

F.No.4-4/2013-GHSM(Pt.)
Government of India
Ministry of Culture
GHSM

Puratatva Bhawan, INA, New Delhi,
Dated 12th January, 2017

CORRIGENDUM

SUB: ENGAGEMENT OF ASSISTANT AND ACCOUNTANT-CUM-CASHIER ON CONTRACT BASIS.

Ref. This Ministry's letter No. 4-4/2013-GHSM(Pt.) dated 19th December, 2016.

The undersigned is directed to inform that the cut off date for receipt of applications for the post of Assistant and Accountant-cum-Cashier in Gandhi Heritage Sites Mission has been extended for another 21 days upto 23.01.2017.

Application as per Annexure-II may be sent to the address below. The same can also be sent through e-mail at the address:- sharma.nk57@nic.in followed by hard copy within the stipulated time.

Section Officer (GHSM)
Gandhi Heritage Sites Mission
Ministry of Culture
5th Floor, Puratatva Bhawan, INA
New Delhi-110023

M. T. H. Ansari

(M.T.H. Ansari)
SO (GHSM)

To
NIC for uploading the same on the website of Ministry of Culture.

F. No. 4-4/2013-GHSM (Part).
Government of India
(Ministry of Culture)
GANDHI HERITAGE SITES MISSION (GHSM)

Puratatva Bhawan, D-Block, INA,
New Delhi, Dated the 19 December, 2016


CIRCULAR

ENGAGEMENT OF ASSISTANT AND ACCOUNTANT-CUM CASHIER ON CONTRACT BASIS

Gandhi Heritage Sites Mission (GHSM), under Ministry of Culture invites applications from willing and eligible individuals retired from the post of Section Officer/Assistant for engagement of Assistant and Accountant-cum cashier on contract basis for a period of one year. The consolidated fee for the Consultant will be as under:-

Sl. No.	Requirement of	No of person required	Consolidated fee per month (less TDS as applicable)
1.	Assistant	1	Rs. 22,000/-
2.	Accountant-cum Cashier	1	Rs. 22,000/-

2. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.
3. The details including eligibility criteria, Terms of Reference etc. are enclosed. Gandhi Heritage Sites Mission (GHSM) reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms and Conditions of the engagement are mentioned in Annexure-I.
4. Applications must reach the office addressed to Section Officer, Gandhi Heritage Sites Mission (GHSM), 5th Floor, D-Block, Puratatva Bhawan, INA, New Delhi within 15 days from the date of publication of the advertisement. Applications received after due date and without supporting documents will not be considered.
5. Application, as per Annexure-II, may be sent to Section Officer, Gandhi Heritage Sites Mission (GHSM), 5th Floor, D-Block, Puratatva Bhawan, INA, New Delhi. The same can also be sent through e-mail at the address:- sharma.nk57@nic.in followed by hard copy within the stipulated time.


(N.K. Sharma)
SO(GHSM)

To,

1. Web-site of MoC and Notice Board.
2. All Ministries/Departments.

Terms and Conditions

1. Eligibility:

- 1.1 Persons retired from the post of Section Officer / Assistant or equivalent is eligible for engagement as Assistant and Accountant-cum cashier.
- 1.2 Should have expertise in noting/drafting, budget/accounts, office procedure, etc.
- 1.3 Should have good experience of administrative, and financial matters.

2. Age Limit:

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

3. Remuneration:

- 3.1 The monthly consolidated remuneration of Rs. 22,000/-(Rupees Twenty Two Thousand only) will be paid for engagement as Assistant / Accountant-cum Cashier.
- 3.2 Person engaged shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS/Medical facility, Medical reimbursement etc.

4. Engagement:

- 4.1 The engagement will be purely on contract basis and will not confer any right for regular appointment in GHSM.

5. Selection Procedure

- 5.1 The scrutiny of applications and selection of officers will be carried out by a committee constituted by Competent Authority of Gandhi Heritage Sites Mission (GHSM).
- 5.2 The Gandhi Heritage Sites Mission (GHSM) has the right to cancel advertisement and not to proceed in the matter for engagement, at any stage and to accept or reject any or all applications without giving any reason, whatsoever.

5. Scope of Work/Job Responsibility:

- 5.1 Handling the routine and regular work of Gandhi Heritage Sites Mission (GHSM) on administrative, and financial matters.

6. Drawal of Pension:

- 6.1 The retired Govt. servant engaged as Assistant and Accountant-cum cashier shall continue to draw pension and Dearness Relief on pension during the period of their engagement.
- 6.2 This engagement shall not be considered as a case of re-employment.

7. Leave :

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

8. Working Hours:

- 8.1 The person engaged shall be required to observe the normal office timing (9.00a.m to 5.30p.m) and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.

9. Tax Deduction at Source:

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

10. Confidentiality of data and documents:

- 10.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for shall remain with Gandhi Heritage Sites Mission (GHSM).
- 10.2 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 assignment or during the course of assignment for Gandhi Heritage Sites Mission (GHSM) without the express written consent of Gandhi Heritage Sites Mission (GHSM).
- 10.3 The person engaged shall be bound to hand-over the entire set of records of assignment to the GHSM before the expiry of the contract, and before the final payment is released by Gandhi Heritage Sites Mission (GHSM).
- 10.4 The person engaged would be required to sign a non-disclosure undertaking as per ANNEXURE-III.

11. Conflict of interest:

- 11.1 The person engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Gandhi Heritage Sites Mission (GHSM) nor will he indulge in any activity outside the terms of the contractual assignment.
- 11.2 The person engaged shall not claim any benefit / compensation / absorption / regularization of service with Gandhi Heritage Sites Mission (GHSM).

12. Termination of Agreement:

- 12.1 Gandhi Heritage Sites Mission (GHSM) may terminate the contract to which these terms apply, if:-
- (i.) The person engaged is unable to address the assigned work.
 - (ii.) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in Gandhi Heritage Sites Mission (GHSM).
 - (iii.) The person engaged is found lacking in honesty and integrity.
 - (iv.) The Competent Authority in Gandhi Heritage Sites Mission (GHSM) may also terminate the contract at any time without giving any notice and also without assigning any reason.

ANNEXURE-II

Application for engagement as Consultant on contract basis in Ministry of Culture.

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational/Technical Qualification (S)	
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
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 in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Signature of the Applicant

Date:

Place:

APPENDIX

Details of experience

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

Name/Signature:- _____

NON-DISCLOSURE UNDERTAKING

ANNEXURE - III

To,

Under Secretary (GHSM)
5th Floor, D-Block,
Puratatva Bhawan, INA,
New Delhi-110023

Sir/Madam

I hereby undertake

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Gandhi Heritage Sites Mission (GHSM) which would otherwise conflict with my obligations towards Gandhi Heritage Sites Mission (GHSM).
 - to abide by data security policy and related guidelines issued by Gandhi Heritage Sites Mission (GHSM).
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Gandhi Heritage Sites Mission (GHSM) any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep Gandhi Heritage Sites Mission (GHSM) informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address:.....

Dated:.....

Personal Contact No.....