

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

Room No. 287, 1st Floor,
Vigyan Bhawan Annexe, New Delhi – 110 011
Dated the 5th February, 2016

CIRCULAR

ENGAGEMENT OF ASSISTANT ON CONTRACT BASIS

1. GHSM, Ministry of Culture, invites applications from willing and retired officers for engagement as Assistant, on contract basis, in this Ministry at a remuneration of ₹ 22,000/- per month initially for a period of 1 year which can be further extended based on the performance.
2. Eligibility conditions are mentioned below:-
 - (i) Retired Officers who had worked in the Government in the posts of Section Officer/Assistant/Accountant or in any equivalent post;
 - (ii) Preferably having Computer knowledge;
 - (iii) Should have thorough knowledge of Government Rules and Regulations, noting & drafting and also thorough knowledge of budget and accounts work;
 - (iv) Must be below the age of 62 years.
3. Those found suitable will be engaged on contract with a consolidated remuneration of ₹ 22,000/- p.m. (less TDS as applicable), Terms and conditions of the engagement are mentioned in Annexure-I.
4. Application, as per Annexure-II may be sent to the address written below within a period of 21 days from the date of uploadation on Ministry's website. 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
Room No. 287, Vigyan Bhawan Annexe,
New Delhi – 110 011

Sunita

(Sunita)

Under Secretary to Government of India

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

Terms and Conditions

1. The appointment will be initially made for a period of one year which shall be further extended subject to functional requirements and after reviewing her / his performance. Fresh candidates will be on probation for a period of three months.
2. The appointment will be on contract basis in the GHSM under the Ministry of Culture, and he / she will not be entitled for any other allowance apart from the above consolidated pay.
3. The person engaged will perform the duties as assigned to them by the competent authority from time to time.
4. The work and conduct of the official shall be reviewed by the Joint Secretary/ Deputy Secretary concerned from time to time. In case their performance is not found satisfactory, the services are liable to be terminated without assigning any reason.
5. It will be open to the Government to terminate the contract of any of the official so engaged, by giving one month's notice. The official is also required to give a minimum one month's prior notice for leaving service.
6. The official will not divulge any information, gathered by him during the period of her / his assignment, to anyone who is not authorized to know/have the same.
7. She / He will be entitled for usual TA as per the entitlements, whenever deputed on tour. The retired Government Officer/Official, however, be entitled for TA/DA as per the entitlement immediately before retirement from Government service.
8. She / He will not be entitled for any type of regular leave.
9. Income Tax or any other tax will be deducted at source as per Government instructions for which necessary TDS certificate will be issued to them.
10. She / He 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 urgency.

ANNEXURE-II

Application for engagement as Assistant on contract basis

Name (in block letters)	
Mother's/Father's/Husband's Name	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
E-mail ID	
Educational/Technical Qualifications(s)	
Details of experience to be attached in proforma appended as "APPENDIX"	
Any other relevant information *use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the term and conditions mentioned in Annexure-I and they are acceptable to me. Certify that no disciplinary proceedings are pending against me, as on date.

Signature of the Applicant

To

Section Officer (GHSM),
Gandhi Heritage Sites Mission
Ministry of Culture
Room No. 287, Vigyan Bhawan Annexe,
New Delhi – 110 011.

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

Signature of the Applicant