



SALAR JUNG MUSEUM HYDERABAD

ENGAGEMENT OF CONSULTANT (LIBRARY) ON CONTRACT BASIS

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

Ser No	Name of the Post	No of Vacancies	Qualification & Experience
(a)	Consultant (Library)	01	B.Lib Sc., M.Lib.Sc M.A. (PP M) PG Diploma in Museology PG Dip in Archival Science & Manuscriptology and having not less than ten years' experience.

1. 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.

2. 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.

3. 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.

4. Last date of submission of applications in the prescribed format is **23rd January 2026.**, by **03:00 p.m.** Applications received after due date / time and without supporting documents will not be entertained.

5. Application as per **Appendix B** along with all supporting / connected documents may be sent to **The Director, Salar Jung Museum, Hyderabad - 500002.**

Sd/-
Administrative-cum-Accounts Officer

ELIGIBILITY CRITERIA / TERMS & CONDITIONS

ii. Eligibility Criteria and Role of Consultant (Library).

- (a) Bachelor/Master Degree in Library Science and having not less than ten years' experience. The individual should have dealt with all matters relating to Library and Manuscripts sections in any Central Govt Department.
- (b) Should be well conversant with library management, including cataloguing, classification, circulation, digitization, preservation, and maintenance of library records. Should be able to work with digital library management systems and related online platforms.
- (c) The role of the Consultant is to look after all matters related to library operations, including collection development, acquisition, cataloguing, reference services, administration of reading rooms, and management of outsourced library services, with overall supervision and control on all aspects of library functioning. Adequate computer skills and familiarity with digital tools are essential.
- (d) The Consultant will also assist the Director in performing various functions of the Salar Jung Museum related to library activities, such as organizing literary events, hosting book exhibitions, conducting public programs, and managing the physical infrastructure and amenities of the library.
- (e) Should have good communication and interpersonal skills, along with sound knowledge of library science and related work.

Note. Candidates who are a retired Central Govt Officer of the level of 08 or equivalent to GoI, 7th CPC pay matrix level 08 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

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 :-

(i) 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.

(b) 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.

(c) 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-imbursment etc.

(d) No HRA shall be admissible.

(e) **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 on contract. 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 on contract 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 Organization / 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 / Organization shall remain with the Museum.

(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 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 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 / regularization 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 (LIBRARY) 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 / Organization	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

