

F No. 11005/2020/NGMA  
Government of India  
National Gallery of Modern Art  
Jaipur House, New Delhi-110003

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November 13,2020

**Advertisement for Consultants & Private Secretary**

Applications in the prescribed format **through e mail (in pdf format) from personal email ID at [conlab.ngma@gmail.com](mailto:conlab.ngma@gmail.com)**(as per **Annexure**) are invited from willing and eligible retired Central Government officers from the posts of Under Secretary and Private Secretary for consideration for engagement as Consultant(Administration), Consultant(Establishment) and Private Secretary to Director General in the National Gallery of Modern Art, Jaipur House, New Delhi on short-term contract basis; as per details given below:-

i.	Name of Post and Number of vacancy	:	Consultant (Administration) 1 No. Consultant (Establishment) 1 No. Private Secretary 1 No.
ii.	Period of Consultancy	:	The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements, appraisal of the performance and medical fitness of the individual.
iii.	Job assigned	:	<b><u>Consultant(Administration)</u></b> <ul style="list-style-type: none"><li>• Handle all matters pertaining to General administration including all routine procurement of products and services, Annual Maintenance Contract, Civil/Electrical/Horticulture maintenance work through CPWD for proper up keeping of NGMA</li><li>• Good command over Noting/Drafting. Flair in Writing, Communication skill etc.</li><li>• Any work assigned by the Competent Authority</li></ul> <b><u>Consultant (Establishment)</u></b> <ul style="list-style-type: none"><li>• Handle all works related to establishment, service related matters, pension cases, filling up all vacant posts, promotions, MACP, DPC, framing/amendment of Recruitment Rules, revival of abolish post, etc.</li><li>• Any work assigned by the Competent Authority</li></ul>

			<p><b><u>Private Secretary/PPS</u></b></p> <ul style="list-style-type: none"> <li>• Answering telephone calls, maintaining diaries, arranging appointments, taking messages, typing/word processing, filing, organising meetings, using a variety of software packages, booking transport and accommodation, managing databases, implementing and maintaining procedures/administrative systems, liaising with staff, suppliers and clients, preparing letters, presentations and reports.</li> <li>• Any other assignment(s), as deemed necessary from time to time.</li> </ul>
iv.	Job Location	:	National Gallery of Modern Art Jaipur House, India Gate, New Delhi-110003
v.	Eligibility Criteria	:	<p>For Consultant (Administration), Candidate must be retired from the post of Under Secretary or equivalent from Central Govt. He should have experience for dealing General administration including procurement and Goods and services, tendering processes, GeM, e-tendering etc. He should be well versed with GFRs.</p> <p>For Consultant (Establishment), Candidate must be retired from the post of Under Secretary or equivalent from Central Govt. He should have experience for dealing matters pertaining to establishment, service related, RRs, DPC, MACP, etc. He should be well versed with the DoPT/Govt. Rules and instructions to deal establishment matters.</p> <p>For Private Secretary /PPS, Candidate must be retired from Central Government from the post of Private Secretary.</p> <p>Candidates should not be more than 62 years on the date of advertisement.</p>

vi.	Remuneration	:	<p>The monthly consolidated remuneration as under:-</p> <p><u>Consultant (Administration)</u> = Rs. 40,000/- per month [to the retired Central Govt. officers of the level of Under Secretary].</p> <p><u>Consultant (Establishment)</u> = Rs. 40,000/- per month [to the retired Central Govt. officers of the level of Under Secretary].</p> <p>Private Secretary / Private personal Secretary = Rs.35,000/- per month [to the retired Central Govt. officers of the level of Private Secretary or PPS].</p> <p>The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.</p>
viii.	Allowance	:	<p>Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.</p>
ix.	Travelling Allowance	:	<p>The travelling allowance on tour, if any, shall be as per the entitlement of the officer/official before retirement.</p>
x.	Drawal of Pension	:	<p>The retired Govt. servant engaged as Consultants and Private Secretary shall continue to draw pension and Dearness Relies on pension during the period of his engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.</p>
xi.	Leave	:	<p>The Consultants and Private Secretary shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro- rata basis, and the candidate will not draw any remuneration in case of his absence beyond 8 days in a calendar year.</p> <p>The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.</p>
xii.	Working Hours	:	<p>The Consultants and Private Secretary shall be required to observe the normal office timing and may also be called upon to attend on Saturday/ Sunday or any other holiday or to work from home in case of exigencies of work.</p> <p>They shall mark their attendance in AEBAS mandatorily (subject to orders issued in this regard by Ministry of Culture from time to time) failing which it may result in deduction of remuneration.</p>

xiv.	Termination Agreement	of :	<p>The Department may terminate the contract to which these terms apply if:</p> <p>The Candidate is unable to address the assigned work.</p> <p>Quality of the assigned work is not to the satisfaction of the Officer/Department.</p> <p>The Candidate is found lacking in honesty and integrity.</p> <p>The Government may also terminate the contract at any time without giving any notice and also without assigning any reason.</p>
xv.	Terms of Contract	:	<p>The engagement will be strictly contractual and will not confer any right for regular appointment in the Ministry/ organization including any allowance such as DA, transport facility, residential accommodation, etc.</p> <p>The contract can be terminated by either side at any time by giving one month's notice. The Government can terminate the contract immediately by giving one month's remuneration in lieu of notice period</p>
xvii.	How to Apply	:	<p>Interested applicants may submit applications online as Proforma at <b>Annexure</b> at the following e-mail address:-  <a href="mailto:conlab.ngma@gmail.com">conlab.ngma@gmail.com</a></p> <p>Last date for receipt of application is <b>21 days</b> from the date of publication of the advertisement in newspaper(s).</p>
xviii.	Selection Procedure	:	<p>A Selection Committee will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for Interview or be interviewed through Video Conferencing as decided by NGMA.</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p> <p>This organization may cancel advertisement and decide not to proceed in the matter for engagement of Consultants and Private Secretary, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.</p>

Encl : As above

( S.P.Datta )

Head of Office

Tel : 011-23388874

Email : conlab.ngma@gmail.com

**ANNEXURE**

Recent passport size photograph  
[with cross sign.  
by the applicant]

**PROFORMA**

**Post Applied For :**

1.	Name	:	
2.	Mother's/ Father's/ Husband's Name	:	
3.	Date of Birth	:	
4.	Address for Correspondence	:	
5.	Permanent Address	:	
6.	Contact Details: - Mobile/Tel. - E-mailID	: :	
7.	Educational/ Technical Qualification(s)	:	
8.	Date of retirement from Central Government	:	
9.	Name of the post at the time of retirement	:	
10.	Name of the Ministry/Department posted at the time of retirement	:	
11.	Tota years of experience in Administration and Finance	:	
12.	Do you have experience in Examining projects, conducting program/event, seminar, conference, workshop etc.? If yes, please furnish details thereof.	:	

13.	Do you hold the eligibility criteria for the post applied?	:	
14.	Have you read information (terms and conditions etc.) mentioned in the vacancy-advertisement for the post carefully?	:	
15.	Are you agree with the conditions mentioned in the vacancy-advertisement for the post?		

16. Details of Experience in the relevant field:

Department/ Ministry	Post/ remuneration or Pay band/ level matrix, As applicable	Nature of Relevant Duties performed	Period (From.....To.....)	Remarks

17. Knowledge in Computer (including typing) and working through e-office/VC-

18. (i) Additional Information, if any [In support of suitability for the Post] and (ii) List of enclosed documents in support of furnished information.

Date:

Place:

(Signature of Applicant)

Name of Applicant