

**Birla Industrial and Technological Museum**  
**(A Unit of National Council of Science Museums)**  
**Ministry of Culture, Govt. of India**  
**19A Gurusaday Road, Kolkata - 700019**



**Advt. No. : Cont./06/2023**

**Date : 01.08.2023**

Birla Industrial & Technological Museum (BITM), Kolkata a National Level Unit of National Council of Science Museums (NCSM), Ministry of Culture, Govt. of India invites applications from retired professionals from the Central Government/State Government/PSU/Central or State Autonomous Body for engagement as Consultant(s) on contract basis :

Sl. No.	Particulars	No. of required position
(i)	Consultant (Administrative Services)	01 (one)

The engagement of Consultant is on contractual basis for an initial period of six months which may be extended for another six months as per the requirement of BITM & performance of the Consultant during first six months. The Competent Authority will have all the rights to select any one of the applicants as Consultant or cancel all or part of the advertisement/applications at its sole discretion. The decision of the Competent Authority will be final & binding and applicants will have no right to file any type of petition against the decision in any forum or/and in any Court of India.

**1. Essential qualifications & experience :**

**(a) Qualification**

Bachelor's Degree in any discipline or equivalent and

**(b) Experience**

Persons retired from the post of Section Officer (Level - 7) with knowledge of noting/drafting; budget/accounts; financial management, salary disbursement, claim settlements, office procedure; stores/purchase, bills processing and payment etc., and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing and e-office operation, computer applications such as Ms Word, MS Excel & Power Point.

**2. Scope of work :**

**Consultant (Administrative services) :-**

To render consultancy services in establishment and administration matters disciplinary vigilance and court cases; recruitment, assessment and promotion cases; maintenance of reservation roster etc. Finance & Accounts related matters; scrutiny and passing of bills before payment; preparation of Annual Accounts, Balance Sheet and submission of periodic progressive expenditure statements; monitoring and control of funds under different budget sub-heads; prompt clearance of O.B. items and audit objections ensuring timely procurement of materials for different sections by observance of purchase procedures; Stores & Purchase matters, procurement items, e-procurement through GEM and CPP portal; regular physical verification of stores; control of funds for purchase and answering to audit etc.

**3. Age Limit**

Upper age limit - **63 years of age as on 18.08.2023.**

**4. Contract period :**

Initial contract would be for an initial period of six months which may be extended for another six months subject to functional requirement of BITM, Kolkata and appraisal of the performance & medical fitness of the contract appointee during the first six months.

**5. Accommodation :**

No accommodation facility or house rent will be provided by BITM.

**6. Terms of payment :**

A Consolidated remuneration will be fixed as per Govt. of India guidelines issued from time to time.

**7. Tax deduction at sources :**

The income tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which BITM, Kolkata will issue TDS certificate as applicable.

**8. Guidelines for submission of application :**

The duly completed application in prescribed format along with self-attested copies of requisite certificates with regard to qualifications, work experience, PPO, Date of Birth, Caste Certificate (if applicable) should be submitted to the **Controller of Administration, Birla Industrial & Technological Museum, 19A, Gurusaday Road, Kolkata – 700 019** so as to reach on or before **18.08.2023**. Any applications received after the due date and without enclosing the copies of certificates & testimonials will be rejected.

**9.** BITM has the right to cancel the whole or part of the advertisement and not to proceed in the matter for engagement of consultant, at any stage or to accept or reject any or all applications without giving any explanation, whatsoever.

**10.** Other terms & conditions of the engagement will be carried out as per Govt. of India guidelines and rules of NCSM/BITM, Kolkata.

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बिड़ला औद्योगिक तथा प्रौद्योगिक संग्रहालय  
Birla Industrial and Technological Museum  
राष्ट्रीय विज्ञान संग्रहालय परिषद् की एक इकाई  
A Unit of National Council of Science Museums  
19ए, गुरुसदय रोड, कोलकाता  
19A, Gurusaday Road, Kolkata – 700 019

Photo to be  
affixed

APPLICATION FOR THE POSITION OF \_\_\_\_\_

1.	Name (in CAPITAL letters)	
2.	Father's Name	
3.	(i) Present Residential Address	
	(ii) Permanent Address	
4.	(i) Date of Birth (DD/MM/YYYY)	
	(ii) Age as on <b>18.08.2023</b>	
5.	E-mail ID	
6.	(i) Aadhar Number	
	(ii) PAN	
7.	Contact Number [ Mobile & Landline (if any) ]	
8.	(i) Whether worked in Govt. service/private job/freelance? Date of Entry into Govt. Service (if any)	
	(ii) If Govt. service, whether Central Govt. or State Govt. or CPSU/SPSU or Autonomous Body	
9.	Date of Retirement	
10.	Education Qualifications *	
11.	Brief particulars of experience with Nature of work performed (Starting from last employment)*	
12.	Additional Information, if any, in support of your suitability for the post*	

\* please attach separate sheet, if required.

**Declaration :** I (Name.....) hereby declare that information provided in this application are true to the best of my knowledge and belief. In case the information provided by me is found to be false or the material facts are concealed by me at any stage i.e. during processing of my applications or even after my joining the contractual position in the Council, my candidature will be cancelled and my engagement may be terminated, without assigning any reason thereof.

The supporting documents are attached herewith as Annexure.

Date.....

Candidate's signature.....

Place.....

.....  
Name of the candidate in CAPITAL LETTER