



सत्यमेव जयते

F. No. 19/25/2019/NCM&HKA

Government of India, Ministry of Textiles

O/o Development Commissioner (Handicrafts)

National Crafts Museum & Hastkala Academy

(erstwhile National Handicrafts & Handlooms Museum)

Bhairon Marg, Pragati Maidan, New Delhi- 110001

Website : nationalcraftsmuseum.nic.in e mail : nhcraftsmuseum@gmail.com

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Dated: 5 August, 2022

ENGAGEMENT OF PROFESSIONAL

Applications are invited from retired Govt. officers and from young professionals for consultants and Associates in the following fields on purely on contractual basis for a period of one year subject to the requirement / satisfactory performance.

The essential qualifications/experience and details of remuneration are as under:

S. No.	Name of post , Consolidated Amt.	EQ & Experience
01	Consultant [Museum Professionals] Rs. 35,000/- pm	<u>Essential Qualification:-</u> <ul style="list-style-type: none">• Master's degree in Museology /History of Art/Indian History or Ancient Indian History /Cultural Studies/Epigraphy from a recognized university/Fine Arts• Minimum 5 years' experience related to Museum.• Should have good computer skills. <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none">• Retired museum professional or at least 8 years of experience in field after M.A. in art / Master in fine art.• Having good computer skills <u>Desirable :-</u> <ul style="list-style-type: none">• Ph.D. degree from a recognized University or equivalent in one of the subject mentioned inessential qualifications.
02	Research Associate Rs. 25,000/- pm	<u>Essential Qualification:-</u> <ul style="list-style-type: none">• Master's degree of a recognized University in History of Art, museum studies, Design, Art & Science or related field• Minimum 1 year' research experience work related to Crafts <u>Desirable :-</u> <ul style="list-style-type: none">• Ph.D. degree from a recognized University or equivalent in one of the subject mentioned in essential qualifications
03	Information Technology Support cum designer Rs. 25,000/- pm	<u>Essential Qualification:-</u> <ul style="list-style-type: none">• Bachelor in Science in Animation & Multimedia from a recognized University (Master's degree preferred)• Two years working experience in the field of multimedia and social media prefer'ably one year experience in the Museum.• Having good content writing –skill• Good in Social Media Marketing

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The General Terms and Conditions for engagement of consultants/professionals

1. The consultant/professionals will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled for telephone facilities, transport facilities and staff car. The engagement of the Consultant /Professionals will be purely on Contract basis.
2. The engagement period for the consultant/professionals will be initially for a period 1 year. This period which may be extended or curtailed subject to review at the sole discretion of the Committee/higher authorities. The consultant/professionals shall not exceed the age of 65 years.
3. The candidate will be required to sign a non-disclosure undertaking and declaration for abiding by the Code of integrity for public procurement (CIPP).
4. The Department may terminate the services of consultants/professionals in case he / she is unable to achieve the assigned works within given time – frame or the work assigned to him / her is not satisfactory to the Department or he / she is found to be lacking in honesty and integrity.
5. The consultants/professionals may be called to the office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowance will be permissible for the same.
6. The consultants/professionals shall be eligible for 8 days leave during the calendar year. This leave will not be carried forward in case the engagement period is extended by this Department. Also no payment in lieu of un-utilized leaves will be paid by this Department at the time of expiry of contract.
7. The period of engagement shall be governed as per basis rules and procedures for hiring consultant/professionals as prescribed in Rule 179 to 196 of GFR 2017.
8. In case the engaged consultant/professionals wishes to resign from his or her position, he/she shall furnish at least one month notice period otherwise no remuneration will be paid to him/her.
9. Mere applying for the post does not confer right for engagement and this right rests with the Competent Authority.
10. Applications received after the due date/time of receipt of application will not be entertained.
11. Bio-metric attendance / Alternative procedure as decided by NCH&HKA is to followed, and remuneration bill will be processed based on attendance.

If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

The applications in the **prescribed format** along with supporting documents may be addressed to the Deputy Director, Design Documentation (NCM&HKA) at the address mentioned above so as hard copy to reach this office before 15 days from the date of publication of advertisement in Employment News. However, exact Date time and place will be intimated on your mobile / e- mail, in case of any change in date.

(Nidhi)
Deputy Director (Design Documentation)
(NCM&HKA)

Encl: Prescribed proforma

Application format for Engagement of Consultants / Professionals for the Consultant [Museum Professionals] / Research Associate/ Information Technology Support cum designer in National Crafts Museum & Hastkala Academy M/o Textiles

<p>Recent PP Size Photo</p>

1. Post applied for – :
2. Name – :
3. Date of Birth – :
4. Address for correspondence – :
5. Permanent address – :
6. E-mail ID and contact numbers – :
7. Date of Joining in Government services –
(PPO copy, in case of retired officers) :
8. Date of retirement – :
9. Post held before retirement and Pay Scale :
10. Period for which already worked as consultant/Professional (if any)–
:
11. Name of the Ministry/Department from which retired :
12. Education / Technical qualifications
13. Brief particulars of Experience of the last 05 years (assignment-wise) A separate sheet may be annexed. Job handled etc :

Post held Experience	From	To
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14. Please indicate as to How in your opinion do you meet the job requirements / task to be carried out at NCM& HKA with reference to the post, applied? (Write up upto 200 words)

(Note. Applicant is at liberty to visit Crafts Museum (NCM&HKA) before submit write up to know the details of work / specific tasks / activities required to be carried out wrt the post applied. Applicant is also expected to present a PPT during interview on the job, how he is going to accomplish with his own ideas, which gives good impression for interview board though it is not mandatory.]

15. Any other information :

I hereby certify that the information furnished above are true and correct to the best of my knowledge and belief.

Date

(Signature)

List of Documents attached –
(Identity & Address Proof. Copy of PPO for pensioners & relevant certificates etc)