

ENGAGEMENT OF CONSULTANT(FINANCE) IN NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES (NMMA), ASI HQRS. ON CONTRACT BASIS.

National Mission on Monuments & Antiquities (NMMA) intends to engage one Consultant (Finance) on full time contract basis initially for a period of one year or until further order, whichever is earlier. The minimum requirement for the Consultant (Finance) is as under:-

Qualification:

Essential: A graduate degree from recognized University.

Experience: 8 years in administrative and financial matters in Government Departments.

Nature of Job or services: The work relating to administrative & financial matters in NMMA, Greater Noida.

Consolidated remuneration: Rs.40,000/- per month.

Other terms and conditions(As per Annexure-I):

- (i) He/She shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc;
- (ii) The travelling allowance on tour, if any, shall be as per the entitlement of the officer before retirement as admissible to Government servant.
- (iii) The engagement will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization;
- (iv) The contract initially would be for a maximum period of one year and may further be extended on year to year basis, subject to functional requirement, appraisal of the performance and medical fitness of the individual.
- (v) The Department may terminate the contract any time giving any notice or assigning any reasons.

Leave:

- (vi) The consultant shall be entitled to avail 08 days of leave in a calendar year.
- (vii) The un-availed leave can neither be carried forward to next year nor be entitled to leave encashment.

Interested candidates fulfilling the eligibility conditions may apply in the prescribed format to Director (Administration), ASI HQrs, Dharohar Bhawan, 24, Tilak Marg, New Delhi-110001 latest by **29th May, 2019**. The application may also be sent by e-mail at soadmone.asi@gmail.com.

(Tara Chandar)

Deputy Director (Administration)

To:

1. Website of ASI and Notice Boards
2. All Ministries/Departments

Terms and Conditions

Eligibility

- 1.1 Individuals who have the minimum 8 years experience of handling administrative & financial matters in Govt. offices, preferably in Central Government Offices in the capacity of Under Secretary/equivalent level and above.
- 1.2 Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 Should have the requisite skills and knowledge of noting/drafting, Office Procedures, Government Rules, etc

2. Remuneration:

- 2.1 The monthly consolidated remuneration of Rs. 40,000/-p.m.

3. Engagement:

- 3.1 The engagement of Finance Officer will be **purely on contract basis** and will not confer any right for regular appointment in the NMMA/ASI.

4. Scope of Work/Job Responsibility:

- 4.1 Work relating to Administrative & financial matters, in NMMA, ASI, GREATER NOIDA(UP)

- 5. Leave:** The incumbent shall be entitled to avail 8 days of Leave in a calendar year. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.

6. Working Hours:

- 6.1 The Finance Officer 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.

- 6.2 They shall mark their attendance in BAS mandatorily and failing which may result in deduction of remuneration.

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

8. Confidentiality of data and documents:

- 8.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the ASI, if any, shall remain with the ASI.

- 8.2 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 the ASI without the express written consent of the ASI.

- 8.3 The Finance Officer shall be bound to hand-over the entire set of records of assignment to the NMMA/ASI before the expiry of the contract, and before the final payment is released by the ASI.

- 8.4 The Finance Officer would be required to sign a non-disclosure undertaking.

9. Conflict of interest:

- 9.1 The Finance Officer shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the NMMA/ASI nor will he indulge in any activity outside the terms of the contractual assignment.

- 9.2 The Finance Officer shall not claim any benefit/ compensation/ absorption/ regularization of service with NMMA/ASI.

10. Termination of Agreement:

- 10.1 The NMMA/ASI may terminate the contract of the Consultant (Finance) if unable to address the assigned work.