

**ANTHROPOLOGICAL SURVEY OF INDIA
MINISTRY OF CULTURE
GOVERNMENT OF INDIA
EN-79, SECTOR-V, SALT LAKE CITY, KOLKATA – 700091
Website: www.ansi.gov.in**

ENGAGEMENT OF CONSULTANTS

Applications are invited from retired Central Government Officials for engagement of two Consultants i.e. one post each in Consultant (Category – I) and Consultant (Category – II) respectively for a period of six months. Terms and conditions and Proforma of Application are available in the Website of the Survey. Interested candidates may download prescribed proforma of Application from the website www.ansi.gov.in and apply in prescribed format along with attested copies of their certificates, etc. to the Director, Anthropological Survey of India, Head Office, EN-79, Sector – V, Salt Lake, Kolkata – 700091 within two months from the date of Advertisement.

**Director
Anthropological Survey of India
EN – 79, Sector – V, Salt Lake
Kolkata – 700 091.
No.17-2/2011/Estt.(AB)(G)**

TERMS AND CONDITIONS

1. Scope of Work / Nature of Work:

- i. Recruitment and Promotion cases of the Survey
- ii. Framing / Revision of Recruitment Rules.
- iii. Preparing proposals for restructuring of staff in Anthropological Survey of India as per the Review Committee recommendations.
- iv. Processing the case of recruitment and preparing of Roster accordingly.
- v. Preparation and processing the cases of creation and revival of posts.
- vi. Budget and Accounts related work.
- vii. Audit Matters and Pension cases
- viii. Purchase/Tenders related work.
- ix. CCA(Conduct) Rules/Disciplinary procedures.
- x. Legal Matters
- xi. Any other assignment entrusted by the survey.

2. Eligibility criteria for engagement of consultant:

A. Consultant (Category I)

- i. Degree of recognized University.
- ii. Must have retired from Central Government office minimum at the Level of Section Officer (Pay Level 10) or equivalent having at least 10 years' experience of work related to Establishment and Accounts Matter
- iii. The upper age limit should be 62 years as on the last date for submission of application for the post.
- iv. Must be well versed with the rules and regulations relating to Establishment, Accounts and policy matter.

B. Consultant (Category II)

- i. Degree of recognised University.
- ii. Must have retired from Central Government Office at the Level of Assistant Section Officer (Pay Level 7) and above or equivalent or retired Central Government official with 5 years regular service in the pay level 6 having at least 10 years' experience of work related to Establishment and Accounts Matter.
- iii. The upper age limit should be 62 years as on the last date for submission of application for the post.
- iv. Must be well versed with the rules and regulations relating to Establishment, Accounts matter and online accounting system of Govt. of India (PFMS, EIS, Bhavishya, etc.)
- v. The applicant should have the knowledge of Noting/drafting, budget/accounts, office procedures, etc. and shall have the expertise in communications and interpersonal skills, knowledge of electronics .

3. Place of duty:

Both the Consultants to be posted at the Head office, Anthropological survey of India, EN-79, Sector V, Salt Lake, Kolkata.

4. Remuneration / fee

Remuneration will at par with the guidelines contained in the Deptt. of Expenditure No.3-25/2021-E.III dated 09.12.2020. In case of Retired Central Govt. servants who are drawing pension (as per CCS Pension Rules), a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will no increment, percentage increase or Dearness Allowance during the contract period.

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5. Allowances / facilities:

An Appropriate and fixed amount as Transport Allowances 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.

6. Tax deduction at source:

There shall be a deduction of tax at Source (TDS) as per the rates of TDS fixed by the Govt. for professional from time to time.

7. Period of engagement:

Engagement of a person as Consultant would be initially for a period of six month and it can be extended upto 1 year subject to the satisfactory of the work. Working hours shall normally be from 9.30 a.m. to 6.00 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he/she may be called on Saturday / Sunday and other Gazetted holidays.

8. Leave:

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. Confidentiality of data and documents:

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

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.

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.

The Consultant would be required to sign a non-disclosure undertaking as per the prescribed format.

10. Conflict of Interest:

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/Organisation nor will he indulge in any activity outside the terms of employment/contractual assignment.

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

11. Termination of Agreement:

This Office 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.

**APPLICATION PROFORMA FOR ENGAGEMENT AS CONSULTANT, CATEGORY – I IN
ANTHROPOLOGICAL SURVEY OF INDIA**

Name	
Mother's/ Father's / Spouse's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No. / Mobile No.	
E-mail 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

**APPLICATION PROFORMA FOR ENGAGEMENT AS CONSULTANT, CATEGORY – II IN
ANTHROPOLOGICAL SURVEY OF INDIA**

Name	
Mother's/ Father's / Spouse's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No. / Mobile No.	
E-mail 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/ Organization	Post held and Remuneration (Pay Band with Grade Pay / Level of Matrix, if applicable)	Description of duties performed

Signature:_____

Name : _____
(in Block Letter)

NON-DISCLOSURE UNDERTAKING

To
The Director,
Anthropological Survey of India,
Government of India,
Ministry of Culture,
EN – 79, Sector – V, Salt Lake City,
Kolkata – 700091.

Sir,

I hereby undertake

- to treat all the information that come to my knowledge as part of my duties in this Survey 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 Anthropological Survey of India which would otherwise conflict with my obligations towards Anthropological Survey of India.
- to abide by data security policy and related guidelines issued by Anthropological Survey of India.
- not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- to maintain highest standards of ethics & integrity during the period of engagement as Consultant.

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

3. I shall keep Anthropological Survey 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 such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,