

No.F.13-7/2013-NMMA(pt.)  
Government of India  
Archeological Survey of India  
National Mission on Monuments and Antiquities  
G.E. Building, Red Fort, Delhi-110006.  
Dated 2<sup>nd</sup> May,2017

**ENGAGEMENT OF FINANCE OFFICER IN NMMA (ASI) ON CONTRACT BASIS**

National Mission on Monuments & Antiquities (NMMA) invites application for engagement of Finance Officer on contract basis from willing and eligible professionals having experience in administrative and financial matters, for a period of one year extendable to one more year on satisfactory performance. The consolidated remuneration will be between Rs.35,000 to Rs.40,000/- P.M., depending upon the experience and the last post held.

No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal officer hours.

The details including eligibility criteria, Terms of Reference etc. are enclosed. NMMA, ASI, 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 engagements are mentioned at Annexure-I.

The last date of receipt of applications, in the prescribed format, is 12<sup>th</sup> May, 2017 upto 5.00 P.M. Applications received after due date/time and without supporting documents will not be considered.

Application, as per Annexure-II, may be sent to the Jt. Director General, (NMMA), G.E. Building, Red Fort Complex, Delhi-110006. The same can also be sent through e-mail: [dirnmm.asi@gmail.com](mailto:dirnmm.asi@gmail.com) followed by hard copy within the stipulated time.

  
(Dr. Urmila Saha)  
Jt. Director General  
E-mail:[dirnmm.asi@gmail.com](mailto:dirnmm.asi@gmail.com)  
Tel.No.23252603

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.
- 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. Educational Qualification.**

- 2.1 Master degree in any discipline from a recognized university.  
or  
MBA (Finance) from a recognized university.

**3. Remuneration:**

- 3.1 The monthly consolidated remuneration of Rs. 35,000/ - to Rs.40,000/- P.M. will be provided to the Finance Officer.
- 3.2 Shall not be entitled to any other allowances such as DA, transport facility, residential accommodation, CGHS/Medical facility, Medical reimbursement etc. apart from the monthly remuneration/ consolidated fee.

**4. Engagement:**

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

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

- 5.1 Work relating to Administrative & financial matters, in NMMA, G.E. Building, Red Fort Complex, Delhi-110006.

**6. Leave**

- 6.1 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.
- 6.2 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 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.
- 7.2** They shall mark their attendance in AEBAS mandatorily 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 ASI, if any, shall remain with the ASI.
- 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 assignment or during the course of assignment for the ASI without the express written consent of the ASI.
- 9.3** 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.
- 9.4** The Finance Officer would be required to sign a non-disclosure undertaking as per ANN EXURE-III.

## **10. Conflict of interest:**

- 10.1** 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.
- 10.2** The Finance Officer shall not claim any benefit/ compensation/ absorption/ regularization of service with NMMA/ASI.

## **11. Termination of Agreement:**

- 11.1** The NMMA/ASI may terminate the contract to which these terms apply, if:-
- (i) The Finance Officer 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 the ASI.
  - (iii) The Finance Officer is found lacking in honesty and integrity.
  - (iv) The Competent Authority in the NMMA/ASI may also terminate the contract at any time without giving any notice and also without assigning any reason.

## ANNEXURE-11

Application for engagement of one Finance Officer in NMMA, GE Building, Red Fort Complex, Delhi-110006 on contract basis.

Name	
Mother's / Father's / Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No.	
Email ID	
Educational/Technical Qualiifcation	
Details of experience to be attached in proforma appended as "APPENDIX"	
Any other relevant information (use a separate sheet, if necessary)	
Please enclose a photo I- Card issued by the Central Govt.	

Undertaking

I undertake that the information furnished above is true to my best knowledge and belief and 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	Experience / Description

**Note:** Applicants are compulsorily required to fill in complete information against each column. Application with incomplete information would be summarily rejected.

**Signature**  
**Name** \_\_\_\_\_

## NON-DISCLOSURE UNDERTAKING

To,  
The Jt. Director General,  
NMMA, Archaeological Survey of India  
G.E Building Red Fort Complex  
Delhi – 110006.

Sir,

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 anyone 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 NMMA/ASI which would otherwise conflict with my obligations towards NMMA/ASI.
  - to abide by data security policy and related guidelines issued by NMMA/ ASI.
1. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the NMMA/ASI any records/material, equipment, documents or data which is of confidential nature.
  2. I shall keep NMMA/ASI informed of any change in my address or contact details during the period of my engagement.
  3. 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.
  4. 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:  
Ph. No.  
e-mail id: