

ENGAGEMENT OF CONSULTANT NOTIFICATION
Walk-in-Interview

Applications are invited from eligible Indian Citizens to fill up the following posts of this Institute purely on Contract Basis through Walk-in-Interview. The Applicants should carefully read Advertisement with reference to the Eligibility Criteria including Educational Qualifications combined with the Post-Qualification Experience specific to the opted Consultant positions. The details of the posts are as hereunder:

Sl.No.	Name of the Post/No. of Vacancy/Remuneration/Age	Educational Qualifications & Experiences
1	<p>Administrative and Finance (Consultant)</p> <p>Number of Vacancy – 01</p> <p>Remuneration – 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. There will be no annual increment / percentage increase during the contract period (As per Ministry of Culture, Government of India Circular F. No.A-54011/20/2020-Eastt. Dated 29.12.2022 and as per Office Memorandum F.No.3-25/2020-E IIIA of Department of Expenditure, Ministry of Finance, Government of India).</p> <p>Age: 60 Years.</p>	<p>i) Retired Government Official in Level 7 to Level 11 or equivalent at the time of Superannuation.</p> <p>ii) Past experience of administrative works in a reputed Central Government / Central Autonomous Bodies with experience of Financial affairs, Preparation of Budget, routine office work, establishment and service matters including Pay Fixation etc. etc.</p> <p>Essential Qualifications:</p> <p>a) Bachelor's Degree. b) ACA/ACWA/ACS/SAS. c) Knowledge in Computer Applications. d) Knowledge of E-Office and MS OFFICE.</p>
2	<p>Academic (Consultant)</p> <p>Number of Vacancy – 01</p> <p>Remuneration – 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. There will be no annual increment / percentage increase during the contract period (As per Ministry of</p>	<p>i) <u>Essential Qualifications:</u></p> <p>Master's Degree in Humanities / Social Sciences / Media from any recognized University.</p> <p>ii) Publications in scholarly journals. iii) Technical ability in digital media and computer skills as well as knowledge in Copyright Law.</p> <p>ii) Thorough knowledge of academic activities in a research institute with past</p>

	<p>Culture, Government of India Circular F. No.A-54011/20/2020-Eastt. Dated 29.12.2022 and as per Office Memorandum F.No.3-25/2020-E IIIA of Department of Expenditure, Ministry of Finance, Government of India).</p> <p>Age: 60 Years.</p>	<p>administrative experience and rules & regulations abiding law regarding formulation of Memorandum of Understandings (MoUs) with other Universities/Institutions. Organizing framework for National and International collaborative Seminars / Symposiums / Conferences in consultations with Competent Authority.</p> <p>iii) Qualified persons on the verge of superannuation may also apply.</p>
3	<p>Museum (Consultant)</p> <p>Number of Vacancy – 01</p> <p>Remuneration – 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. There will be no annual increment / percentage increase during the contract period (As per Ministry of Culture, Government of India Circular F. No.A-54011/20/2020-Eastt. Dated 29.12.2022 and as per Office Memorandum F.No.3-25/2020-E IIIA of Department of Expenditure, Ministry of Finance, Government of India).</p> <p>Age: 60 Years.</p>	<p>i) <u>Essential Qualifications:</u></p> <p>Master's Degree in Museology / History of Art / Indian or Ancient Indian History / Archaeology / Cultural Studies / Epigraphy / Anthropology / Sanskrit / Pali / Persian / Arabic from a recognized University.</p> <p>ii) Qualified retired Museologist / Curator with experience in any Central Government / State Government / Central Autonomous Bodies aided Museum of repute.</p> <p>iii) Experience of setting up of new Galleries.</p>

Information to the Applicants:

- 1 Application forms for the post of Consultants may be obtained from the MAKAIAS website, www.makaias.gov.in along with relevant information.
- 2 Two sets of filled in application forms completed in all respects with copies of self-attested certificates and other documents to be submitted at the time of interview.
- 3 Selection Committee's decision on the selection of Consultant/s will be final.
- 4 The Institute reserves the right to reject a candidature without assigning any reasons whatsoever.
- 5 Canvassing and/or attempt to influence the process of selection in any form will disqualify the candidature.
- 6 Regarding selection, the Institute will not entertain any correspondence separately with any candidate.

- 7 The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice.
- 8 Applications duly filled in along with enclosures should reach the Institute **within 15 (fifteen) days from the date of advertisement.** Envelope containing all papers, superscribing the position applied for should be addressed to The Director, Maulana Abul Kalam Azad Institute of Asian Studies, Block-IB, Plot.166, Sector-III, Salt Lake, Kolkata – 700106 and sent by Speed Post or by email makaias.directoroffice@gmail.com

**Director
Maulana Abul Kalam Azad
Institute of Asian Studies (MAKAIAS)
Kolkata**