

Indira Gandhi Rashtriya Manav Sangrahalaya

Shamla Hills, Bhopal 462013 (M.P.)

Website: www.igrms.gov.in



NOTIFICATION

No.1-5/2025-Estt. Dated 7.6.2025

The Indira Gandhi Rashtriya Manav Sangrahalaya is an Autonomous organization of Government of India, Ministry of Culture located at Bhopal (MP) is inviting applications for the following posts to be filled by transfer on purely Contract basis.

The commencement date and last date for submission of applications are as under.

Date of Commencement of Applications: **07.06.2025**

Last Date of Submission of Applications: **21.07.2025**

DETAILS OF POSTS

Name of the post	No. of post	Pay Scale	Max Age (in years)	Period of contract	Category
1. Consultant (Accounts)	01	Remuneration = (Last Pay – Pension)	Below 64	Contract for one year	Retired Officer of Central Govt. /Central Autonomous body
3. IT Professional	02	Rs.40000/ Consolidated	Below 30	Contract for one year	BE/B.Tech./ B.Sc. (Computer Sc.)/ MCA and 2 years' experience

Required Qualifications and Experience

1	Name of the post	Consultant (Accounts)
	No. of Vacancy	One on Contract basis
	Age	Max. 64 years
	Remuneration	Last Pay – Pension
	Eligibility	Must have retired as Accounts Officer or equivalent in Pay Matrix Level 7 and above in Central Govt./ Central Autonomous body
	Preference	Preference shall be given to the officers retired from CAG
	General Duties:	1. Making/preparing Budget Estimate/Revised Estimate, MoU, expenditure vouchers and cheques, PFMS, 2. Preparation of Agenda for Finance Committee meetings 3. All banking related activities including preparing monthly Bank reconciliation statements and monitoring expenditure against the allocated budget on monthly basis 4. Coordinating with the Chartered Accountant regularly on all financial and audit matters, 5. CAG Audit of Annual Accounts replies to Audit paras and its compliance related works 6. Maintenance of books of Accounts, preparation of Annual Accounts, Income and Expenditure Accounts, Profit and Loss Accounts, Balance Sheet etc.. Having the Internal Audit of the accounts done from Chartered Accountant 7. All matters concerning Taxation including TDS/GST calculations, deductions and deposit thereof 8. Timely filing of TDS Returns etc. 8. Ensure FCRA Compliances 9. Ensure compliance with General Financial Rules (GFRs) followed by Central Government offices while processing/ dealing with purchase orders and/or Contracts etc. 10. Any other activity including administration matters and work related to on-going programmes as assigned by the Director, IGRMS.
2	Name of the post	IT Professional
	No. of Vacancy	Two on Contract basis
	Age	Below 30 years
	Remuneration	Rs.40000/- (Rupees Forty Thousand only) consolidated
	Eligibility	Essential Qualification: a. BE./B.Tech/B.Sc. (Computer Science)/ MCA from a recognised University/board with minimum 55%. b. 02 years' experience of works related to digital, computer, LAN, Websites, Social Media, Software working etc. in a reputed organisation. c. Skills in Noting, drafting, letters and in any type of other correspondence, proficiency in language d. Working knowledge of programming, software developer, website design, Excel, MS Office, Computer handling and Internet browsing. Desirable: Experience of having worked for Central/State Govt/ PSU/Autonomous bodies.

