

F.noA-4-(Con.)/2018-Estt.I
Government of India,
National Archives of India
Janpath, New Delhi-110001, the

CIRCULAR

Engagement of Consultants On Contract Basis

The National Archives of India invites applications from retired Group 'A' Officers having experience in ; compilation and preparation of pre-budget report; head-wise allocation of funds allocation to NAI Head Quarter and its Record Centres and Regional Officer; dealing of various reports viz supplementary demand of grants, re-appropriation of funds, demand of additional funds, surrender and saving etc ; monitoring of weekly expenditure revenue and capital; audit work of the department; compilation and preparation of various reports related to budget and expenditure and Monitoring of QEP as per the guidelines of MoF etc. on contract basis in this Department for a period of six months initially:-

Sl.	Category of Experts/consultants	Retired from the post of & Qualification and Experience of the Officer	No. of persons required	Consolidated remuneration per month (less TDS etc. as applicable)
1.	Consultant (Planning and Budget of Archives)	(1) M.A/M.Phil in History. (2) The candidate should be an Retired Administrator Under Secretary/Deputy Secretary/Director with at least 10 years' experience in the field of compilation and preparation of pre-budget report; head-wise allocation of funds allocation to NAI Head Quarter and its Record Centres and Regional Officer; dealing of various reports viz supplementary demand of grants, re-appropriation of funds, demand of additional funds, surrender and saving etc ; monitoring of weekly expenditure revenue and capital; audit work of the	1	Rs.40,000/-

		department; compilation and preparation of various reports related to budget and expenditure and Monitoring of QEP as per the guidelines of MoF etc and specialization with archival background.		
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2. No other compensation apart from consolidated fee/ remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.

3. The National Archives of India reserves the right to accept or reject in part of in full or all the responses without assigning any reasons whatsoever. Terms and conditions of the engagement are mentioned in Annexure-I.

4. The last date for receipt of applications, in the prescribed format is 25.01.2021 upto 05.00 PM. Applications received after due date/time and without supporting documents will not be considered.

5. Applications, as per Annexure-II, may be sent to Assistant Director of Archives (Estt.), National Archives of India, Janpath, New Delhi. The same can also be sent through e-mail at the address ao.nai-archives@gov.in Followed by hard copy within the stipulated time.

(Syed Farid Ahmad)

Deputy Director of Archives
Government of India.

To

1. Web-site of National Archives of India, Notice Board
2. All Ministers/Departments

ANNEXURE-II

Application for engagement as Consultant(on contract basis) in *Archives*
Division of in Ministry of Culture.

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational/Technical Qualification (S)	
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant