

F. No. 1/5/2013-NHHM (e-43330)  
Government of India  
Ministry of Textiles  
National Crafts Museum & Hastkala Academy  
(formerly National Handicrafts and Handlooms Museum)  
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Pragati Maidan, New Delhi-01  
Dated. 19 Jan 2026

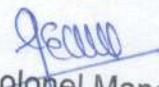
**Subject: Contract Appointment of retired central government employees at NCM&HKA against vacant posts –regarding.**

National Crafts Museum & Hastkala Academy (NCM&HKA) invites retired central government pensioners for walk-in-interview for filling up following posts on contract basis for a period of one year or till regular incumbent joins or up to the date of completion of 65 years of age or until further orders of Competent Authority, whichever is earlier. **Retired Govt. servants without pension or from non-pensionary jobs are not eligible.**

- (a) Non- Consultant (Administration) ✓
- (b) Non- Consultant (Procurement) ✓
- (c) Non-Consultant (Establishment )
- (d) Non - Consultant (Admin – II)
- (f) Non -Consultant (Accounts)
- (g) Non-Consultant (Exhibition )
- (h) Non-Consultant ( P & PRO)
- (i) Non-Consultant (Galleries)

2. The applicants are advised to send their applications in duly filled in attached proforma at email <mailto:mailtonhhm@gmail.com> alongwith supporting documents of PPO and etc. latest by 09. Feb 2026. The competent authority reserves the right for any amendment, cancellation and change in this advertisement in whole or part thereof without assigning any reason. Terms and conditions along with application attached at Annexure I and list of duties assigned to each post is attached at Annexure II

*\* at the earliest. Interviews will be conducted every month till suitable candidates are selected.*

  
(Colonel Manoj Rana)  
Senior Director (M)

Encl : As stated

To

Retired Central Govt Employees (pensioners)  
(Circulated through websites of various offices including DOPT).



**Terms and Conditions for Contract Appointment  
Retired Central Government Employees (Pensioners Only) at  
National Crafts Museum & Hastkala Academy**

The scheme of engagement of persons on contractual basis in NCM & HKA shall be regulated as per the following terms & conditions.

a. Person (s) shall be engaged for a fixed period. Retired govt. employee (s) with requisite qualification & experience in the relevant fields as prescribed, will be hired. Retired Govt. servants without pension or from non-pensionary jobs are not eligible to apply for any post on contract basis. Government servants retired from lower substantive grade pay or level will not be eligible for consideration for appointment to a post having higher grade pay.

b. The contractual appointment will be initially FOR A period of one year or till regular incumbent joins or up to the date of completion of 65 years of age or or until further orders of Competent Authority, whichever is earlier. Extension can be granted depending upon the suitability of the person and functional requirement of the department. The contractual appointment will be on full time basis.

c. Remuneration will be fixed as per the Department of expenditure OM F No. 3-25/2020-E-IIIA dt 09 Dec 2020. However, upper ceiling excluding Transport Allowance is fixed for Rs.40,000/- for Level 4, and Rs. 50,000/- for Level 6 and Rs. 60,000/- for Level 8 of vacant posts. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract in any circumstance.

In case of those central government employees who retire under National Pension System (NPS) the remuneration will be fixed as An amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly remuneration. There will be no annual increment/percentage increase during the contract period. No increment and Dearness Allowance shall be allowed during the term of the contract.

d. The selected person shall not be entitled to any kind of allowance or accommodation facility. However, the retired government servants will be entitled for TA/DA an official tour, if any, as per their entitlement at the time of retirement after approval of the competent authority.

e. Paid leave of absence may be allowed at the rate of 15 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. No remuneration for the period of absence in excess of the admissible leave will be paid to the selected person. Un-availed leave shall neither be carried forward to next year nor encased.

f. **Allowances:**

- i. House Rent Allowance :- No. HRA shall be admissible
- ii. Transport Allowance :- An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement The amount so fixed shall be decided by the Competent Authority.

g. TDS as admissible shall be deducted from the monthly remuneration of the selected person A TDS certificate shall be issued by the concerned DDO on demand.

h. The contractual period of engagement shall not be considered as a case of re-employment.

