

TERMS AND CONDITIONS

Scope of Work / Nature of Work:

- 1) Framing / Revision of Recruitment Rules.
- 2) Preparing proposals for restructuring of staff in Anthropological Survey of India as per the Review Committee recommendations.
- 3) Processing the case of recruitment and preparing of Roster accordingly.
- 4) Preparation and processing the cases of revival of posts.
- 5) Handling new schemes of assistance to state government / universities and NGO's for documentation of Anthropological Research output.
- 6) Any other assignment entrusted by the Survey.

Qualification for engagement of Consultant:

- i) Degree of a recognized University.
- ii) Must have retired from Central/State Government / Autonomous Service minimum at the level of Section Officer.
- 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 above mentioned work.

1. Place of duty:

He / She shall be liable to be posted at the Head Office, Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata – 700016.

2. Remuneration / fee

Consolidated monthly remuneration of the Consultant is Rs.25,000/- (Rupees twenty five thousand only) and will not be entitled for any other allowances apart from the above consolidated fee.

3. Allowances / facilities:

Consultant shall not be entitled for any allowances such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, Personal Staff, CGHS, Medical reimbursement etc.

4. 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.

5. Period of engagement:

Engagement of a person as Consultant would be only for a period of six months. 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.

6. Leave:

Consultants shall be eligible for 4 days leave during the period of six months on pro-rata basis. Thereafter, Consultant shall not draw any remuneration in case of his/her absence beyond 4 days during the period of six months. Anthropological Survey of India would be free to discontinue the services without assigning any reason by giving a notice of fifteen days.

The persons who fulfill above criteria and are willing to offer their services for the aforesaid job may submit their applications in the prescribed proforma within stipulated period.

Director
Anthropological Survey of India
27, Jawaharlal Nehru Road,
Kolkata - 700016