

F.No.A-1-1/2023-ADA(Est.)
Government of India,
Ministry of Culture
National Archives of India,
Janpath, New Delhi-110001,

the 06 OCT 2023

CIRCULAR

SUBJECT - ENGAGEMENT OF RETIRED CENTRAL GOVERNMENT OFFICERS AS CONSULTANTS (AT SECTION OFFICER/UNDER SECRETARY/DEPUTY SECRETARY/DIRECTOR LEVEL) ON CONTRACT BASIS IN THE NATIONAL ARCHIVES OF INDIA, MINISTRY OF CULTURE

1. The National Archives of India, Ministry of Culture invites applications from retired Section Officer/Under Secretary/Deputy Secretary/Director level having experience in Establishment/Administrative matters like creation of posts, re-structuring of Cadre, up-gradation of posts, tendering process, GeM and Procurement, amendment of Recruitment Rules, ACP/ MACP & DPC cases, processing of direct recruitment proposals in SSC/UPSC, implementations of recommendations of Pay commission, pay-fixation cases, pension cases, Parliament Questions etc. on contract basis in the National Archives of India initially for a period of one year.

Sl.	Category of Consultants	Retired from the post of & Qualification and Experience of the Officer	No. of persons required
1.	Consultant (Establishment)	Retired Central Government employees not below the rank of Section Officer/Under Secretary/ Deputy Secretary/Director level having experience in Establishment/Administrative matters like creation of posts, re-structuring of Cadre, up-gradation of posts, amendment of Recruitment Rules, ACP/ MACP cases, DPC cases, processing of direct recruitment proposals in SSC/UPSC, implementations of recommendations of Pay commission, pay-fixation cases, pension cases etc. and knowledge of Noting/drafting, office procedure, etc. and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing & e-Office operation, computer applications such as MS word, MS Excel and Power Point etc. having minimum qualification graduation.	1 (One)
2	Consultant (Admn.)	Retired Central Government employees not below the rank of Section Officer/Under Secretary/ Deputy Secretary/Director level having experience in Administrative matters like tendering process, GeM and Procurement, legal matter, Parliament Questions, digitization and conservation projects, civil works, arrangements and meetings during exhibitions and publicity etc. and knowledge of Noting/drafting, office procedure, etc. and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing & e-Office operation, computer applications such as MS word, MS Excel and Power Point etc. having minimum qualification graduation.	1 (One)

2. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The term of appointment shall not be extended beyond 5 years after superannuation. The job location shall be National Archives of India, Ministry of Culture, Janpath, New Delhi – 110001.



3. The term & conditions for engagement of such consultants viz. remuneration, eligibility, leave, working hours etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in **Annexure-I of MoC O.M. No. A-54011/20/2020-Estb. dated 10.03.2022.**

4. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.

5. The National Archives of India reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

6. The last date for receipt of applications, in the prescribed format is **19.10.2023 upto 05.00 PM**. Applications received after due date/time and without supporting documents will not be considered. Those who have already applied against the circular of even No. dated 22.09.2023 are not required to apply again.

7. Application, as per Annexure-II, may be sent to Assistant Director of Archives (Estt.), National Archives of India, Janpath, New Delhi - 110001. The same can also be sent through e-mail at the address archives@nic.in and repro.nai-archives@gov.in followed by hard copy within the stipulated time.


(A.K. Jain)
Assistant Director of Archives (Estt.)
National Archives of India
Government of India.


To

1. Web-site of National Archives of India.
2. E-Office Notice Board.
3. All Ministries/Departments.
4. Department of Personnel & Training (CS –II Division), Khan Market, New Delhi for up-loading on its website for wide publicity.

F.No.A-54011/20/2020-Estb.
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated the 16th March, 2022

OFFICE MEMORANDUM

Subject: Guidelines for engagement of Consultants (retired Central Government servants) in Ministry of Culture and Organizations under it-regarding.

