



SALAR JUNG MUSEUM HYDERABAD

ENGAGEMENT OF ACCOUNTS & ESTABLISHMENT CONSULTANT ON CONTRACT BASIS

1. Salar Jung Museum invites applications from willing and eligible individuals (Retired) having adequate experience in Accounts and Establishment for engagement as Consultant on **contract basis** in Salar Jung Museum for a period of **one year**. Details of vacancies are as under :-

Ser No	Name of the Post	No of Vacancies	Qualification & Experience
(a)	Consultant Accounts & Establishment	01	Bachelor/Master Degree in Commerce/Finance/Accounts and having not less than ten years experience.

2. **Remuneration during Contractual period.**

(i) For Retired Govt Employees. As per Govt of India, Ministry of Finance O.M No 3-25/2020-E-IIIA dated 09/12/2020.

3. No other compensation apart from the consolidated remuneration will be admissible even if a person attends office on holidays and work beyond normal office hours.

4. The detailed eligibility criteria, terms and conditions etc are mentioned in **Appendix A**. Salar Jung Museum reserves the right to accept or reject any application (s) without assigning any reasons whatsoever.

5. Last date of submission of applications in the prescribed format is **01/07/2025** by 03:00 p.m. Applications received after due date / time and without supporting documents will not be entertained.

6. Application as per **Appendix B** alongwith all supporting / connected documents may be sent to **The Director, Salar Jung Museum, Hyderabad – 500002**.

Administrative-cum-Accounts Officer

Distribution.

Salar Jung Museum Website

Notice Board

Office Copy

ELIGIBILITY CRITERIA / TERMS & CONDITIONS**ii. Eligibility Criteria and Role of Consultant Accounts & Establishment.**

- (a) Bachelor/Master Degree in Commerce/Finance/Accounts and having not less than ten years experience. The individual should have dealt with all matters relating to Accounts / Budget / Audit / Administration / Establishment and Finance function in Central Govt Department.
- (b) Should be well conversant with maintaining of Accounts, Budgets, Internal Audits, tenders etc. Should be able to work in PFMS and GeM.
- (c) The role of the Consultant is to look after all matters of accounts, finance, budget, administration, security, housekeeping, managing outsource services including overall supervision and control on all matters of finance and accounting with adequate computer skills.
- (d) The Consultant will also assist the Director in performing various functions of Salar Jung Museum on matters of organising the art events, holding exhibitions, public programs, managing the physical infrastructure and other related amenities.
- (e) Should have good communications and interpersonal skills, fair knowledge of his work.

Note. Candidates who are a retired Central Govt Officer of the level of Senior Accounts Officer or equivalent to GoI, 7th CPC pay matrix level 10 and above will be preferred.

2. Age Limit.

- (a) **For Retired Govt Employees.** Should not be more than **65** years of age as on the last date of submission of application i.e 01/07/2025.

3. Remuneration.

- (a) **For Retired Govt Employees.** As per Govt of India, Ministry of Finance O.M No 3-25/2020-E-IIIA dated 09/12/2020. Details as under :-
 - (ii) A fixed monthly amount shall be admissible, 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 / percentage increase during the contract period.
 - (ii) The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted.

...3/-

Appendix A Continued

(iii) No Increment and Dearness Allowance shall be allowed during the term of the contract. Shall not be entitled of any other allowances such as residential accommodations, CGHS / Medical facility, Medical Re-imbursement etc.

(iv) No HRA shall be admissible.

(v) **Transport Allowance.** 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 employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

4. **Term of Appointment.** The term of Appointment of Consultant will be purely on contract basis **for One Year** which is extendable by another one year. This will not confer any right for regular appointment in the Organisation / Ministry.

5. **Leave.**

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.

6. **Working Hours.**

(a) The Consultant shall be required to observe normal office timings and may also be called upon to attend office on Sunday or any Holiday in case of exigencies of work.

(b) They shall mark their attendance in Biometric machine mandatorily failing which may result in deduction of remuneration.

7. **Tax Deducted at Source (TDS).** Income tax or any other tax will be deducted at source as per Govt instructions. Necessary TDS certificate will be issued.

8. **Confidentiality of Data and Documents.**

(a) The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Museum / Organisation shall remain with the Museum.

Appendix A Continued

(b) 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 his assignment or during the course of assignment for the Museum without the express written consent of the Museum.

(c) The Consultant shall be bound to handover 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 Museum.

(d) The Consultant would be required to sign non-disclosure undertaking as per Annexure II.

9. **Conflict of Interest.**

(a) The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Museum nor will he indulge in any activity outside the terms of the Contractual assignment.

(b) The Consultant shall not claim any benefit / compensation / absorption / regularisation of service with the Museum.

10. **Termination of Agreement.**

(a) Salar Jung Museum 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 Controlling Officer / Competent Authority in the Museum.

(iii) The Consultant is found lacking in honesty and integrity.

(iv) The Competent Authority in the Museum may also terminate the contract at any time without giving any notice and also without assigning any reason.

11. **Selection.** The selection of the candidates will be purely based on personal interview and after verification of documents.

APPLICATION FOR ENGAGEMENT OF CONSULTANT ACCOUNTS & ESTABLISHMENT ON CONTRACT BASIS IN SALAR JUNG MUSEUM

1.	Name (in BLOCK Letters)	
2.	Fathers / Husband's Name	
3.	Date of Birth	
4.	Address for Correspondence	
5.	Permanent Address	
6.	Contact Number	
7.	Email ID	
8.	Education (In Chronological order). Separate sheet may be used if required.	
9.	Details of Experience (As per proforma attached as Annexure I)	
10.	Date of Retirement and name of the office where the officer was last working	
11.	Any other relevant information (use a separate sheet if required)	
12.	Testimonials / Certificate enclosed	Yes / No

Undertaking

I hereby declare that the particulars 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 consultants. I certify that no disciplinary proceedings are pending against me as on date.

Date :

Signature of the Applicant

DETAILS OF EXPERIENCE

Ser No	Name of Office / Organisation	Period Served		Post Held	Monthly remuneration or pay band with grade pay	Duties performed
		From	To			

Note. Retired employees must enclose discharge certificate issued at the time of retirement.

Date :

Signature of the Applicant