

**Empanelment of trained Volunteer Guides (VG)
National Crafts Museum & Hastkala Academy
(NCM&HKA)
Office of the Development Commissioner (Handicrafts)
Ministry of Textiles, Government of India**

Invitation for Empanelment of Trained Volunteers for Guided Tours & Visitor Facilitation on requirement / rotation Basis.

The National Crafts Museum & Hastkala Academy (NCM&HKA), New Delhi, invites applications from eligible and interested individuals for empanelment as **Volunteer Guides (VG)**. The initiative aims to enhance visitor experience through structured guided tours and cultural interpretation across the Gallery, Village Complex, and Craft Demonstration Programme (CDP) Area.

Who Can Apply?

Persons having:

- An educational background or experience in art, crafts, culture, museology, heritage studies, design; OR
- Retired professionals/experts with knowledge and interest in Indian handicrafts, handlooms, and traditional arts.

Role & Responsibilities:

Volunteer Guides will:

- Conduct guided tours for visitors and delegations;
- Interpret exhibits and demonstrate craft linkages;
- Assist in visitor facilitation activities;
- Promote cultural understanding in an informative and sensitive manner.

Nature of Engagement:

- Engagement will be **purely voluntary and honorarium-based**.
- No claim for regular appointment shall be entertained.
- Volunteers will be called **on requirement/rotational basis**, especially during delegation visits and museum events.

Honorarium:

₹600/- (Rupees Six Hundred only) per day for each day of engagement.



Panel Validity:

The empanelment panel shall remain valid for **one year**, extendable with approval of the Competent Authority.

Selection Process:

- Shortlisting based on qualification, experience, and interest in crafts/cultural education.
- Interaction/interview will be conducted including trial conduct as guide.

How to Apply:

Interested candidates may submit their application (CV/Bio-data and a brief note on interest/experience) to:

**The Sr. Director,
National Crafts Museum & Hastkala Academy,
Bhairon Marg, Pragati Maidan,
New Delhi – 110001**

OR email to: srdircraftsmuseum@gmail.com

Last Date: 07.12.2025

**For further details, kindly visit the official website
<https://nationalcraftsmuseum.nic.in/>**

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General Terms and Conditions
for the Empanelment of trained Volunteer Guides (VG)
National Crafts Museum & Hastkala Academy
(NCM&HKA)
Office of the Development Commissioner (Handicrafts)
Ministry of Textiles, Government of India

1. Nature of Engagement

- 1.1 The engagement of Volunteer Guides under the Volunteer Guide (VG) shall be **purely voluntary and honorarium-based**.
- 1.2 The engagement shall not be considered as employment and shall **not confer any right or claim** for regular appointment, absorption, or continuation in government service.
- 1.3 Volunteer Guides will be engaged **on requirement/rotational basis**, particularly during visits of delegations, officials, and special programmes.

2. Eligibility

Applicants may include:

- (a) An educational background or experience in art, crafts, culture, museology, heritage studies, design; OR
- (b) Retired professionals/experts with knowledge and interest in Indian handicrafts, handlooms, and traditional arts.

3. Duties and Responsibilities

Volunteer Guides shall:

- (a) Conduct guided tours in the Museum Gallery, Village Complex, and Craft Demonstration Programme (CDP) Area.
 - (b) Interpret exhibits, explain craft techniques, and provide cultural and historical context to visitors.
 - (c) Assist in visitor facilitation, crowd management, and delegation handling.
 - (d) Interact with visitors in an informative, courteous, and culturally sensitive manner.
 - (e) Follow instructions issued by the Sr. Director/Competent Authority regarding tour schedules and operational requirements.
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4. Honorarium

- 4.1 An honorarium of ₹600/- (**Rupees Six Hundred only**) per day shall be paid for each day of actual engagement.
- 4.2 No additional allowances such as TA/DA, HRA, medical reimbursement, etc. shall be admissible.
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5. Empanelment and Validity

- 5.1 Up to ten (10) Volunteer Guides may be empanelled.
- 5.2 The panel shall remain valid for **one year**, which may be extended upon approval of the Competent Authority.
- 5.3 Engagement on any given day shall depend on requirement and availability.
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7. Working Hours and Schedule

- 7.1 Volunteer Guides shall perform duties as per the schedule communicated by the Museum.
- 7.2 No fixed number of engagements is guaranteed; engagement shall be **as per need**.
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8. Conduct and Discipline

Volunteer Guides shall:

- (a) Maintain discipline, punctuality, and professional behaviour.
- (b) Follow all Museum rules, visitor protocols, and ethical standards.
- (c) Not engage in any activity that may harm the reputation or security of NCM&HKA.
- (d) Wear identity badges issued by the Museum during duty hours.

Violation of conduct may lead to removal from the panel.

9. Confidentiality

- 9.1 Volunteers shall not disclose any official information, internal documentation, or sensitive material accessed during their engagement.
- 9.2 All materials, notes, or content created during engagement shall remain the property of NCM&HKA.

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10. Termination / Removal

10.1 The Museum reserves the right to discontinue the services of any Volunteer Guide **at any time** without assigning any reason.

10.2 A volunteer may also withdraw from the programme by providing prior written intimation.

11. No Liability

11.1 NCM&HKA shall not be liable for any claims arising out of the voluntary engagement apart from the honorarium specified.

11.2 The engagement does not constitute employer–employee relationship.

12. Jurisdiction

Any dispute arising out of the Volunteer Guide (VG) shall be subject to the jurisdiction of courts in **New Delhi**.

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