	Age	Must not have attained age of 30 years as on the last date for receipt of applications as per Advertisement/Notice
	Fee / Remuneration	The selected candidate will be paid a consolidated amount of fee/remuneration of Rs.40000/- (Rupees Forty Thousand only)
	Nature of duties	The candidate so engaged as IT expert is expected to perform various duties including following works:
	1	Execution of all works related to IGRMS websites viz/ upgradation of website works, coordination with NISI, Certification, uploading of information etc.
	2	Handling all social medial platforms of IGRMS viz. Facebook, Twitter, Instagram, Whatsapp etc.
	3	Extending helps in Jatan or any other software related works of IGRMS
	4	Any other work allotted from time to time by superiors.
Terms and conditions		
1	He/She will be paid a consolidated remuneration of Rs.40000/- per month (Rupees Forty Thousand only). No TA/DA shall be admissible for joining the assignment or on its completion.	
2	The appointment of IT Professional would be on full time basis and they would not be permitted to take up any other assignment during the period of work with IGRMS.	
3	The concerned shall not indulge in any activity detrimental to the IGRMS	
4	The concerned shall be required to maintain discipline and absolute integrity in accordance with the rules as contained in the CCS (Conduct) Rules 1964	
5	The appointment of IT professional is only on contract basis which will not confer any claim for regular appointment in IGRMS and its regional offices and the contract will be liable to be terminated any time at the discretion of IGRMS, Bhopal.	
6	The post is based at Bhopal, Madhya Pradesh. The IT Professional shall not be titled for any allowances such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement.	
7	The IT Professionals shall be eligible for 02 days leave in a month and carry forward of leave shall not be allowed.	
8	The IGRMS would be free to terminate the services in case of unauthorized absence of IT Professionals for more than 02 days beyond the entitled leave in a month without assigning any reason or any other ground amounting to violation of general conduct.	
9	The concerned may be called on Saturday, Sunday and other gazette holidays, if required.	
10	If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information he/she will be liable for termination in addition to any administrative and/or legal action as IGRMS may deem fit.	
11	IT Professionals will not divulge any information gathered during the period of his assignment to anyone who is not authorized to know.	
12	IT Professionals shall have direct accountability in respect to duties assigned to them.	
Method of Selection	The procedure for selection shall be based on written/skill/personal interaction (as decided by Competent Authority) with the candidates shortlisted after scrutiny of their applications by IGRMS.	
Termination of services	The IT Professional will give one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice. The IT Professional shall hand over their identity cards/pass and all office equipment etc. if any, to the Department and submits a 'No Demand Certificate' before the final payment is released by the Department.	
Other Conditions:	(a) IGRMS shall not be responsible for any loss, accident. Damage or injury suffered by the individual arising out of execution of his/her official duty. (b) The Department has the right to cancel the advertisement, and not go for engagement of candidate, at any stage. It may accept or reject any or all applications, without giving any reasons thereof whatsoever. (c) The Department has the right to review these guidelines as and when the circumstances warrant.	

Application for engagement of **Consultant (Accounts)/IT Professional** on Contractual basis in the
Indira Gandhi Rashtriya Manav Sangrahalaya (IGRMS)

To,
The Director
Indira Gandhi Rashtriya Manav
Sangrahalaya (IGRMS)
Shamla Hills, Bhopal 462013

Attach Recent
Passport size
photograph.

Sir,

With reference to the Advt. No. 1-5/2025-Estt. dated 7.6.2025, my application for engagement of (post)..... on contract basis in the Indira Gandhi Rashtriya Manav Sangrahalaya (IGRMS), may kindly be accepted. My details are given below:

Curriculum Vitae						
S.N.	Particulars			To be filled by the applicant		
1	Name (in BLOCK Letters)					
2	Father's/Husband's Name					
3	Date of Birth					
4	Address for communication					
5	Telephone/Mobile Number					
6	E-mail address					
7	Permanent Address					
8	Present Age (yy/mm)					
9	Date of Joining Govt Service					
10	Date of Retirement					
11	Post from which retired					
12	Name of the Ministry/ Department from which retired					
13	PPO Number (enclose copy)					
14	Educational/Technical Qualification					
15	Details of computer knowledge					
16	Have you worked as consultant or presently working as consultant? If yes, details of Office and remuneration etc.*					
17	Details of Experience/ Past Employment (Starting from the latest)					
Name of office/ Organization (Whether Central Govt. or Central Autonomous Body)*	Post Held	Period (dd/mm/yy)			Pay Level and Pay in Pay Matrix / Basic Pay with GP and Pay Band / Scale of Pay	Areas of work
		From	To	Total in Years and Months		

**Attach additional sheet, if required.*

I certify that the information furnished above are true to the best of my knowledge and I understand that if any information furnished by me is found to be incorrect, my application is liable to be rejected without any intimation. In such condition, the Museum management can cancel my appointment and legal action could be taken against me.

(Signature)

Terms and Conditions for Consultant (Accounts):

1. **Age** as on date of application:
(a) **Consultant (Accounts)** - Less than 64 year.
(b) **IT Professional** - Less than 30 year.
2. **Period of engagement & Extension:** Engagement shall initially be for a period of one year.
(a) **Consultant (Accounts)** - One year.
(b) **IT Professional** - One year.

After the expiry of initial term, engagement may be extended, based on requirement and performance of the incumbent with the concurrence of Competent Authority of IGRMS. Extension of engagement, if any, shall be at the sole discretion of Competent Authority.