The undersigned is directed to refer to the subject mentioned above and to convey the approval of Competent Authority on the Guidelines for engagement of Consultants (retired Central Government servants) in Ministry of Culture and its organizations in accordance to the provisions of General Financial Rules-2017, Manual for Procurement of Consultancy & other Services-2017 and the consolidated instructions for engagement of Retired Government servants issued by Department of Expenditure, Ministry of Finance vide its O.M. No. 3-25/2021-E:IIIA dated 09.12.2020.

2. The following procedure may be followed while making such engagement/appointment of Consultants:-

- a. As per Rule-178 of GFR-2017 the Organization(s) may hire external professionals, consultancy firms or consultants for a specific job, which is well defined in terms of content and time frame for its completion. Besides, Rule-180 of GFR-2017 inter-alia provides that engagement of consultants may be resorted to in situations requiring high quality services for which the concerned organization does not have requisite expertise. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage" [Rule-181 of GFR-2017].
- b. As per Para-5 of DoE's O.M. dated 9.12.2020 the appointments (i.e. as Consultant) shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

3. Accordingly, all organisations (Attached/Subordinate & Autonomous) under Ministry of Culture are requested to follow the instructions/guidelines contained in GFR-2017, Manual for Procurement of Consultancy & other Services-2017 and the instructions given in DoE's O.M. dated 09.12.2020.

4. The engagement of consultant(s) in Attached & Subordinate organizations under this Ministry should be made with the concurrence of Finance Division of Ministry of Culture and approval of Secretary (Culture) through their respective Administrative Division.

5. The Autonomous Bodies under this Ministry may adopt these guidelines with the approval of their respective Governing Bodies.

6. The guidelines as annexed herewith, supersede earlier guidelines issued for engagement of Consultants in Ministry of Culture & its organizations.

7. This issues with the approval of Secretary (Culture).

Encls: As above.

Manish Chourasiya

(Manish Kumar Chourasiya)

Under Secretary to the Government of India
Tele No.2338 2312

Copy to:-

1. PS to HCM/MoS(ARM)/MoS(ML)
2. PSO to Secretary (C)/PS to JS&FA(C)
3. All Bureau/Divisional Heads.
4. The Head of all the organizations (Attached/Subordinate & Autonomous) under Ministry of Culture.
5. Finance & Budget Divisions.
6. All Under Secretaries/ All Sections.
7. E-office Notice Board/HTU for Hindi Translation.

ANNEXURE

F. No. A-54011/20/2020-Estb. Sec.
Government of India
Ministry of Culture

Subject: Procedure and Guidelines for engagement of Consultants (Retired Central Government servants) in the Ministry of Culture and organizations under it-reg.

The scheme for engagement of Consultants (Retired Central Government servants) on contract basis in the Ministry of Culture and its organizations shall henceforth be regulated as per the following guidelines:-

1. Eligibility:

1.1 Persons retired from the post of Assistant Section Officer/Section Officer/Under Secretary/Deputy Secretary/Director or equivalent is eligible for the position of Consultant. The level shall be decided with the approval of the competent authority considering the nature of job for which Consultant(s) are to be engaged. However, organizations under MoC may engage consultants according to their requirement of services which may include intellectual, Professional, Training & Advisory services as per the provisions of General Financial Rules (GFR)-2017.

1.2 The applicant should have knowledge of Noting/drafting, budget/accounts, office procedure, etc. and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing & e-Office operation, computer applications such as MS Word, MS Excel and Power Point etc.

2. Age Limit:-

2.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

2.2 It is strictly advised not to continue the engagement of consultant(s) beyond the age of 65 years.

3. Remuneration:

3.1 In case of Retired Central Government servants who are drawing pension (as per CCS Pension Rules), a fixed monthly amount shall be admissible, arrived at by deducting the basis pension from the pay drawn at the time of retirement.

3.2 If, there is any confusion in fixation of remuneration of Consultant(s), the example given under para-6 of Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 may be referred.