i. In case, the contractual employee intends to quit the service before the expiry of the contract period i.e. 31.08.2025. they will have to given at least fifteen days notice in writing to the NCM&HKA before quitting the services, failing which, an amount equivalent to fifteen days' remuneration will be deducted from their remuneration/dues.

j. The Contractual engagement of retired government servants shall be of a temporary nature and the NCM&HKA can terminate the contractual engagement of any retired govt. servant at any time, without prior notice and without assigning any reason for it

k. The NCM&HKA would be free to terminate the services in case of unauthorized absence of a person for more than 15 days.

l. A retired Government Official engaged shall continue to draw pension and the dearness relief on pension form the concerned organization during the period of his appointment in NCM&HKA on contract basis.

m. No TA/DA shall be admissible for joining the appointment on contractual basis.

n. The selection of candidates in each category will be made through a walk-in-interview.

o. The interview will be conducted as per the dates & venue to be decided by the NCM&HKA They will be required to bring duly filled in proforma given in Annexure-I along with requisite original documents & their attested copies, listed below on the scheduled date at the venue.

- i. Pension Payment Order(PPO) (**Mandatory**)
- ii. Date of Birth Certificate
- iii. Service certificates
- iv. Certificates of Educational qualification
- v. Copy of identity card issued by the department on retirement
- vi. Brief Resume/ CV

p. **Additional Terms and Conditions.** Minimum Speed of 25 wpm in English Typing is mandatory for all posts , in addition to min. three years working experience in e-Office.

q. The duties to be given to the contractual persons will be decided by the competent authority at this Museum

r. The competent authority reserves the right for any amendment, cancellation, and change in this advertisement in whole or part thereof without assigning any reason.

s. The Intellectual Property Rights (IPR0) of the data collected as well as deliverables produced for the NCM&HKA shall remain with the NCM&HKA.

t. NO one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings of information collected for the purpose of his assignment of during the course of assignment with the NCM&HKA, without the express written consent of NCM&HKA.

u. The selected person shall be bound to hand over the entire set of records of assignment to NCM&HKA before the expiry of the contract, and before the final payment is released by the NCM&HKA.

v. The selected person engaged by NCM&HKA shall in no case represent or given opinion or advice to others in any matter which is adverse to the interest of the NCM&HKA nor will he indulge in any activity outside the terms of the contractual assignment.

w. The selected person will not be entitled for any benefit/compensation absorption/regularization of service in this Department.

#### **NCM&HKA decision is final:**

The Competent Authority of NCM&HKA, Kolkata has the right to cancel advertisement and not to proceed in the matter for engagement of consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

#### **Other terms & conditions:**

Other terms & conditions of the engagement will be governed as per Government of India guidelines.

**Prescribed Format of application for Engagement**

1	Name of the Position Applied For			
2	Name of the Applicant (in block letters)			
3	Mother's / Father's / Spouse Name			
4	Date of Birth and age as on date			
5	Address for Correspondence			
6	Permanent Address			
7	Contact No. / Mobile No.			
8	Email. ID			
9	a) Educational Qualification (Graduation and onwards). b) Professional Qualification (if any)			
10	Date of retirement with Designation & name of the office where the officer was last employed, (Enclose the copy of PPO, if applicable).			
11	Any other relevant information (use a separate sheet, if necessary)			

**12. Details of Experience / Past Employment (Starting from the latest)**

Name of office/ Organization (Whether Central Govt. or Central Autonomous Body)	Post Held	Period (dd/mm/yy)			Pay Level and Pay in Pay Matrix / Scale of Pay	Areas of work
		From	To	Total in Years and Months		

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I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any state of the selection, my candidature will be treated as cancelled. I also certify that no Disciplinary / Vigilance proceeding is pending against me. I request to kindly consider my candidature for the post.

