

Advertisement inviting applications for the posts of Consultants in National Monuments Authority to be published in print media

Government Of India
NATIONAL MONUMENTS AUTHORITY
(Ministry Of Culture)
24, Tilak Marg, New Delhi - 110 001

Dated: March, 2021

Filling up the posts of Consultants in the National Monuments Authority

Applications are invited from willing and eligible persons for engagement as Consultants in the National Monuments Authority, a statutory body under the Ministry of Culture. Detailed information regarding qualification, remuneration, interview etc. may be seen/downloaded on the website www.nma.gov.in. The last date of submission of application is 23.03.2021.

N.T. Paite
Director (NMA)
011-23380532

अनुलग्नक

राष्ट्रीय संस्मारक प्राधिकरण में सलाहकार के पदों के लिए आमंत्रित आवेदन

प्रिंट मीडिया में प्रकाशन हेतु विज्ञापन

भारत सरकार
राष्ट्रीय संस्मारक प्राधिकरण
(संस्कृति मंत्रालय)
24, तिलक मार्ग, नई दिल्ली - 110001

दिनांक: मार्च 2021

राष्ट्रीय संस्मारक प्राधिकरण में सलाहकारों के रिक्त पदों की पूर्ति हेतु

संस्कृति मंत्रालय के अधीन, वैधानिक निकाय, राष्ट्रीय संस्मारक प्राधिकरण, सलाहकार के पदों पर कार्य करने के इच्छुक और अर्ह व्यक्तियों से आवेदन आमंत्रित करता है। अर्हता, पारिश्रमिक, साक्षात्कार आदि से संबंधित विस्तृत जानकारी प्राधिकरण की वेबसाइट www.nma.gov.in पर देखी व डाउनलोड की जा सकती है। आवेदन जमा करने की अंतिम तिथि 23.03.2021 है।

एन. टी. पाइते
निदेशक (रा.सं.प्रा.)
011-23380532
ई-मेल: director@nma.gov.in

F No. 3-1/2020-NMA (Adm.I) (pt.1)

Government of India
National Monuments Authority
(Ministry of Culture)

24, Tilak Marg, New Delhi-01

Dated: .03.2021

Advertisement for Consultants

Applications in the prescribed format are invited from willing and eligible persons for consideration for engagement as Consultant in National Monuments Authority, Ministry of Culture, New Delhi on short-term contract basis, as per details given below:-