3.3 The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no increment, percentage increase or Dearness Allowance during the contract period.

4. Allowances:

4.1 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 remain unchanged during the term of appointment. However, retired employee engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

4.2 No House Rent Allowance or any other allowance shall be admissible during the period of contract.

5. Engagement:

5.1 The engagement of consultant on contract basis shall not be made as a matter of practice and must be kept at a bare minimum. Such engagement shall be made only in the justified exigencies of the official work (for a specific job with well defined terms of content and time frame for its completion) where public interest is served by appointment of the retired employee. While making for such appointments, adequate functional necessity with clear grounds must be placed before the competent authority.

5.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

6. Appointment Procedure:

6.1 The consultant would be appointed after following due procedure i.e. calling for applications vide circular/ advertisement, etc.

6.2 The scrutiny of applications and selection of consultant will be carried out by the committee in Ministry/ respective organizations.

6.3 In the Ministry (Secretariat proper) the committee shall comprise as under:

Joint Secretary(Admn.)	-	Chairperson
Director/DS(concerned Div.)	-	Member
Deputy Secretary(Estt.)	-	Member

6.4 The organizations may formulate their own internal committee.

6.5 The Ministry/organization 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.

6.6 All Consultants should be appointed in a transparent manner after following due procedure of public notification of the position, seeking applications and selection through a duly constituted committee by the competent authority.

7. Drawal of Pension:

7.1 The retired Govt. servant engaged as Consultant shall continue to draw their existing pension and Dearness Relief on pension during the period of his/her engagement as Consultant.

7.2 The engagement as Consultant shall not be considered as a case of re-employment.

8. Leave of absence:

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

9. Working Hours:

9.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.

9.2 They shall mark their attendance in AEBAS (or as per the prescribed method of attendance) mandatorily, failing which it may result in deduction of remuneration.

10. Tax Deduction at Source:

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

11. Confidentiality of data and documents:

11.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department/organization shall remain with the Department/organization.

11.2 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 this assignment or during the course of assignment for the Department/organization, without the express written consent of the Department/organization.

11.3 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 released by the Department/organization.

11.4 The Consultant would be required to sign a non-disclosure undertaking as per annexure.

12. Conflict of interest:

12.1 The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.

12.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

13. Termination of Agreement:

The Ministry 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 Officer/ Department.
- iii. The Consultant is found lacking in honesty and integrity.
- iv. The Government may also terminate the contract at any time without giving any notice and also without assigning any reason.

14. Exemptions:

14.1 The term of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of the Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

14.2 The cases not covered under these guidelines may be considered by the concerned Division separately with the approval of the competent authority after concurrence of IFD.

Application for engagement as Consultant on contract basis in the National Archives of India w.r.t. the Circular No. A-1-1/2023-ADA(Estt.) dated 06 OCT 2023

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Mob. No,	
Email ID	
Educational/Technical Qualification (s)	
Details of Experience to be attached in proforma appended as "APPENDIX"	
Post held on retirement	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
Special Achievement (if any) along with supporting documents.	
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.

Date:

Signature of the Applicant

Details of experience

Period	Name of Office/Organisation	Post held and Remuneration (Pay Band with Grade Pay/Level Matrix, if applicable)	Description of duties performed

Name/Signature:- _____

NON-DISCLOSURE UNDERTAKING

To,

Director General,
National Archives of India
Janpath, New Delhi-110001.

Sir,

I hereby undertake

-treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

- not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.

to hold such confidential information in trust and confidence both during and after the terms of my engagement.

not to engage in any other employment/occupation/consultancy or any other activity during my engagement with National Archives of India which would otherwise conflict with my obligations towards National Archives of India.

- to abide by data security policy and related guidelines issued by National Archives of India.

shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the National Archives of India any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep National Archives of India informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.._____

Name:_____

Address:_____

Dated:_____

Personal Contact No _____