

## Revised Guidelines on Engagement of Consultants / Stenographers in IGNCA

**Background:** IGNCA has been engaging Consultants/Stenographers on contract basis at a consolidated remuneration depending upon their qualification. However, no standard criteria have been laid down for engagement of such Consultants/Stenographers in IGNCA. Ministry of Culture forwarded a copy of OM.No.H-13011/101/2015-Estt. dated 18.4.2016 vide which guidelines for engagement of Consultants/Stenographers on contractual basis in organisations under Ministry of Culture have been enclosed for adoption with the approval of respective governing bodies. Accordingly, following scheme/guidelines may be followed in future while engaging Consultants/Stenographers in IGNCA:

### (A) Salient features for engaging Consultants

#### **Eligibility:**

- i) 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.
- ii) Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- iii) Should have expertise in noting/drafting, budget/accounts, office procedure, etc.

#### **1. Age Limit:**

- Should not be more than 62 years of age on the last date for receipt of application.
- The upper age limit of engagement shall be 65 years.

#### **2. Remuneration:**

- i) The monthly consolidated remuneration of Consultant of different levels will be as under:

Sl. NO.	Level	Remuneration
1	Assistant Section Officer/Assistant	Rs.30,000/-
2	Section Officer	Rs.35,000/-
3	Under Secretary	Rs.40,000/-
4	Deputy Secretary	Rs.50,000/-
5	Director	Rs.60,000/-

- ii) In case the contract is extended after satisfactory completion of one year period, 10% increase in remuneration will be given every year.

- iii) Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS/Medical facility, medical reimbursement etc.

**3. Engagement:**

- i) The engagement of Consultant on contract basis will be made only to meet the requirement due to additional activities of defined time frame and content.
- ii) The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in IGNCA.
- iii) The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements and satisfactory performance.

**4. Selection Procedure:**

- i) The Consultant would be engaged after following due procedure i.e. calling for applications through advertisement etc.
- ii) The scrutiny of applications and selection of Consultant will be carried out by a committee in IGNCA.
- iii) The committee for engagement of Consultant shall comprise as under:

Joint Secretary	-	Chairperson
Director/Deputy Secretary	-	Member
FA & CAO or an outside expert	-	Member
- iv) Member Secretary shall have the right to cancel advertisement and not to proceed in the matter for engagement of Consultant, at any stage and to accept or reject any or all applications without giving any reason, whatsoever.

**5. Scope of work/job responsibility:**

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

**6. Drawal of Pension:**

- i) 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.
- ii) The engagement as Consultant shall not be considered as a case of re-employment.



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**7. Leave:**

- i) The Consultant shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.
- ii) The unavailed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

**8. Working Hours:**

- i) 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 exigencies of work.
- ii) They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

**9. 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.

**10. Confidentiality of data and documents:**

- i) The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for IGNCA shall remain with IGNCA.
- ii) 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 IGNCA, without the express written consent of IGNCA.
- iii) The Consultant shall be bound to hand-over the entire set of records of assignment to IGNCA before the expiry of the contract, and before the final payment is released by IGNCA.
- iv) The Consultant would be required to sign a non-disclosure undertaking as per annexure.

**11. Conflict of interest:**

- i) The Consultant appointed in IGNCA, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the IGNCA nor will he indulge in any activity outside the terms of the contractual assignment.
- ii) The Consultant shall not claim any benefit/compensation/absorption/regularization of service with IGNCA.

**12. Termination of Agreement:**

- i) The IGNCA may terminate the contract to which these terms apply if:

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- a) The Consultant is unable to address the assigned work.
  - b) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in IGNCA.
  - c) The Consultant is found lacking in honesty and integrity.
  - d) The Competent Authority in IGNCA may also terminate the contract at any time without giving any notice and also without assigning any reason.

### 13. Existing Consultants:

The existing Consultants in IGNCA will continue as per their existing entitlements/remuneration approved till they complete their sanctioned tenures. No reduction in their remuneration will be made in respect of the Consultants on account of implementation of these guidelines. However, the Consultants (retired government servant) who are drawing a lower remuneration will be considered by the Committee for review of their remuneration as per their entitlements mentioned in Point No.3 above on the basis of their work done and the last pay/grade pay drawn by the Consultants at the time of his retirement.

