

F. No. 46-3/2024-NM  
Government of India  
Ministry of Culture  
National Museum  
Janpath, New Delhi-110011

Date: 2<sup>nd</sup> February, 2026

**CIRCULAR**

Sub: Engagement of Retired Central Govt. Servant as Consultant (Finance & Accounts) in the National Museum - reg.

National Museum, Janpath, New Delhi, a Subordinate Office under Administrative Control of Ministry of Culture, invites applications from retired Central Govt. Servants for engagement of one full time Consultant (Finance & Accounts) on contract basis in the National Museum. The details of engagement are as under: -

**Conditions of Eligibility:**

S no.	Designation	One Consultant (Finance & Accounts)
1	Eligibility	Retired Officers under the Central Government or Union Territories or public sector undertakings or Semi Government or Statutory or Autonomous Organizations of rank of Section Officer/ Under Secretary or higher rank having five years' experience in handling matters relating to finance/accounts etc.
2	Period of Engagement	Initially for a period of one year which may be extendable for further period on the basis of requirement.
4	Job Requirement for Finance & Accounts	Preparation of Tender documents, Expression of Interest for tender, Study of payment bill Budget, Tender and purchase through GeM, Knowledge of GFR, etc.
5	Age Limit	Not beyond 65 years.
6	Remuneration	Selected incumbent will be regulated as per the provisions of Ministry of Finance, Department OM No. 3/25/2020-E-III A dated 09.12.2020. A fixed monthly remuneration will be paid i.e. last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement.
7	Applications to be addressed to	Administrative Officer, National Museum, Janpath, New Delhi-110011

The last date for receipt of applications in the prescribed format is 21 days from the date of the advertisement. Applications received after due date and without supporting documents will not be considered. Communication will be done only with the short-listed candidates.

Note: The candidate must mention his correct email id as correspondence will be done only through email by National Museum, Delhi.

**Terms & conditions for engagement as Consultant: -**

- a) The consultant shall have to perform duties/ services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy.
- b) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract.
- c) The normal working hours shall be from 9.30 am to 6.00 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.
- d) The place of work will be National Museum, Janpath Road, New Delhi-110011
- e) The person engaged on contract basis shall not be entitled to any other benefit except as provided in the provisions of Ministry of Finance, Department OM No. 3/25/2020-E-III A dated 9.12.2020.
- f) The Consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- g) During the contract period, no other assignment / consultancy of any type will be accepted by the consultant.
- h) The Consultant shall not be entitled to any TA/DA for attending personal interaction/joining the appointment.
- i) Contract of engagement will be terminated automatically on attaining the age of 65 years.

  
Administrative Officer  
National Museum

To,

1. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, Lok Nayak Bhawan, New Delhi with the request to upload on DOPT's website.
2. The Under Secretary, M-1 Section, Ministry of Culture, Shastri Bhawan, New Delhi with the request to upload this on the website of Ministry of Culture.

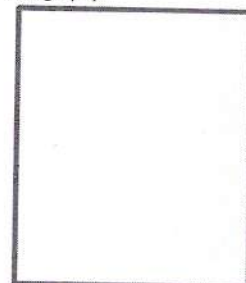
प्रशासनिक अधिकारी / Administrative Officer  
राष्ट्रीय संग्रहालय / National Museum  
नई दिल्ली-110011 / New Delhi-110011

ANNEXURE-II

APPLICATION FOR ENGAGEMENT AS CONSULTANT (FINANCE & ACCOUNTS) ON CONTRACT BASIS IN  
THE NATIONAL MUSEUM

Name (In capital letters)			
Date of Birth			
Mobile Number			
Address for Correspondence			
Education			
Date of entry in Govt. Service			
Date of Superannuation			
Organization from which retired			
Post held at the time of retirement			
Last pay drawn			
Amount of pension before commutation (attach copy of PPO)			
Transport allowance at the time of retirement (attaché Last Pay Slip)			
Experience details of Finance/Budget matters (attach separate sheet if required)	Post held / Ministry / Department	Duration	Experience/ Nature of work

(Attach Photograph)



I hereby declare that the particular 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. I have read this circular and accept all the terms and conditions for engagement of Consultant (Finance & Accounts).

(Signature of the applicant)

Place:

Date: