/2020-Estb. Dated 13.05.2022 in respect of retired officers of the Government of India from the post of Deputy Secretary or Under Secretary level or equivalent, or consolidated monthly remuneration of Rs 65,000 (Rupees Sixty Five Thousand per month) for retired officers of PSUs/ABs and subject experts of service matters are eligible for the position of Consultant.

**3. Engagement:**

3.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry.

**4. Scope of Work/Job Responsibility:**

4.1 Update the Recruitment Rules in consonance with rules/law after taking approval from the competent authority.

4.2 For updating the Constitutions/MoAs/Deeds of all organizations of Akademi Division ensuring parity between all the Constitutions/MoAs/Deeds.

4.3 The consultants will do all the relevant noting and drafting directly for the given work

4.4 Any other important work as and when allotted by the Akademi Division during their engagement



## **5. Drawal of Pension:**

5.1 The retired Govt. servants engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.

5.2 The engagement as Consultant shall not be considered as a case of re-employment.

## **6. Leave:**

6.1 The Consultant shall be entitled to avail leaves as per aforesaid DOE's O.M. dated 09.12.2021 on a pro rata basis. Therefore, he /she shall not draw any remuneration in case of his absence beyond such leaves in a year.

6.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

## **7. Working Hours**

7.1 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 holiday in case of exigencies of work.

7.2 They shall mark their attendance in AEBAS mandatory and failing which may result in deduction of remuneration.

## **8. Tax Deduction at Source:**

8.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

## **9 Confidentiality of data and documents**

9.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Ministry.

9.2 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/ her assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.

9.3 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.

