

# THE ASIATIC SOCIETY

An Institution of National Importance declared by an Act of Parliament and  
An Autonomous Organization under Ministry of Culture, Government of India  
1, Park Street, Kolkata- 700016

Ref: TASK/2026/01

Date : 10.03.2026

The Asiatic Society, Kolkata invites retired employees from Central Government/PSUs/Central Autonomous Bodies for engagement as Consultant(s) on contract basis. **Interested candidates are required to appear directly in the walk-in interview with relevant documents. No prior application is required to be submitted to the Society.**

**Date and time of walk- in interview: 26<sup>th</sup> March, 2026, 11:00 am onwards**

**Reporting Time: 10:30 am**

## Positions

<i>Sl No</i>	<i>Positions</i>	<i>No of required positions</i>	<i>Eligibility</i>
1	Consultant [Internal Audit]	01 [One]	Persons retired from the post of Audit Officer [Pay Level 10 of 7 <sup>th</sup> CPC Pay Matrix] or above
2	Consultant [Administration]	01 [One]	Persons retired from the post of Section Officer [Pay Level 7 of 7 <sup>th</sup> CPC Pay Matrix] or above
3	Consultant [Academic]	01 [One]	Persons retired from the post of Education Officer/ Programme Officer/ Section Officer (Academic)[Pay Level 7 of 7 <sup>th</sup> CPC Pay Matrix] or above
4	Consultant [Library]	02 [Two]	Persons retired from the post of Assistant Librarian [Pay Level 7 of 7 <sup>th</sup> CPC Pay Matrix] or above
5	Consultant [Publication]	01 [One]	Persons retired from the post of Publication Officer [Pay Level 7 of 7 <sup>th</sup> CPC Pay Matrix] or above
6	Consultant [Conservation]	01 [One]	Persons retired from the post of Conservation Officer [Pay

			Level 7 of 7 <sup>th</sup> CPC Pay Matrix] or above
7	Consultant [Security]	01 [One]	Persons retired from the post of Assistant Security Officer [Pay Level 7 of 7 <sup>th</sup> CPC Pay Matrix] or above
8	Consultant [Secretarial Practice]	01 [One]	Persons retired from the post of Jr. Stenographer [ Level 4 of 7 <sup>th</sup> CPC Pay Matrix] or above

## **Scope of work**

### **1. Consultant (Internal Audit)**

To render consultancy services in matters relating to financial management, accounting and internal audit, including examination of accounts, verification of financial transactions, review of internal control systems and ensuring proper maintenance of financial records. To coordinate with Statutory Auditors and C&AG Audit and assist in preparation of replies to audit observations. To assist in ensuring compliance with Government rules, GFR, financial regulations and audit requirements, and to advise the office on accounting, financial reporting and budgeting matters and any other work assigned from time to time.

### **2. Consultant (Administration)**

To render consultancy services in establishment and administration, vigilance, legal matters, passing of bills of conservancies, court cases, recruitment, assessment and promotion cases, strict observance of rules, regulations and Bye-laws, maintenance of reservation roster etc., and advising authorities of the Society on various matters relating to Administration and any other official works to be entrusted from time to time.

### **3. Consultant (Academic)**

To render consultancy services in academic planning, coordinating research projects, seminars, workshops, and conferences, supporting documentation, reports, and academic records and advising authorities of the Society on various matters relating to academic activities and any other official works to be entrusted from time to time.

### **4. Consultant (Library)**

To render consultancy services in assisting the Librarian in matters relating to library management, including acquisition, cataloguing, classification, circulation and reference services. To assist in the administration of reading rooms, maintenance of library records and supervision of day-to-day library operations, including coordination with outsourced library services. To support the organization of

library-related academic activities such as book exhibitions, lectures and public programmes, and to assist in the use of digital tools and library management systems for efficient functioning of the library. To advise and assist the authorities on matters relating to library services and undertake any other work assigned from time to time.

#### **5. Consultant (Publication)**

To render consultancy services in matters relating to publication activities of the Society, including planning, editing, reviewing and production of books, journals and other publications. To assist in maintaining quality and academic standards of publications and ensure adherence to prescribed guidelines and procedures. To coordinate with authors, editors, printers and other agencies involved in publication work and monitor progress of ongoing publications. To advise the authorities on publication policies, documentation and dissemination of research outputs, and to undertake any other work relating to publications as assigned from time to time.

#### **6. Consultant (Conservation)**

To render consultancy services in matters relating to conservation and preservation of rare books, manuscripts, archival materials and other heritage collections of the Society. To advise on preventive and curative conservation measures, proper storage, handling and environmental conditions required for preservation of collections. To supervise conservation activities, monitor ongoing preservation work and guide staff engaged in conservation processes. To assist the authorities in planning conservation projects, maintaining records of conservation work and undertaking any other related work assigned from time to time.

