

TERMS AND CONDITIONS

1. Scope of Work / Job Responsibility:

- 1.1 Framing / Amendment of Recruitment Rules.
- 1.2 Preparing proposals for restructuring of staffs in Anthropological Survey of India.
- 1.3 Processing the case of recruitment and preparing of Roster accordingly.
- 1.4 Preparation and processing the cases of creation / revival of posts.
- 1.5 Any other assignment entrusted by the Survey.

2. Eligibility:

- 2.1 Degree of a recognized University.
- 2.2 Should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 2.3 Must have retired on superannuation from Central / State Government / Autonomous Service minimum at the level of Section Officer.
- 2.4 The upper age limit should be **65 years** as on the last date for submission of application for the post
- 2.5 Must be well versed with the rules and regulations relating to above mentioned work.

3. Place of Duty:

He / She will be posted at the Head Office, Anthropological Survey of India, 27, Jawaharlal Nehru Road, Indian Museum Campus, Kolkata – 700016.

4. Remuneration:

- 4.1 The monthly consolidated remuneration of the Consultant is Rs.35,000/- (Rupees thirty five thousand) only and will not be entitled to any allowance apart from the above consolidated remuneration.
- 4.2 Consultant shall not be entitled for any allowances such as Dearness Allowance, transport facility, residential accommodation, CGHS, Medical reimbursement etc.
- 4.3 The travelling allowance on tour, if any shall be as per the entitlement of the officer/official before retirement.

5. Engagement:

- 5.1 The contract would be for a maximum period of one year.
- 5.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the organization.

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6. Working Hours:

- 6.1** The Consultant shall be required to observe the normal office timing i.e. 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 also be called upon to attend the office on Saturday, Sunday or any holiday.
- 6.2** The Consultant shall mark his/her attendance in AEBAS or in Attendance Register failing which it may result in deduction of remuneration.

7. Leave:

- 7.1** The Consultant shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro rata basis. Therefore, he/she shall not draw any remuneration in case of his absence beyond 8 days in a year.
- 7.2** The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

8. Drawal of Pension:

- 8.1** The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- 8.2** The engagement as Consultant shall not be considered as a case of re-employment.

9. Tax Deduction at Source:

There shall be deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Govt. for professional from time to time. Necessary TDS Certificate will be issued to the Consultant.

10. Confidentiality of data and documents:

- 10.1** The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the organization shall remain with the organization.
- 10.2** 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 organization, without the expressed written consent from the organization.
- 10.3** 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 organization.
- 10.4** The Consultant would be required to sign a non-disclosure undertaking as per annexure – I.

11. Conflict of interest:

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

11.2 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.

12. Termination of Agreement:

12.1 The Department 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 Office / Department.
- (iii) The Consultant is found lacking in honesty and integrity.
- (iv) The Anthropological Survey of India may also terminate the contract at any time without giving any notice and also without assigning any reason.

13. Relaxation:

The criteria may be relaxed in exceptional cases based on justification in the interest of the organization with the approval of the Secretary (Culture).

NON – DISCLOSURE UNDERTAKING

To
The Director,
Anthropological Survey of India,
Indian Museum Campus,
27, Jawaharlal Nehru Road,
Kolkata – 700016.

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 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.
- 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 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 contract details during the period of my engagement.

4. I understand that I can be terminated 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 purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Dated:
Personal Contact No.:

Name:
Address:

APPLICATION PROFORMA

ENGAGEMENT AS CONSULTANTS IN THE ANTHROPOLOGICAL SURVEY OF INDIA

1. Name :
2. Date of Birth :
3. Contact Number :
4. Permanent Address :

5. Address for communication

6. Date of joining in Government Service :
7. Date of retirement and the post held at the time of retirement :
8. Name of the Ministry / Department from which retired :
9. Educational Qualification :
10. Details of knowledge in computer :
11. Brief particulars of experience :



Post held	From	To	Ministry / Department	Subject handled in brief

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the Applicant