



National Academy of Music, Dance & Drama

WALK - IN - INTERVIEW

Sangeet Natak Akademi is an autonomous body of the Ministry of Culture, Govt. of India. A walk-in-interview will be conducted on 26 November 2024 at 11 a.m onwards in the Mask Gallery, Ground Floor, Sangeet Natak Akademi, 35, Feroze Shah Road, Rabindra Bhavan, New Delhi for engagement of following consultants on contractual basis initially for a period of one year, which may be further extended subject to satisfactory services.

S.L No.	Name of the post	Retired from the post of	Experience
1.	Consultant (Accounts)	1. Retired from grade pay Rs. 4800 or above from Central Govt./Autonomous/PSU. 2. Having working experience in Accounts for 10 year 3. Having proficiency in computer. 4. Knowledge of PFMS & TSA	Execution of the work related to the account audit, annual accounts, formulation and implementation of policies.
2.	Consultant (Administration)	1. The person retired from the post of Section Officer and above from Govt Sector/autonomous body/undertaking with Grade pay Rs. 4800/- or above 2. Having proficiency in computer.	Having adequate experience in finance/administration/RTI & legal matters/Purchase.
3.	Consultant (Establishment)	1. The person retired from the post of Section Officer and above from Govt Sector/autonomous body/undertaking with Grade pay Rs. 4800/- or above 2. Having proficiency in computer.	Having adequate experience of establishment & Recruitment

General Terms & Conditions

1. Remuneration

- 1.1 As per Ministry of Finance order no. F No. 3-25/2020-E.IIIA dated 09 December 2020 & Ministry of Culture order no. F.N.A-54011/20/2020-Estb. Dated 10 March 2024.
- 1.2 Remuneration for the officers retired from organization having pension will be fixed as follows.
A fix monthly amount shall be admissible, arrived at by deducting the basic pension from the pay down 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.
- 1.3 **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 consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
2. Officers retired from organization having no pension will get fixed remuneration @ Rs. 40,000/- per month only.
3. **Age limit**
 - 3.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
 - 3.2 It is strictly advised not to continue the engagement of consultant(s) beyond the age of 65 years.
4. **Working Hours.**
 - 4.1 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.
 - 4.2 He/She shall mark his/her attendance in Bio-Metric mandatorily, failing which, may result in deduction of remuneration.
5. **Tax Deduction at Source.**
 - 5.1 The Income Tax or any other tax will be deducted at source as per Government instruction. Necessary TDS Certificate will be issued to them.

6. Confidentiality of data and document:

- 6.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Akademi/organization shall remain with the Akademi;
- 6.2 The consultant will not 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 Akademi without the express written consent of the Akademi;
- 6.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Akademi before the expiry of the contract, and before the final payment is released by the Akademi;

7. Conflict of interest:

- 7.1 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 Akademi nor will she/he indulge in any activity outside the terms of the contractual assignment;

8. Termination of Agreement:

- 8.1 The Akademi may terminate the contract to which these terms apply, if:
- The consultant is unable to address the assigned work.
 - Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the Akademi.
 - The Consultant is found lacking in honesty and integrity.
- The Competent Authority of the Akademi may also terminate the contract at any time without giving any notice and also without assigning any reason.