



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 18 July 2025 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 Consultant (Administration) on contractual basis initially for a period of six months, which may be further extended subject to satisfactory services.

Sl. No.	Name of the post	No. of Posts	Retired from the post of	Experience
1.	Consultant (Admn)	3 (Three)	1. The person retired from the post of Section Officer and above from Govt Sector/autonomous body/undertaking with Grade pay Rs. 4800 to 6600 2. Having proficiency in computer.	Having adequate experience in finance/administration/RTI & legal matters/Purchase/establishment & Recruitment

General Terms & Conditions

1. Remuneration

1.1 As per Ministry of Finance, Department of Expenditure OM no. F No. 3-25/2020-E.IIIA dated 09 December 2020 & OM No. 03-25/2020-E.III (A)/Pt dt. 18.10.2023.

1.2 Remuneration for the officers retired from organization having pension will be fixed as follows.

A fixed 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.



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Walk-in-interview will be conducted on 18 July 2025 for three post of Consultant (Admn) at 11: 00 am onwards in the Mask Gallery, Ground Floor, Sangeet Natak Akademi, 35, Ferozeshah Road, Rabindra Bhawan, New Delhi.

The contractual engagement for the said post will be initially for a period of six months and will be governed by the terms & conditions of OM No F No A-54011/2/2018-Estt. dated 16th July 2020 of Ministry of Culture. The person retired from the post of Section Officer and above from Govt Sector/autonomous body/undertaking having adequate experience in finance/administration/RTI & legal matters/purchase/establishment & Recruitment, will be eligible for the position of Consultant.

The detailed information in this regard may be accessed on the website of the Akademi www.sangeetnatak.gov.in

The Akademi reserves the right to reject any / or all applications or cancel the proceedings / recruitment at any time without assigning any reason thereof.

Secretary
Sangeet Natak Akademi
New Delhi