

PROFORMA FOR THE POST OF CONSULTANT (Retired Central Govt. servants) IN GANDHI SMRITI & DARSHAN SAMITI, NEW DELHI

1. Name of the Candidate:
2. Father's Name:
3. Date of Birth:
4. Date of Retirement:
5. Age as on the date of submission of application: (YY/MM/DD)
6. Designation and Level of Pay at the time of retirement
7. Gender:
8. Educational Qualifications:
9. Professional Qualifications:
10. Mobile No.:
11. Email ID:
12. Details of employment / Work Experience in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held with Scale of pay and Basic pay on the date of retirement	From	To	Nature of duties performed

13. Details of courses/ training programmes attended, if any:
14. Details of previous Consultancy rendered, if any:
15. Address for communication:
16. Permanent Address:
17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
18. Remarks, if any:

(Signature of candidate)

Date:

Mobile No:

Annexure-II

Terms and conditions for engagement of Consultant (Events/Programs) in Gandhi Smriti & Darshan Samiti, New Delhi on Contract basis.

Gandhi Smriti & Darshan Samiti (an autonomous body under Min. of Culture, Govt. of India) invites application from the applicants retired from Central Govt. (retired from the post of Assistant Section Officer/Section officer/Under Secretary/Deputy Secretary/Director or equivalent) having experience in initially for a period of one year, which may be extended at the discretion of the competent authority.

The personnel, who have already retired or will retire by 30th April, 2022 are eligible to apply in the prescribed format (**Annexure-1**) along with relevant documents of last Pay Slip, PPO and educational qualifications etc. Complete details about the terms and conditions of engagement as Consultant, eligibility/ qualifications, experience, remunerations, and leave etc. are as under:

- 1. Duties and Responsibilities:** The Consultant shall be responsible for activities of budget, finance, accounts and or PFMS related work and any other work allotted to him/her.
- 2. Tenure:** The consultant shall be engaged initially for a period of one year which may be extended or curtailed, subject to review, at the sole discretion of the competent authority.
- 3. Age Limit:** The period of engagement of consultant shall not exceed beyond the age of 65 years.
- 4. Experience:** The candidates should have experience in ideas to organise Socio-Educational and cultural events/programs.
- 5. Remuneration:** The selected candidates shall be paid fixed monthly amount which will be arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment during the contract period.
- 6. Transport Allowance:** A fixed amount of Rs 3000 per month as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed. The amount so fixed shall remain unchanged during the term of appointment.
- 7. 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 may not be allowed.
- 8. Exigencies of work:** The Consultants may be required to perform duty on any holiday and other Gazetted holidays, and beyond office hours in case of exigency of work.

9. Deduction of Tax at source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules shall be deducted at source before effecting the payment for which the Samiti shall issue TDS Certificate/s.

10. The Consultant shall sign an agreement of confidentiality with Samiti.

11. How to apply: Interested candidates having required qualifications and experience and are serious to take up the assignment may send their completed application in the prescribed format as at Annexure-I through email to 2010gsds@gmail.com **within 30 days from the date of advertisement.** The shortlisted candidates will be called for an Online/ Physical interview, the date and time of which will be conveyed through e-mail and/or mobile in due course. Candidates will have to make their own arrangements to reach the place of interview. The final selection will be based on the performance in the interview.

12. Selection Process: The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.