#### **7. Consultant (Security)**

To render consultancy services in assisting the Security Officer in matters relating to security management of the premises of the Society, including supervision and coordination of security personnel and monitoring of entry, exit and movement within the campus. To assist in ensuring proper implementation of security protocols, maintenance of security registers and effective functioning of surveillance systems. To coordinate with outsourced security agencies and assist the authorities in maintaining discipline, safety and protection of property, collections and infrastructure of the Society. To advise the authorities on security related matters and undertake any other duties assigned from time to time.

#### **8. Consultant (Secretarial Practice)**

To render stenographic service; typing; sending/receiving e-mails; maintenance of files, ledgers, records, etc. in computer; public relations and receiving dignitaries; attending to telephone calls; maintenance of appointment schedule for officers and attending to secretarial services and other official works entrusted from time to time.

#### **Age Limit**

Upper age limit – 63 years of age as on the date of interview.

### **Contract Period**

The engagement of Consultant is on contractual basis for an initial period of **One (01) Year** which may be extended as per the functional requirement of the Society & performance and medical fitness of the Consultant. The engagement of Consultants will be purely on contract basis and will not confer any right of regular appointment in the Society.

### **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.

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 consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

No House Rent Allowance or any other allowance shall be admissible during the period of contract.

### **Drawal of Pension:**

The retired employee engaged as consultant shall continue to draw their existing pension and Dearness Relief on pension from their parent organisation during the period of his/her engagement as consultant.

### **Leave of Absence:**

Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond the contract period shall not be allowed.

### **Working Hours:**

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 urgency and mark his/her attendance mandatorily, failing which it may result in deduction of remuneration.

### **Tax Deduction at Source:**

The Income Tax or any other tax as applicable will be deducted at source as per extant rule. Necessary TDS certificate will be issued to the consultants.

### **Confidentiality of data and documents:**

The Consultant shall 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 this assignment or during the

course of assignment for the Society, without the express written consent of the Society. The Consultant be bound to hand-over the entire set of records of assignment to the Asiatic Society, Kolkata before the expiry of the contract. The Consultant shall be required to sign a non –disclosure undertaking.

### **Conflict of interest**

The Consultant shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of the Society nor will he indulge in any activity outside the terms of employment/contractual assignment.

### **Termination of Agreement**

The Society may terminate the contractual assignment at any time if:

- i. The Consultant is unable to address the assigned work
- ii. Quality of the assigned work is not to the satisfaction to the Competent Authority of the Society
- iii. The Consultant is found lacking in honesty and integrity

The Competent Authority of The Asiatic Society, Kolkata has the right to cancel advertisement and not to proceed in the matter for engagement of consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

Other terms & conditions of the engagement will be carried out as per Govt. of India guidelines and regulations of the Society.

**Candidates are required to appear for a walk-in interview on 26.03.2026 at The Asiatic Society, 1 Park Street, Kolkata – 700016. For their convenience, candidates may fill up the application form before appearing for the interview. No application is required to be sent to the Society in advance. Candidates should directly attend the walk-in interview with all necessary documents relating to their age, educational qualification and service experience.**

**APPLICATION FOR ENGAGEMENT AS CONSULTANT \_\_\_\_\_ ON CONTRACT  
BASIS IN THE ASIATIC SOCIETY KOLKATA**

PASTE A RECENT COLOR PASSPORT SIZE
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1. NAME (IN CAPITAL LETTER) :
2. DATE OF BIRTH :
3. MOBILE NUMBER :
4. ADDRESS FOR CORRESPONDENCE :
5. EDUCATIONAL QUALIFICATION :
6. DATE OF ENTRY IN GOVT.SERVICE :
7. DATE OF SUPERANNUATION :
8. ORGANIZATION FROM WHICH RETIRED :
9. POST HELD AT THE TIME OF RETIREMENT :
10. LAST PAY DRAWN (LEVEL & PAY MATRIX) :
11. AMOUNT OF PENSION BEFORE COMMUTATION :  
(ATTACH COPY OF PPO)
12. TRANSPORT ALLOWANCE DRAWN AT THE TIME  
OF RETIREMENT (ATTACH LAST PAY SLIP) :
13. EXPERIENCE DETAILS :

Name of the Organization	Post Held with pay level	Duration	Nature of work

I HEREBY DECLARE THAT THE PARTICULAR FURNISHED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER DECLARE THAT I WAS CLEAR FROM VIGILANCE ANGLE AT THE TIME OF MY RETIREMENT. I HAVE READ THIS NOTICE AND ACCEPT ALL THE TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT \_\_\_\_\_

PLACE :

DATE :

(SIGNATURE OF THE APPLICANT)