### (B) Salient features for engaging Stenographers

#### Eligibility:

- i) Persons retired from the post of Private Secretary/Principal Private Secretary/ Sr. Principal Secretary or equivalent is eligible for the position of Stenographer.
- ii) The proficiency in short hand with minimum 80 w.p.m. & typing speed of 30 w.p.m.
- iii) Good knowledge of stenography, typing etc.
- iv) Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

#### 1. Age Limit:

- i) Should not be more than 62 years of age on the last date for receipt of application.
- ii) The upper age limit of engagement shall be 65 years.

#### 2. Remuneration:

- i) The monthly consolidated remuneration of Rs.20,000/- (Twenty thousand) will be paid.



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- ii) In case the contract is extended after satisfactory completion of one year period, 10% increase in remuneration will be given every year.
  - iii) Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS/Medical facility, medical reimbursement etc.

### 3. Engagement:

- i) The engagement of Stenographers on contract basis will be made only against regular vacancies or to meet the requirement due to additional activities.
- ii) The engagement of Stenographers will be purely on contract basis and will not confer any right for regular appointment in IGNCA.
- iii) The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements and also subject to performance being found satisfactory.

### 4. Selection Procedure:

- i) The Stenographers would be appointed after following due procedure i.e. calling for applications through advertisement etc.
- ii) The scrutiny of applications and selection of Stenographers will be carried out by a committee in IGNCA.
- iii) The committee shall comprise as under:
 

Joint Secretary	-	Chairperson
Director/Deputy Secretary	-	Member
FA & CAO	-	Member
- iv) Member Secretary/Joint Secretary shall have the right to cancel advertisement and not to proceed in the matter for engagement of Stenographers, at any stage and to accept or reject any or all applications without giving any reason, whatsoever.

### 5. Scope of work/job responsibility:

- i) Taking dictation in shorthand and its transcription.
- ii) Typing of confidential/secret documents including other typing work as considered necessary.
- iii) Screening and attending of telephone calls and the visitors.
- iv) Fixing of appointments and cancelling them, if necessary.
- v) Keeping a list of engagements, meetings, tours, etc and reminding the officer sufficiently in advance.
- vi) Keeping a note of the movement of files.

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- vii) Collecting of information and files, compilation of data.
  - viii) Sending routine reminders.
  - ix) Online movement of files, receipts etc.
  - x) Any other work assigned by the officer.

**6. Drawal of Pension:**

- i) The retired Govt. servant engaged as Stenographer shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Stenographer on contract.
- ii) The engagement as Stenographer shall not be considered as a case of re-employment.

**7. Leave:**

- i) The Stenographer shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.
- ii) The unavailed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

**8. Working Hours:**

- i) The Stenographers 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 or to sit late due to exigencies of work.
- ii) They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration for those days.

**10 Tax Deduction at Source:**

- i) 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:**

- i) The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for IGNCA shall remain with IGNCA.
- ii) 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 IGNCA, without the express written consent of IGNCA.

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- iii) The Stenographer shall be bound to hand-over the entire set of records of assignment to IGNCA before the expiry of the contract, and before the final payment is released by IGNCA.
  - iv) The Stenographer would be required to sign a non-disclosure undertaking as per annexure.

**12. Conflict of interest:**

- i) The Stenographer appointed in IGNCA, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the IGNCA nor will he indulge in any activity outside the terms of the contractual assignment.
- ii) The Stenographer shall not claim any benefit / compensation/ absorption/regularization of service with IGNCA.

**13. Termination of Agreement:**

- i) The IGNCA may terminate the contract to which these terms apply if:
  - a) The Stenographer is unable to address the assigned work.
  - b) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in IGNCA.
  - c) The Stenographer is found lacking in honesty and integrity.
  - d) The Competent Authority in IGNCA may also terminate the contract at any time without giving any notice and also without assigning any reason.

*Amil*  
01/01/2018  
Sol (Est.)