| i) | Name of Post, Number of post and their remuneration | <table border="1"><thead><tr><th>S. No.</th><th>Name of Post</th><th>No. of Post(s)</th><th>Remuneration (in Rs.)</th></tr></thead><tbody><tr><td>i.</td><td>Consultant (NOC)</td><td>01</td><td>*</td></tr><tr><td>ii.</td><td>Consultant (Adm.) & (Accounts)</td><td>02 + 01</td><td>*</td></tr><tr><td>iii.</td><td>Consultant (Legal)</td><td>01</td><td>50000</td></tr><tr><td>iv.</td><td>Consultant (Private Secretary)</td><td>05</td><td>* @</td></tr><tr><td>v.</td><td>Consultant (System Analyst)</td><td>03</td><td>50000</td></tr><tr><td>vi.</td><td>Consultant (Conservation Architect)</td><td>01</td><td>55000#</td></tr><tr><td>vii.</td><td>Consultant (Archaeologist)</td><td>01</td><td>45000 (proposed)</td></tr></tbody></table> | S. No. | Name of Post | No. of Post(s) | Remuneration (in Rs.) | i. | Consultant (NOC) | 01 | * | ii. | Consultant (Adm.) & (Accounts) | 02 + 01 | * | iii. | Consultant (Legal) | 01 | 50000 | iv. | Consultant (Private Secretary) | 05 | * @ | v. | Consultant (System Analyst) | 03 | 50000 | vi. | Consultant (Conservation Architect) | 01 | 55000# | vii. | Consultant (Archaeologist) | 01 | 45000 (proposed) |
|---|---|--|-------------------------------------|----------------|-----------------------|-----------------------|----|------------------|----|---|-----|--------------------------------|---------|---|------|--------------------|----|-------|-----|--------------------------------|----|--------|----|-----------------------------|----|-------|-----|-------------------------------------|----|--------|------|----------------------------|----|---------------------|
| | | S. No. | Name of Post | No. of Post(s) | Remuneration (in Rs.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | i. | Consultant (NOC) | 01 | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ii. | Consultant (Adm.) & (Accounts) | 02 + 01 | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | iii. | Consultant (Legal) | 01 | 50000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | iv. | Consultant (Private Secretary) | 05 | * @ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | v. | Consultant (System Analyst) | 03 | 50000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | vi. | Consultant (Conservation Architect) | 01 | 55000# | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| vii. | Consultant (Archaeologist) | 01 | 45000 (proposed) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * the engagement of retired govt. officers will be regulated as per Deptt. of Expenditure, M/o Finance O.M. No. 3-25/2020-E.IIIA dated 9 th December, 2020 (copy enclosed) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| @ in case of young professional (Private Secretary), the remuneration will be Rs. 35,000/- p.m. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # approved by IFD (MOC) subject to higher qualification and experience. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Note:</i> Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ii) | Period of Consultancy | Initially for a period of six months from the date of joining. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iii) | Job assigned | i) The Consultant NOC will be assigned the task of examination of NOC applications as per the provisions of AMASR Act, 2010; ii) Consultants (Adm. & Accounts) will be assigned the task of managing the administration and accounts matter of NMA; iii) Consultant (Legal) will be assigned the task of looking after all the legal and other related matters pertaining to NMA; iv) Consultant (Private Secretary) will be responsible for managing the office of the senior officers including Chairman, Members, Member Secretary and Director; | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | <p>v) Consultant (System Analyst) will be assigned the task of processing of NOC applications (offline as well as online), integration of online system of NMA with Urban Local Bodies, implementation of task related of Ease of Doing Business (EoDB), maintenance of computer systems (hardware/software) and maintenance of NMA website; and</p> <p>vi) Consultant (Conservation Architect & Archaeologist) will be responsible for drafting of Heritage Bye-Laws and categorization of monuments.</p> |
| iv) | Job Location | National Monuments Authority (Ministry of Culture), 24, Tilak Marg, New Delhi-110001. |
| v) | Eligibility Criteria | <p>1. <u>Consultant NOC</u></p> <p>i) Retired Govt. Officer from the post of Director/Deputy Secretary (Level 12/13) at the time of superannuation with at least 10 years of work experience in Administration/planning/Accounts/Legal matters.</p> <p>2. <u>Consultant (Adm.) & (Accounts)</u></p> <p>i) Retired US, S.O., Assistant S.O., (Level-11/10/9) or equivalent;</p> <p>ii) 05 years or more experience in Administration; Well versed in routine office Administration work, service matters, pay fixation, tendering, parliament questions, RTI, accounts and budget related matters, etc.</p> <p>iii) For handling Accounts, it is also proposed to give chance to young professionals to compete with the retired officials. In case a qualified candidate is found, starting pay of Rs. 45,000/- is proposed.</p> <p>Qualification and Experience</p> <p>Young Professional (Accounts)</p> <p>-Master's degree from a recognized university -Experience of at least 05 years in handling accounts matters in a recognized institution/organization</p> <p>3. <u>Consultant (Legal)</u></p> <p><i>Essential:</i> (i) LLB degree with at least three years of dealing with civil/criminal cases; (ii) LLM degree with at least two years experience of dealing with civil/criminal cases;</p> <p><i>Desirable:</i> Experience of handling AMASR Act cases (at least two years).</p> <p>4. <u>Consultant (Private Secretary)</u></p> <p>Retired stenos of the level of PA/PS/PPS/Sr.PPS from Ministries/attached/subordinate offices of Central Govt. and State Govt. &</p> <p>i) Young professionals having Bachelor degree from a recognized universities/institutions on an equivalent qualification -experience of 02 years as steno in a reputed organization -having good speed in shorthand and typing.</p> <p>5. <u>Consultant (Systems Analyst)</u></p> <p><i>Educational Qualification</i></p> <p>i) B. Tech-IT/MCA; or ii) B.Sc. (Computer Science)/Information Technology from a recognized university/Institution or an equivalent</p> |

