



# THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

Under Ministry of Culture, Government of India

1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietycal.com



## VACANCY NOTICE

Ref No: TASK/2018/04

Dated: 2<sup>nd</sup> August, 2018

The Asiatic Society, Kolkata, an Institution of National Importance declared by an Act of Parliament and an Autonomous Institution under Ministry of Culture, Government of India invites applications from retired officials of Central Govt./ State Govt./ Autonomous Bodies for filling up the following post on contract :

### I. **Consultant [ Electrical Works]**

1. Number of Position : 1(One)
2. Consolidated Remuneration : ₹ 35,000 per month
3. Required Qualification : Diploma in Electrical/Mechanical Engineering  
At least 20 years experience in Govt sector in Electrical/Mechanical Engineering work

**Retired Central Govt./ State Govt./Autonomous Bodies employees not below the rank of Assistant Engineer can only apply**

### **Instructions to Candidates:**

1. The engagement of Consultant [Electrical Works] will be purely on contract basis and will not confer any right for regular appointment in the Asiatic Society, Kolkata.
2. The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements, appraisal of the performance and medical fitness of the Individual.
3. Consultant [Electrical Works] shall not be entitled to any allowance, transport facility, residential accommodation, medical reimbursement etc.
4. Consultant [Electrical Works] shall continue to draw Pension and Dearness Relief on pension during the period of his/her engagement.
5. Consultant [Electrical Works] shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis and shall not draw any remuneration in case of his/her absence beyond 8 days in a year.
6. The unavailed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

7. Consultant [Electrical Works] 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 urgency
8. The Income Tax or any other tax will be deducted at source as per Government Instructions.
9. Consultant [Electrical Works] shall not utilize or publish or disclose or part with, to a third party, any part of the data or information collected for the purpose of his/her assignment or during the course of assignment for the Asiatic Society, Kolkata, without the express written consent of the Society.
10. Consultant [Electrical Works] will be required to sign a non disclosure undertaking as annexed.
11. Consultant [Electrical Works] shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Society nor will he/she indulge in any activity outside the terms of contractual assignment.
12. Consultant [Electrical Works] shall not claim any benefit / compensation/absorption/regularization of service with the Society under the provisions of Industrial Dispute Act, 1947 or Contract Labour (Regulation and Abolition) ct, 1970.
13. The Society may terminate the contract at any time without giving any notice and also without assigning any reason.
14. Application form may be downloaded from the Society's website <http://www.asiaticsocietykolkata.org>
15. Application form (hard copy) duly completed in all respects should be sent to the General Secretary , The Asiatic Society, 1 Park Street, Kolkata -700016 on or before 19<sup>th</sup> August,2018.

Sd/-  
[S B Chakrabarti]  
General Secretary

**NON-DISCLOSURE UNDERTAKING**

To  
The General Secretary  
The Asiatic Society  
1, Park Street  
Kolkata 700 016

Sir,

I hereby undertake

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- To hold such confidential information in trust and confidence both during and after the terms of my engagement.
- Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with The Asiatic Society, Kolkata which would otherwise conflict with my obligations towards The Asiatic Society.
- To abide by data security policy and related guidelines issued by The Asiatic Society, Kolkata.
- Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
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- 2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to The Asiatic Society, Kolkata any records/material, equipment, documents or data which is of confidential nature.
- 3. I shall keep The Asiatic Society, Kolkata informed of any change in my address or contact details during the period of my engagement.
- 4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
- 5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital formal.

Yours faithfully,

(Signature.....)

Name:.....

Address.....

Personal Contact No.....

## Application format

Ref No: TASK/2018/04

Dated: 2<sup>nd</sup> August, 2018

Affix a recent  
passport size self  
attested  
photograph

1. Name of the Post applied for : **Consultant [Electrical Works]**
2. Name of the candidate (in block letters) :
3. Mother's/Father's/Husband's Name :
4. Date of Birth :
5. Address for Correspondence :
6. Permanent Address :
7. Contact Number : 7 a. e-mail address :
8. Educational/Technical Qualification (s) :
9. Details of experience :
10. Date of retirement and name of the office where the officer was last working :  
[ Enclose the copy of PPO]
11. Any other relevant information :

The information furnished above is true. I have carefully read the terms and conditions mentioned in 'Instructions to Candidates' of the Vacancy Notice no TASK/2018/04 dated 2<sup>nd</sup> August, 2018 and they are acceptable to me. I certify that no disciplinary proceedings are pending against me as on date.

Place:

[Signature of the Applicant]

Date: