

**Indian National Science Academy,
Bahadur Shah Zafar Marg, New Delhi-110002**

Circular

No.AD/21
15.02.2021

Engagement of Consultant (Archive)

Name of the post	Consultant (Archive) - on purely contract basis
Period of Employment	one year extendable as per needs of the Academy
Age limit	Not exceeding 65 years
Educational Qualification and Experience	<u>Essential</u> (i) Master Degree with PG Diploma in Archive. (ii) Retired employee from Government/ Autonomous organization of GOI at Level 11 and above (pre-revised Grade Pay Rs. 6600 and above) (ii)with at least 12 years working experience as Archivist.
Job Description	Apart from managing the library located in the premises of INSA, the person will be required to organize and catalogue of old documents in the possession of INSA since its establishment from 1935.
Consolidated Emoluments (all inclusive)	Rs. 40,000/- per month
Selection Process	Shortlisted candidates shall be called for personal interaction.

Terms and Conditions:

1. Candidates must ensure their eligibility before applying. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for personal interaction. Applications received in response to notification will be scrutinized and maximum 10 applicants would be shortlisted, who will be called for personal interaction through virtual/ physical meeting. Based on qualification, experience and outcome of personal interaction, the candidate will be selected.
2. The Academy reserves the right to reject any application without assigning any reason.
3. The Academy has right to cancel advertisement and not to proceed in the matter for engagement of consultant at any stage, accept or reject any or all applications without giving any reason whatsoever.
4. The appointment would be made purely on contract basis for one year and extendable based on work performance and as per needs of the Academy. The Contract will be co-terminus, if not further extended.

5. No TA/DA would be eligible for joining the assignment or on its completion.
6. The tenure may be terminated by giving one month's notice on either side at any time during the contract period. Any breach of contract executed by the Consultant with the Academy shall be considered a sufficient ground for termination of the engagement made under the contract and may further debar from future engagement by the Academy.
7. Candidates are required to possess a valid active email id which is to be filled in application form correctly and legibly so that information to shortlisted candidate can be sent. The Academy will not be responsible for bouncing of any email sent to the candidate.
8. The Application form is available on Academy's Website www.insaindia.res.in under the Head 'Career'.
9. Candidates desirous of applying for engagement mentioned above, may send their duly filled in downloaded application form along with latest photograph, photocopies of educational certificates and mark sheets, relevant degree of essential qualifications, experience details through email insahr@insa.nic.in with the subject '**Application for Consultant (Archive)**'. The last date for receipt of application is 03.03.2021.
10. The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the application, mode of selection, personal interaction etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained.

Dy. Executive Director-II (Finance & Admn.)

Application Format for Engagement of Consultant (Archive) in INSA, New Delhi

1.	Name		Affix your passport size Photograph		
2	Father's Name/Husband's Name				
3	Date of Birth				
4	Nationality				
5	E-mail id with Telephone/ Mobile No.				
6	Date of Retirement and the post from which retired (Enclose copy of retirement order)				
7	PPO Number (enclose copy)				
8	Name of Ministry/Department/ Autonomous Organization from which retired				
9	Address of communication				
10	Education Qualification				
11	Details of Experience (Add a separate Sheet if required)				
12	Any other information				
	Organization/Institute	Period		Nature of Work	Remarks
		From	To		

Declaration

I, _____, S/o, D/o, W/o , _____ do hereby declare that particulars furnished above are true and correct to the best of my knowledge . I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Indian National Science Academy (INSA), New Delhi in this regard.

Signature
Full Name of Applicant

Place:

Date: