

F. No.3-15/2014-NMA/Adm.
Government of India
National Monuments Authority

24, Tilak Marg, New Delhi-110001
~~Dated 28th April, 2016~~

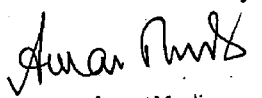
CIRCULAR

Sub.- Engagement of consultant in the national Monuments Authority under Ministry of Culture, Government of India.

Application are invited for engagement of Consultant for the below mentioned posts purely on contract basis for the financial year 2016-17. Individuals may apply within 2 week period from the date of publication of advertisement.

S.No.	Field of work	Qualification and Nature of Work	No. Of posts & remuneration
1.	Consultant Finance	(i) Should be a retired, S.O. or A.O. etc. (ii) Having working experience of 10 years in Finance/Budget. (iii) Well versed in routine office work such as processing of bills, quotation, annual budget preparation, maintenance of different registers at the level of DDO. i) Preferably retired Govt. Servant with maximum age of 65 years	1 (One) Rs.25,000/- P.M. in the G.Pay Rs.4600/- or in case U.S. retired Rs.30,000/- P.M.
2.	Consultant Administration	i) Should be a retired S.O., Assistant, JAO in the Pay Grade of Rs.4600/- or 4800/- etc.. ii) Having working experience of 10 years in Administration. iii) Well versed in routine office work of pay fixation, tendering, parliament questions, RTI etc. iv) Preferably retired Govt. Servant with maximum age of 65 years.	1 (One) Rs.25,000/- P.M.
3.	Consultant Private Secretary	i) Retired officers Ministries/Attached Subordinate offices of Central Government ii) Proficiency in shorthand and Typing iii) Provin experiences in computer operation iv) Preferably retired Govt. Servant with maximum age of 65 years. v) proficiency in shorthand	3 (Three) Rs.25,000/- P.M.

Application and term of reference for engagement of consultant are given in the Annexure for Please visit, 24, Tilak Marg, National Monuments Authority, New Delhi -110001.


Amar Mudi
Consultant (Director)
Tele fax 23072835

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