



भारतीय विरासत संस्थान

(पूर्ववर्ती राष्ट्रीय संग्रहालय संस्थान)

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

ए-19, इंस्टिट्यूशनल एरिया, सेक्टर 62, नोएडा, उत्तर प्रदेश – 201309

INDIAN INSTITUTE OF HERITAGE

(Formerly National Museum Institute)

(Deemed to be University, Ministry of Culture, Government of India)

A-19, Institutional Area, Sector 62, NOIDA, Uttar Pradesh – 201 309

दूरभाष/Telephone – 0120-2975632; वेबसाइट /Website – nmi.gov.in

No.F.16(57)/2026-IIH

JULY 22, 2026

VACANCY NOTICE

Engagement of Consultants on Contract Basis

The Indian Institute of Heritage (IIH), a Deemed to be University under the Ministry of Culture, Government of India, invites eligible retired Government Officers for the following positions through Walk-in-Interview:

Sl. No.	Position	No. of Position	Eligibility Criteria	Nature of Work
1.	OSD to VC (IIH)	01	Retired Director (Pay Level-13) from Central Ministry/Deptt. /Auto. Body/PSUs of Central Govt.	Administration / Establishment
2.	Consultant (Finance)	01	Retired Sr. A/c officer/Dy. Fin. Advisor (Pay level – 11) from Central Ministry/Deptt. /Auto. Body/PSUs of Central Govt.	Finance Accounts, Budget, Procurement and other related financial matters of the Institute
3.	Consultant (Library)	01	Retired Library & Information Officer (Pay Level-11) from Central Ministry/Deptt. /Auto. Body/PSUs of Central Govt.	Management & Development of slide library and other assigned library related functions.

2. Tenure

- Initially for one year, extendable based on satisfactory performance and institutional requirements.

3. Remuneration & other terms and conditions as per guidelines of Ministry of Culture, Govt. of India contained in letter No. F. No.A-54011/20/2020-Estb. Sec. dated 10th March, 2022. (Annexure-I)

4. **Mode of Selection**

Selection shall be made through **Walk-in-Interview** Candidates fulfilling the eligibility criteria shall appear before the Selection Committee along with duly filled application form (Annexure-II), original documents and one set of self-attested copies.

5. **Date & Time of interview**

Date: 06/08/2026

Reporting Time: 10:00 AM

Interview Time: 11:00 AM

Venue:

Conference Hall (First Floor)

Indian Institute of Heritage A-19, Institutional Area, Sector-62, Noida-201309.

REGISTRAR I/C

F.No.A-54011/20/2020-Estb.
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated the 10th March, 2022

OFFICE MEMORANDUM

Subject: Guidelines for engagement of Consultants (retired Central Government servants) in Ministry of Culture and Organizations under it-regarding.

The undersigned is directed to refer to the subject mentioned above and to convey the approval of Competent Authority on the Guidelines for engagement of Consultants (retired Central Government servants) in Ministry of Culture and its organizations in accordance to the provisions of General Financial Rules-2017, Manual for Procurement of Consultancy & other Services-2017 and the consolidated instructions for engagement of Retired Government servants issued by Department of Expenditure, Ministry of Finance vide its O.M. No. 3-25/2021-E.IIIA dated 09.12.2020.

2. The following procedure may be followed while making such engagement/appointment of Consultants:-

- a. As per Rule-178 of GFR-2017 the Organization(s) may hire external professionals, consultancy firms or consultants for a specific job, which is well defined in terms of content and time frame for its completion. Besides, Rule-180 of GFR-2017 inter-alia provides that engagement of consultants may be resorted to in situations requiring high quality services for which the concerned organization does not have requisite expertise. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage" [Rule-181 of GFR-2017].
- b. As per Para-5 of DoE's O.M. dated 9.12.2020 the appointments (i.e. as Consultant) shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

3. Accordingly, all organisations (Attached/Subordinate & Autonomous) under Ministry of Culture are requested to follow the instructions/guidelines contained in GFR-2017, Manual for Procurement of Consultancy & other Services-2017 and the instructions given in DoE's O.M. dated 09.12.2020.

4. The engagement of consultant(s) in Attached & Subordinate organizations under this Ministry should be made with the concurrence of Finance Division of Ministry of Culture and approval of Secretary (Culture) through their respective Administrative Division.

5. The Autonomous Bodies under this Ministry may adopt these guidelines with the approval of their respective Governing Bodies.

6. The guidelines as annexed herewith, supersede earlier guidelines issued for engagement of Consultants in Ministry of Culture & its organizations.

7. This issues with the approval of Secretary (Culture).

Encls: As above.

