

OFFICE OF THE ACCOUNTANT GENERAL (A & E) WEST BENGAL  
TREASURY BUILDINGS, KOLKATA - 700001

No. AGS :: Misc/2017-18/102

Dated ::14.11.2017

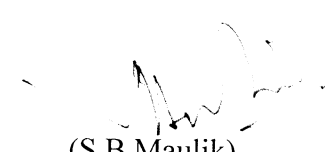
**NOTICE**

Victoria Memorial Hall, Kolkata (VMH), an Autonomous Body under the administrative control of the Ministry of Culture would engage some retired Officers of IA & AD as consultant at consolidated remuneration of Rs. 25000/- per month to meet their shortage of staff to deal with the work related Establishment and Accounts Units.

Retired Sr. Accounts Officers/Accounts Officers/Asst. Accounts Officers who are not more than 62 years of age on 29.12.2017 and are willing to perform as Consultant at the aforesaid Organisation may apply in prescribed proforma annexed hereto and submit the application in the Accountant General's Secretariat within 30 days from the date of issue of this notice.

A copy of the Circular of VMH vide V M No. 1983/ Engagement of Consultant/2017 dated 25<sup>th</sup> October 2017 is enclosed for ready reference please.

(Authority : AG's Order dated 14.11.2017)

  
(S B Maulik)

Secretary to the Accountant General

**For Circulation in the Notice Board and Accountant General's Website**



1, क्वीन्स वे, कोलकाता - 700 071  
1, Queen's Way, Kolkata - 700 071

# विक्टोरिया मेमोरियल हाल

## VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मंत्रालय के प्रशासनिक नियंत्रण के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative control of the Ministry of Culture, Govt. of India)

Circular V.M No. 1983 /Engagement of Consultant/2017

25<sup>th</sup> October 2017

### CIRCULAR

### ENGAGEMENT OF CONSULTANT ON CONTRACT BASIS

The Victoria Memorial Hall (VMH), under the Administrative control of the Ministry of Culture, invites applications from willing and eligible retired officers **having good experience and expertise of Establishment matters and Accounts/ Finance** for engagement of two Consultants on contract basis in Victoria Memorial initially for a period till one year, which is likely to continue for another one year on the basis of their performance.

Sl No.	Retired from the posts as mentioned below or Equivalent posts	No. of Consultants required	Consolidated remuneration per month (less TDS as applicable)
1	Assistant Audit Officer / Assistant Accounts Officer, Audit Officer/ Accounts Officer, Sr. Audit Officer / Sr. Accounts Officer & above	Depending on requirements	Rs. 25,000/-

A panel will be prepared after interaction with the applicants and offer of engagement as Consultant will be issued in due course.

2. No other compensation, apart from the consolidated remuneration, will be admissible, even if he is required to attend office on holidays and work beyond normal office hours in the interest of the public service.
3. The details including eligibility criteria, Terms of Reference / Terms and Conditions of the engagement are mentioned in Annexure – I. The VMH, in the interest of the public service, reserves the right to accept or reject any or all the responses without assigning any reason whatsoever.
4. The last date for receipt of applications, in the prescribed format is 29<sup>th</sup> December 2017 upto 04.00 PM. Applications received after due date/time and without supporting documents, will not be considered.
5. Application, as per Annexure – II, may be sent to the Administrative Officer, Victoria Memorial Hall, 1, Queen's Way, Kolkata – 700 071. The same can also be sent through e-mail at the address: [victomem@gmail.com](mailto:victomem@gmail.com) followed by a hard copy within stipulated date & time.

  
Secretary & Curator

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ई-मेल / E-Mail : [Victomem@cal2.vsnl.net.in](mailto:Victomem@cal2.vsnl.net.in) • वेबसाइट/Website:[www.victoriameorial-cal.org](http://www.victoriameorial-cal.org)

**Terms and Conditions**

**1. Eligibility:**

- 1.1 Officers Retired from the post of Assistant Audit Officer / Assistant Accounts Officer, Audit Officer/ Accounts Officer, Sr. Audit Officer / Sr. Accounts Officer & above and Equivalent posts are eligible for the position of Consultant in VMH.
- 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 expertise in noting/ drafting, budget/ accounts, office procedure, etc.
- 1.4 Should have good experience of Establishment and Finance related matters.

**2. Age Limit:**

- 2.1 Should not be more than 62 years of age on the last date for receipt of application.

**3. Remuneration:**

- 3.1 The monthly consolidated remuneration of Rs. 25,000/- (Twenty five thousand) only will be paid to the Consultant retired from the posts as stated above may apply subject to their willingness and no objection for working as Consultant on consolidated remuneration of Rs. 25000/-.
- 3.2 Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS/ Medical facility, Medical reimbursement etc.

**4. Engagement:**

- 4.1 The engagement of Consultant will be on purely contract basis and will not confer any right for regular appointment.

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

- 5.1 To review the pay revisions/ fixations of Pay of all employees of VMH. Examination of their entitlement of LTC, Medical Bills and other personal entitlements and related claims for payment, and other administrative matter under Establishment Unit as shown in para 1. and any other work as may be entrusted by the Authority, as and when required.

**6. Drawal of Pension:**

- 6.1 The retired officer engaged as Consultant shall continue to draw pension and Dearness Relief on pension as usual during the period of his engagement as Consultant.
- 6.2 The engagement as Consultant shall not be considered as a case of Re-employment.

**7. Leave:**

- 7.1 The Consultant shall be entitled to avail 8 days of Leave in a calendar year. Therefore, no remuneration will be paid for absence beyond 8 days in a calendar year.

7.2 The un-availed leave in a calendar year can neither be carried forward to the next calendar year, nor any leave encashment be granted for such unutilized leave.

## 8. **Working Hours:**

8.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturdays, Sundays or any holiday in case of exigencies of work public service.

## 9. **Tax Deduction at Source:**

9.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them in due course.

## 10. **Confidentiality of data and documents:**

10.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced of the organisation shall remain with the VMH.

10.2 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 VMH without the express written consent of the VMH authority.

10.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is release by the VMH.

10.4 The Consultant would be required to sign a “**non-disclosure undertaking**” as per Annexure-III.

## 11. **Conflict of interest:**

11.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry / VMH nor will he indulge in any activity outside the terms of the contractual assignment.

11.2 The Consultant will have no claim for any benefit of compensation/ absorption/regularization of service with this organization.

## 12. **Termination of Agreement:**

12.1 The VMH may terminate the contract to which these terms apply, if:-

- i) The Consultant is unable to address the assigned work.
- ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority of the VMH.
- iii) The Consultant is found lacking in honesty and integrity.
- iv) The Competent Authority in the VMH may also terminate the contract at any time without giving any notice and also without assigning any reason.

**ANNEXURE- II**

**Application for engagement as Consultant on contract basis in Victoria Memorial Hall under the Ministry of Culture with reference to the circular dated.....**

Name (in block capital letters)	
Mother's/ Father's/ Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./ Nos.	
E-mail ID	
Educational / Technical Qualification (S)	<u>Name of the exam passed</u> <u>year of passing</u> <u>Div/class</u>
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclosed the copy of PPO.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. 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:

Details of experience of \_\_\_\_\_, Ex-\_\_\_\_\_

Period	Name of Office / Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed

Name / Signature:- \_\_\_\_\_