

F.No.3/53/2018-SD(AM)

Indira Gandhi National Centre for the Arts

Subject : Revised Procedure and Guidelines for engagement of Consultants in IGNCA reg.:-

The scheme for engagement of Consultant on contract basis in IGNCA 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.
- 1.2 Should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 Should have expertise in drafting/noting, budget/accounts, office procedure, etc.

2. Remuneration :

- 2.1 The monthly consolidated remuneration for various levels will be paid as under:-

S.No.	Level	Remuneration
1.	Director/Deputy Secretary & equivalent	Rs.50,000/-
2.	Under Secretary & equivalent	Rs.40,000/-
3.	Section Officer & equivalent	Rs.35,000/-
4.	Assistant Section Officer & equivalent	Rs.25,000/-

- 2.2 Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.
- 2.3 The travelling allowance on tour, if any, shall be as per the entitlement of the officer/official before retirement.

3. Engagement:

- 3.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the IGNCA.
- 3.2 The contract initially would be for a period of one year and may be further extended on year to year basis, subject to functional requirements, appraisal of the performance and medical fitness of the individual.

4. Appointment Procedure :

- 4.1 The Consultant would be appointed after following due procedure i.e. calling for applications through advertisement, etc.
- 4.2 The scrutiny of applications and selection of Consultant will be carried out by a committee in the IGNCA.
- 4.3 The IGNCA 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.

5. Scope or Work/Job Responsibility:

- i. Matters relating to Establishment, Administration, Finance and Accounts.
- ii. Policy matters.
- iii. Parliamentary matters.
- iv. Any other items of work relating to particular organization.

6. Drawal of Pension:

- 6.1 The retired Govt. Servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- 6.2 The engagement as Consultant shall not be considered as a case of re-employment.

7. Leave:

- 7.1 The Consultant shall be entitled to avail 13 days of Leave in a calendar year on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 13 days in a year.