3. **Working Hours:**
(a) Working hours shall be from 9.30 A.M. to 06.00 P.M. during working days including half an hour lunch break in between. However, in exigency of work, he /she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.
(b) They will be required to mark his/her attendance in Biometric Attendance System (BAS). Monthly remuneration will be calculated on the basis of BAS report and other conditions.
4. **Work Profile:**
(a) Work profile and responsibilities will be similar to those of equivalent posts in Central Government Ministries/Departments.
(b) The candidate will be responsible for equipment and other items issued for discharging official duty.
5. **Remuneration:**
(a) A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the Consultant(s).
(b) The candidate will not be entitled for annual increment / percentage increase of consultancy fee/conveyance during the period of engagement.
6. **Allowances:**
(a) A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed at the rate applicable at the time of retirement which shall remain unchanged during the term of engagement. TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.
The candidate are not entitled for any other kind of allowance such as Dearness Allowance, HRA, telephone, CGHS, Medical Reimbursement, etc.
7. **Leave:**
(a) The candidate will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of service. Accumulation of leave beyond a calendar year shall not be allowed.
No remuneration for the period of absence in excess of the admissible leave will be paid to the Consultant. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.

8. Drawal of Pension:

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

9. Confidentiality and Integrity:

- (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.
- (b) The candidate shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.
- (c) The candidate shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.

10. Termination of Engagement:

- (a) The engagement of the candidate is purely on temporary basis and they will not be entitled for any benefit/compensation/ absorption/regularization of service in the Department. The Department may terminate the engagement of consultant(s) on the following conditions:
 - 1. The candidate is unable to address the assigned work.
 - 2. The Quality of work is not to the satisfaction to the Department.
 - 3. The candidate fails in timely achievement of the milestones as decided by the Department.
 - 4. The candidate is found lacking in honesty and integrity.
 - 5. Regular incumbents are available for the post against which the candidate has been engaged.
- (c) The candidate(s) will give one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice. The candidate(s) shall hand over their identity cards/pass and all office equipment etc. if any, to the Department and submits a 'No Demand Certificate' before the final payment is released by the Department.

11. Other Conditions:

- (a) IGRMS shall not be responsible for any loss, accident. Damage or injury suffered by the individual arising out of execution of his/her official duty.
- (b) The Department has the right to cancel the advertisement, and not go for engagement of candidate, at any stage. It may accept or reject any or all applications, without giving any reasons thereof whatsoever.
- (c) The Department has the right to review these guidelines as and when the circumstances warrant.

**GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS
FOR THE CANDIDATES FOR CONSULTANT (ACCOUNTS):**

1	Applicants are advised to ensure, before applying, that they possess essential qualification and experience for the post. The Experience and Qualification will be reckoned as on the last date for submission of application. Mere fulfillment of minimum qualifications and experience does not entitle any candidate to receive a call letter and the decision of the IGRMS, Bhopal shall be final and binding at all.
2	Experience Certificate especially from private employer must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full time education will not be counted as professional experience.
3	Applicant should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the Advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the “ Application Form ”, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected. Application once submitted cannot be altered under any circumstances. Further, no request with respect to making changes in any data/particulars entered by the candidate in the Application Form will be entertained, once the application is submitted successfully. However, under some conditions the application of the incumbent may be allowed by the Director, IGRMS, Bhopal.
4	The candidates may apply on prescribed application form (Hindi/English) available on the IGRMS Bhopal Website (Annexure I). However, based on the number of candidates applying for different posts, IGRMS reserves the right to hold a written /skill test/presentation and or Interview for the various posts together or separately on a single or multiple days across various sessions as per the decision of the Director.
5	Incomplete applications in any respect will not be considered.
6	The character of a person for recruitment to the service must be such as to render him/her suitable in all respects for appointment to the Govt. service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
7	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, IGRMS, Bhopal reserves the right to modify/ withdraw/ cancel any communication made to the Applicants.
8	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for post.
9	Director, IGRMS, Bhopal reserves the right to: a. Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. b. Fill or not to fill up some or all the posts advertised for any reasons whatsoever c. Increase/decrease the number of posts without giving any reason. d. Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment. e. Hold Written test /Skill Test / Presentation and/or Interview for selection, whenever circumstances so warrant
10	A Candidate's admission to the Test/presentation/Interview and subsequent process is strictly provisional. The mere fact that the call letter(s)/has been issued to the candidate does not imply that his/her candidature has been finally cleared by the IGRMS, Bhopal. The IGRMS, Bhopal would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ Certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in the IGRMS, Bhopal, their services are liable to be summarily terminated. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. IGRMS, Bhopal will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
11	Applicants shall have to produce original testimonials at the time of Test /Presentation / interview, failing which they will not be allowed to appear in Test /Presentation / interview.
12	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the IGRMS website only. Accordingly, all applicants in their own interests are advised to regularly visit the IGRMS website www.igrms.gov.in . They should also regularly check their email account for updates. No TA/DA and accommodation shall be provided for attending Test/interview.
13	Call letters and other correspondence for attending the interview, etc., will be sent only to the eligible candidates by email only.
14	IGRMS, Bhopal will retain the all the recruitment data of the candidates only for a period of six months after completion of recruitment process i.e., the issuance of offer letter to the selected candidate. Thereafter, no RTI on the subject shall be entertained.
15	No interim correspondence whatsoever will be entertained from Applicants regarding conduct and result of test(s)/interview and reasons for not being called for test(s)/Interview. In case of any dispute /ambiguity that may occur in the process of selection, the decision of the Director, IGRMS, Bhopal in all matters relating to eligibility,

	acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/ her agency.
16	The character of a person to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment. No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties.
17	Errors and omissions in notification and selection process are subject to corrections as per rules and regulations. Moreover, guidelines relating to recruitment rules shall be followed as per existing IGRMS Recruitment Rules as amended from time to time.
18	Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals situated at Bhopal only.

इंदिरा गांधी राष्ट्रीय मानव संग्रहालय में संविदा के आधार पर सलाहकार (लेखा)/आईटी प्रोफेशनल की नियुक्ति के लिए आवेदन

प्रति
निदेशक
इंदिरा गांधी राष्ट्रीय मानव संग्रहालय
शामला हिल्स, भोपाल 462013

हाल ही की
पासपोर्ट साइज
फोटो संलग्न करें।

महोदय,

इंदिरा गांधी राष्ट्रीय मानव संग्रहालय के विज्ञापन संख्या 1-5/2025-स्थापना दिनांक 7.6.2025 के संदर्भ में, संविदा के आधार पर (पद) की नियुक्ति के लिए मेरा आवेदन कृपया स्वीकार करने की कृपा करें। मेरा विवरण नीचे दिया गया है:

आवेदक द्वारा भरे जाने वाले विवरण

- 1 नाम (बड़े अक्षरों में)
- 2 पिता/पति का नाम
- 3 जन्म तिथि
- 4 संचार के लिए पता
- 5 टेलीफोन/मोबाइल नंबर
- 6 ई-मेल पता
- 7 स्थायी पता
- 8 वर्तमान आयु (वर्ष/माह)
- 9 सरकारी सेवा में शामिल होने की तिथि
- 10 सेवानिवृत्ति की तिथि
- 11 जिस पद से सेवानिवृत्त हुए
- 12 मंत्रालय/विभाग का नाम जिससे सेवानिवृत्त हुए
- 13 पीपीओ संख्या (प्रतिलिपि संलग्न करें)
- 14 शैक्षिक/तकनीकी योग्यता
(प्रतिलिपि संलग्न करें)
- 15 कंप्यूटर ज्ञान का विवरण
(प्रतिलिपि संलग्न करें)
- 16 क्या आपने सलाहकार के रूप में काम किया है या वर्तमान में सलाहकार के रूप में काम कर रहे हैं? यदि हाँ, तो कार्यालय और पारिश्रमिक आदि का विवरण*

17 अनुभव/पिछले रोजगार का विवरण (नवीनतम से शुरू) *

कार्यालय/संगठन का नाम (केंद्रीय सरकार हो या केंद्रीय स्वायत्त निकाय)	पद धारण	अवधि (दिन/माह/वर्ष)			वेतन मैट्रिक्स में वेतन स्तर और वेतन/जीपी और वेतन बैंड/वेतनमान के साथ मूल वेतन	कार्य के क्षेत्र
		से	तक	वर्षों और महीनों में कुल		

*यदि आवश्यक हो तो अतिरिक्त शीट संलग्न करें।

मैं प्रमाणित करता हूँ कि ऊपर दी गई जानकारी मेरे सर्वोत्तम ज्ञान के अनुसार सत्य है और मैं समझता हूँ कि यदि मेरे द्वारा दी गई कोई भी जानकारी गलत पाई जाती है, तो मेरा आवेदन बिना किसी सूचना के अस्वीकार कर दिया जाएगा और यदि नियुक्ति हो चुकी हो तो नियुक्ति स्वयमेव निरस्त हो जाएगी। साथ ही संग्रहालय मेरे विरुद्ध कानूनी कार्यवाही कर सकता है।

(हस्ताक्षर)