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| | | <p>qualification - <u>Having 02 years experience in the field</u></p> <p><u>Desirable:</u></p> <p>i) Formal training in computer programming/system design analysis; and ii) Adequate experience in computer software system.</p> <p>6. <u>Consultant (Conservation Architect)</u></p> <p><u>Essential:</u> M. Arch.(Conservation) with three years field experience.</p> <p><u>Desirable:</u></p> <p>1. Experience in preparation of Site Management Plan for heritage site and CPMs. 2. Experience of documentation and condition assessment of historic buildings. 3. Knowledge of historic building material and technique.</p> <p>7. <u>Consultant (Archaeologist)</u></p> <p><u>Essential:</u> i) M.A. in AIHC & Archaeology with three years field experience.</p> <p><u>Desirable:</u></p> <p>i) P.G. Diploma in Archaeology or Heritage Management. ii) Ph.D. iii) Experience in preparation of Site Management Plan for heritage site and CPMs. iv) Experience of documentation and condition assessment of historic building. Knowledge of conservation of historic buildings & materials and technique.</p> |
| vi) | Desirable Criteria | <p>i) Knowledge of Indian History. ii) Previous experience of conducting Programmes, Events, Seminars, Conferences, Workshops etc. iii) Good command over Noting/Drafting iv) Flair in Writing, Communication skill etc.</p> |
| vii) | Allowance | Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc. |
| viii) | Travelling Allowance | The travelling allowance on tour, if any, shall be as per the entitlement of the officer/official before retirement. |
| ix) | Drawal of Pension | 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. The engagement as Consultant shall not be considered as a case of re-employment. |
| x) | Leave | The Consultants shall be entitled to avail 8 days of Leave in a calendar year, and he/she will not draw any remuneration in case of his absence beyond 8 days in a calendar year. In case of retired Govt. servants engaged as Consultant, the terms of DoE OM dated 09.12.2020 will apply. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment. |

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| xi) | Working Hours | The Consultant 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. |
| xii) | Confidentiality of data and documents | The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the NMA shall remain with the Authority. 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 Authority, without the express written consent of the NMA. The Consultant shall be bound to hand-over the entire set of records of assignment to the NMA and before the expiry of the contract, and before the final payment is released to him/her. The Consultant would be required to sign a non-disclosure undertaking in this regard. |
| xiii) | Termination Agreement | 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 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. |
| xiv) | Terms of Contract | The engagement will be strictly contractual and will not confer any right for regular appointment in the NMA including any allowance such as DA, transport facility, residential accommodation, etc. The Contract can be extended further depending on the performance of the Consultants including medical fitness etc. 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. |
| xv) | Relaxation | The criteria may be relaxed in exceptional cases based on justification in the interest of the NMA with the approval of the competent authority. |
| xvi) | How to Apply | Interested applicants may submit applications either through speed post to the Director, National Monuments Authority, 24, Tilak Marg, New Delhi-110001 as per proforma at Annexure or e-mail at director@nma.gov.in on or before _____. |
| xvii) | Selection Procedure | NMA, through a Selection Committee to be constituted, 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 the Authority. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained. The decision of the NMA to accept or reject any or all applications without giving any explanation whatsoever, will be final. |

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

PROFORMA

**Engagement as Consultants in National Monuments Authority (Ministry of Culture) on
Contract Basis**

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-mail ID | : : | |
| 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. | Total years of experience in Administration and Finance | : | |
| 12. | Details of experience in other fields | : | |
| 13. | Do you hold the eligibility criteria for the post applied? | | |
| 14. | Do you agree with all the conditions mentioned in the vacancy-advertisement for the post? | | |

Encl: As above.

(N.T. Paite)
Director
National Monuments Authority
24, Tilak Marg, New Delhi-01
Tel. 011-23380532
director@nma.gov.in

15. Details of Experience in the relevant field:

| Department/ Ministry/Orga- nization | Post/ remuneration or Pay band/ level matrix, as applicable | Nature of Duties performed | Period (From To) | Remarks |
|---|---|-------------------------------|---------------------------------|---------|
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16. Knowledge in Computer (including typing) and working through e-office/VC-

17. (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