**Date:**

**Signature of the Applicant**

**Duties and Responsibilities assigned to the Posts**  
**National Crafts Museum & Hastkala Academy (NCM& HKA)**

**Annexure - II**

Sl. No.	Name of Positions Eligibility Criteria	Duties and Responsibilities
1.	<p><b>Non-Consultant (Administration)</b> (against vacancy of Pvt Secretary )</p> <p>Officials retired from analogous of post in Level – 8 and above from Central Government / Central Autonomous bodies .</p> <p>Desirable having experience in Administration.</p>	<p>The duties assigned to the post broadly include the following:-</p> <ol style="list-style-type: none"> <li>1. Taking dictation and its transcription in best manner possible.</li> <li>2. Fixing appointment and if necessary cancelling them.</li> <li>3. Screening the telephone calls and visitors in a tactful manner.</li> <li>4. Keeping an accurate list of engagements, meetings etc, and reminding the officer in advance to keep them.</li> <li>5. Maintaining in order the papers required to be retained by officer.</li> <li>6. Keeping a note of movement of files passed by his officer.</li> <li>7. Destroying the stenographic record of secret/confidential letters after being typed and issued.</li> <li>8. Carry out correction to officer's reference books.</li> <li>9. Relieving the boss of much of his routine work and assisting him in such a manner as he/she may direct. At the same time he must avoid the temptation of abrogating to himself the authority of his boss.</li> <li>10. To work as confidential assistant for dealing APAR of employees &amp; vigilance matters.</li> <li>11. Sr. Director's L.T.C., Tour programme, ITR, Accounts, advances and their bill adjustments along with advisory member of Hastkala etc.</li> <li>12. Maintain two separate records for hospitality claim charges, one for routine visitors in the O/o Sr Dir (M) as per entitlement. In case of any meeting through circular , separate record for refreshment is to be processed.</li> <li>13. Any other duties as when assigned by the immediate superiors.</li> </ol> <p>Apart from the laid-down duties, a lot more is expected to be carried out by a PA/PS can be termed as responsibilities mentioned duties PA/PS/PPS issued by ISTM as reading material (Annexure-Z).</p>
2	<p><b>Non-Consultant (Procurement )</b> Against vacancy of PA</p> <p>Officials retired from analogous of post in Level – 6 and above as per 7<sup>th</sup> CPC) from Central Government / Central Autonomous bodies .</p> <p>Desirable having experience in General Administration</p>	<p>The duties assigned to the post broadly include the following:-</p> <ol style="list-style-type: none"> <li>(a) In-charge of Procurement Section including GeM.</li> <li>(b) To make proposals independently for all types of procurements includes AMC, Tender, goods under Rule 154 &amp; 155 etc</li> <li>(c) Maintain and update information folder for IC Procurement for duties and responsibilities , handing / taking over, list of all files , records, inventory , mailing list / tele directory of vendors , List of AMC &amp; tenders with expiring date and important officials / dignitaries / organizations for official meetings etc. and all other important instructions etc.</li> <li>(d) Ensure Annual verification of stock and disposal / auction of unserviceable from time to time</li> <li>(e) Work as PD Checker for bills / on-line in the absence of MO being Link</li> <li>(f) Ensure timely process of all bills with the assistance of staff deployed .</li> <li>(g) Deal all matters related to Swachta , vigilance day, yoga day, unity Day, Handlooms day, and other such activities.</li> </ol>