Manish
10.3.22
(Manish Kumar Chourasiya)
Under Secretary to the Government of India
Tele No.2338 2312

Copy to:-

1. PS to HCM/MoS(ARM)/MoS(ML)
2. PSO to Secretary (C)/PS to JS&FA(C)
3. All Bureau/Divisional Heads.
4. The Head of all the organizations (Attached/Subordinate & Autonomous) under Ministry of Culture.
5. Finance & Budget Divisions.
6. All Under Secretaries/ All Sections.
7. E-office Notice Board/HTU for Hindi Translation.

F. No. A-54011/20/2020-Estb. Sec.
Government of India
Ministry of Culture

Subject: Procedure and Guidelines for engagement of Consultants (Retired Central Government servants) in the Ministry of Culture and organizations under it-reg.

The scheme for engagement of Consultants (Retired Central Government servants) on contract basis in the Ministry of Culture and its organizations shall henceforth be regulated as per the following guidelines:-

1. Eligibility:

1.1 Persons retired from the post of Assistant Section Officer/Section Officer/Under Secretary/Deputy Secretary/Director or equivalent is eligible for the position of Consultant. The level shall be decided with the approval of the competent authority considering the nature of job for which Consultant(s) are to be engaged. However, organizations under MoC may engage consultants according to their requirement of services which may include intellectual, Professional, Training & Advisory services as per the provisions of General Financial Rules (GFR)-2017.

1.2 The applicant should have knowledge of Noting/drafting, budget/accounts, office procedure, etc. and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing & e-Office operation, computer applications such as MS Word, MS Excel and Power Point etc.

2. Age Limit:-

2.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

2.2 It is strictly advised not to continue the engagement of consultant(s) beyond the age of 65 years.

3. Remuneration:

3.1 In case of Retired Central Government servants who are drawing pension (as per CCS Pension Rules), a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.

3.2 If, there is any confusion in fixation of remuneration of Consultant(s), the example given under para-6 of Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 may be referred.

3.3 The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no increment, percentage increase or Dearness Allowance during the contract period.

4. Allowances:

4.1 An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employee engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

4.2 No House Rent Allowance or any other allowance shall be admissible during the period of contract.

5. Engagement:

5.1 The engagement of consultant on contract basis shall not be made as a matter of practice and must be kept at a bare minimum. Such engagement shall be made only in the justified exigencies of the official work (for a specific job with well defined terms of content and time frame for its completion) where public interest is served by appointment of the retired employee. While making for such appointments, adequate functional necessity with clear grounds must be placed before the competent authority.

5.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

6. Appointment Procedure:

6.1 The consultant would be appointed after following due procedure i.e. calling for applications vide circular/ advertisement, etc.

6.2 The scrutiny of applications and selection of consultant will be carried out by the committee in Ministry/ respective organizations.

6.3 In the Ministry (Secretariat proper) the committee shall comprise as under:

Joint Secretary(Admn.)	-	Chairperson
Director/DS(concerned Div.)	-	Member
Deputy Secretary(Estt.)	-	Member

6.4 The organizations may formulate their own internal committee.

6.5 The Ministry/organization has the right to cancel advertisement and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

6.6 All Consultants should be appointed in a transparent manner after following due procedure of public notification of the position, seeking applications and selection through a duly constituted committee by the competent authority.

7. Drawal of Pension:

7.1 The retired Govt. servant engaged as Consultant shall continue to draw their existing pension and Dearness Relief on pension during the period of his/her engagement as Consultant.

7.2 The engagement as Consultant shall not be considered as a case of re-employment.

8. 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 shall not be allowed.

9. Working Hours:

9.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.

9.2 They shall mark their attendance in AEBAS (or as per the prescribed method of attendance) mandatorily, failing which it may result in deduction of remuneration.

10. Tax Deduction at Source:

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

11. Confidentiality of data and documents:

11.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department/organization shall remain with the Department/organization.

11.2 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 Department/organization, without the express written consent of the Department/organization.

11.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.

11.4 The Consultant would be required to sign a non-disclosure undertaking as per annexure.

12. Conflict of interest:

12.1 The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.

12.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

13. Termination of Agreement:

The Ministry 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.

14. Exemptions:

14.1 The term of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of the Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

14.2 The cases not covered under these guidelines may be considered by the concerned Division separately with the approval of the competent authority after concurrence of IFD.

PROFORMA

Passport Photo

1. Name: _____
2. Father's Name: _____
3. Postal Address: _____
4. E-mail Address: _____
5. Contact No. _____
6. Date of Birth: _____
7. Identity Proof: _____
8. Educational Qualification (with details): _____
9. Details of Experience: _____

Sl. No.	Organization	Position held	Period		Salary	Any other Information
			From	to		
1.						
2.						
3.						

10. Knowledge of Computer: _____
11. Any other information: _____

Candidates should produce Original /PPO at the time of interview, and a set of self-attested copies along with application.

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes me, and my qualifications and experience. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date: _____ Place: _____