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

Ministry of Culture
Government of India

Advt. No. : **Cont./03/2024**   **Date : 04.10.2024**

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 not bellow the rank of Sr. Controller (Level – 13) or Controller (Level – 12) from the Central Government/State Governments/PSUs/Central or State Autonomous Bodies/Private Sectors for engagement as Consultant on contract basis :

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

The engagement of Consultant is on contractual basis for an initial period of 06 (six) months which may be extended as per the requirement of BITM and performance of the Consultant and medical fitness of the contract appointee. 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

   (b) **Experience**

      Persons retired from the post not below the rank of Sr. Controller (Level–13) or Controller (Level-12) from Central Government/State Governments/PSUs/Central or State Autonomous Bodies/Private Sectors with knowledge & skill set in the areas of Administration, Human Resource Development, Estate & Facility Management, Handling of Outsourced Services, office procedure etc., and shall have expertise in communication 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 :**

   To render consultancy services in establishment and administration, vigilance, legal matters, passing of bills of conservancies, court cases, recruitment, assessment and promotion cases, strict observation of rules, regulations and Bye-laws, maintenance of reservation roster etc., and advising authorities of NCSM on various matters relating to Administration and any other official works to be entrusted from time to time.

3. **Age Limit**

   Upper age limit - **63 years of age as on 18.10.2024.**

4. **Contract period** :

   Initial contract would be for an initial period of 06 (six) months which is extendable for further period subject to functional requirement of BITM, Kolkata and appraisal of the performance & medical fitness of the contract appointee.

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 the guidelines of Ministry of Culture, Govt. of India issued from time to time for the retired employees of Govt. of India/Central Govt. Autonomous bodies/NCSM. For other retired employees i.e. from State Governments/PSUs/Private Sectors, the remuneration would be fixed based on last pay drawn subject to the ceiling as mentioned below :

   a. For the Pay Matrix Level – 13 & its equivalent   : Rs.55,000/- p.m.
   b. For the Pay Matrix Level – 12 & its equivalent   : Rs.50,000/- p.m.

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 **Director, Birla Industrial & Technological Museum, 19A, Gurusaday Road, Kolkata – 700 019** so as to reach on or before **18.10.2024.** 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 the guidelines of Ministry of Culture, Govt. of India 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 **18.10.2024**	
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