		Matters of residual nature of general admin h. Any other work assigned by Reporting Officer / sr Officers
3	<p><b>Non-Consultant (Establishment)</b> Against vacancy of UDC</p> <p>Officials retired from analogous of post in Level – 6 (as per 7<sup>th</sup> CPC) or above from Central Government / Central Autonomous bodies and having experience in Administration.</p> <p>Desirable</p> <p>Having undergone courses / workshops on establishment matters at ISTM</p>	<p>The duties assigned to the post broadly include the following:-</p> <p>All correspondence related to Recruitment of permanent staff i.e., assist in maintaining and update the register for Reservations and timely submission of requisition for vacant posts to SSC, document scrutiny, document verification, pre-joining formalities, Updation of vacancy status.</p> <ol style="list-style-type: none"> <li>2. Correspondence related deputation, absorption etc.</li> <li>3. Assistance in transfer of posts / creation of posts wrt CSCS/CSSS Cadre</li> <li>4. Correspondence related to Recruitment Rules. Halding of RRFAMS portal tc.</li> <li>5. Maintain the folder for recruitment &amp; RR status</li> <li>6. Work related to Confirmation, DPC, MACP</li> <li>7. Dealing with Medical claims, Pension Related work</li> <li>8. Being a Link Officer for other UDC at SI No. 9, expected to familiar with his / her duties so as to perform in his absence.</li> <li>9. Any other work assigned by Reporting Officer / sr Officers</li> </ol>
4	<p><b>Non-Consultant (Admin-II)</b> Against vacancy of CSCS Staff</p> <p>Officials retired from analogous of post in Level – 4 and above from Central Government / Central Autonomous bodies and having experience in Administration.</p> <p>Desirable</p> <p>Having undergone courses / workshops on establishment matters at ISTM</p>	<p>To Assist the officer, delegated with HoO functions wrt following duties)</p> <ol style="list-style-type: none"> <li>1. Correspondence related to Disciplinary matters.</li> <li>2. Correspondence related to RTI / Legal / Court cases</li> <li>3. Correspondence related Vigilance / APAR etc</li> <li>4. Maintenance of master index register for files / records and also e-office files . 5. Periodically verification of files and work related to Annual weeding of files / records.</li> <li>6. Correspondence dealing with allocation of duties , internal transfer of staff. Compilation of attendance twice a month from biometric machine and display at notice / whatsapp group.</li> <li>7. Hiring of Outsourcing of Office staff, and dealing with disciplinary matters of all outsourcing staff.</li> <li>8. Vehicle and FOL Correspondance</li> <li>9. Being a Link Officer for other UDC at SI No. 8, expected to familiar with his / her duties.</li> <li>10. Any other works assigned by Reporting Officer or by Sr Officers from time to time.</li> </ol>
5	<p><b>Non-Consultant (Accounts)</b> Against vacancy of Jr AO</p> <p>Officials retired from analogous of post in Level – 6 and above from Central Government / Central Autonomous bodies and having experience in Accts matters.</p> <p>In case of lack of response, one level above or below retirees are also considered, if suitable .</p> <p>Desirable</p>	<ol style="list-style-type: none"> <li>(a) In-charge of Accts Section</li> <li>(b) Maintain and update <b>information folder of accts Section</b> for duties and responsibilities , list of files, records, bills , almirah keys , budget details of last three years handing / taking over . Also maintain list of returns, all other important instructions and contact list of counter parts at CPAO, BBA and Budget section and other officials. etc.</li> <li>(c) Preparation of Salary Bills including calculation of Income Tax and appropriate deductions of TDS of regular staff of NCM&amp;HKA as per their eligibility.</li> <li>(d) Maintenance of Pay Bill Register.</li> <li>(e) Preparation of BE/RE.</li> <li>(f) Tasks in connection with Internal/ External Audit as required. Timely submission of returns to higher formation:</li> </ol> <ol style="list-style-type: none"> <li>(1) <b>Quarterly:</b> (i) Salary Expenditure data (ii) NPS Staff</li> </ol>

	<p>having undergone Cash and Accts Course from ISTM.</p>	<p>(2) Strength data  <b>Monthly:</b> (i) Monthly expenditure; (ii) NPS Bill (iii) GST Bill; (iv) PFMS Reconciliation</p> <p>(g) Timely filing of GST (Monthly) and Income Tax returns (Quarterly) through authorized service agency. At the same time, timely renewal of contract for the agency providing services towards the same.</p> <p>(h) Processing of bills of advances for Retirement and other approved functions and further submission of adjustment bills after due approvals.</p> <p>(i) Any other work assigned by Reporting Officer / Sr Officers</p>
6	<p><b>Non-Consultant (Exhibition)</b>  (Against vacancy of Exhibition Officer / Level 6)</p> <p>Officials retired from analogous of post in Level – 6 (as per 7<sup>th</sup> CPC) or above from Central Government / Central Autonomous bodies and having experience in Administration.</p> <p>In case of lack of response, one level below retirees are also considered, if suitable .</p> <p>Desirable  having undergone Cash and Accts Course from ISTM.</p>	<p>Ref : Order 549 dated 23 Aug 2023 issued by Sr Dir</p> <p>(a) Assist concerned officer in conducting all exhibitions at this Museum.</p> <p>(b) Coordinating with crafts person in the Crafts Demonstration Programme.</p> <p>and supervise of Crafts Demonstration Programme (CDP) which includes process of their TA/DA Claims of craftsmen.</p> <p>(c) Care taker for Shilp Kuteer for its proper allotment to craftsmen, and issue of blankets / bedsheets and its accountability.</p> <p>(d) Ensure Maintenance / Cleanliness of shilp kuteer in Liasion of Maintenance Section.</p> <p>(e) To make survey &amp; study of visitors/audience/audience augmentation &amp; development programmes.</p> <p>(g) Maintain the register / folder craftsmen participated in CDP. Which includes monitoring of on-line off line registration etc.,</p> <p>(h) Being a Link Officer for Programme &amp; PRO, she / he should expected to familiar with duties and responsibilities of P &amp; PRO in his absence</p> <p>(j) Any other work assigned by reporting officer / senior officers from time to time.</p> <p>(k) Assisting / dealing all correspondence in holding any exhibition in the museum, for its all types of requirements.</p> <p>(l) Maintain and update <b>information folder for Exhibition officer</b> for duties and responsibilities , handing / taking over and all other important instructions and contact list of craftsmen / performers etc.</p>
7	<p><b>Non-Consultant (Programme &amp; Public Relation Officer )</b></p> <p>Officials retired from analogous of post in Level – 6 (as per 7<sup>th</sup> CPC) or above from Central Government / Central Autonomous bodies.</p> <p>In case of lack of response, one level below retirees are also considered, if suitable .</p> <p>Desirable  having experience in Protocol duties and Liaison / PS duties</p>	<p>(a) Supervise Reception and ensure proper maintenance of records of visitors at reception and address the issues related to visitors / general public and coordination work with media related agencies / local authorities.</p> <p>(b) Fixing the appointment of Sr. Dir. With VIPs / Dignitaries and attend the which includes receiving / see of dignitaries etc.,</p> <p>(c) Update of general information / activities of NHM on Website</p> <p>(d) Data compilation from other sections and preparation of annual return on activities of Museum.</p> <p>(e) Process of files for permission to conduct Programme by various agencies.</p> <p>(f) Work as Link Officer for Exhibition Officer &amp; PA to Sr Dir(M)</p> <p>(g) Assist in Conducting meeting / retirement parities etc</p> <p>(h) Take over all the files earlier maintained by P&amp;PRO and held responsible for its accountability as a custodian.</p> <p>(i) Maintain and update <b>information folder for P&amp;PRO</b> for duties and responsibilities , handing / taking over, list of all files , records, inventory , mailing list / tele directory of important</p>

		<p>officials / dignitaries / organizations for official meetings etc. and all other important instructions etc.</p> <p>(k) Being a Link Officer for Exhibition Officer , he should also familiar with duties and responsibilities of Exhibition Officer</p> <p>(l) Any other work assigned by reporting officer / senior officers from time to time.</p>
8	<p><b>Non-Consultant (Galleries )</b></p> <p>Officials retired from analogous of post in Level – 4 and above from Central Government / Central Autonomous bodies.</p> <p>Desirable having experience in Museum or similar institutes</p>	<p>Supervision / Custodian of one of the Gallery for its well display of artifacts and its maintenance , which includes o keep their collection/ exhibits free from dust deposits/fungi/alien impressions etc.</p> <p>b) Maintain and update <b>information folder for Gallery</b>, where you are working for duties and responsibilities, list of artifacts displayed with images for proper handing / taking over . Also maintain small brief of every artifact / show case, list of all files , records, inventory , mailing list / tele directory of important officials / dignitaries / organizations for official meetings etc. and all other important instructions etc.</p> <p>(c) Supervise the all activities in the galleries including ensuring proper cleaning and all other important instructions etc.</p> <p>(c) Supervise the all activities in the galleries including ensuring proper cleaning.</p> <p>(d) Dealing with correspondence related with maintenance of Galley with reference to visitors, staff and artifacts.</p> <p>(f) Work as Link Incharge of other Gallery as directed by reporting officer time to time.</p> <p>(g) To deliver gallery talks, gallery visits and VIPs/VVIPs &amp; school tips.</p> <p>(h) Any other work assigned by reporting officer / senior officers from time to time.</p>

Note: The above list of duties are only illustrative and not exhaustive. Competent Authority at this Museum may add to the list, duties of similar nature ordinarily performed by officers at this level