

APPLICATION ENQUIRY NO. 01/2023-24 (MUSEUM)

The Commissioner of CGST, Goa, invites online applications from experienced individuals for the following services on contract basis for a period 01.08.2023 to 31.07.2024 at the Dharohar: National Museum of Customs & GST at Panaji, Goa.

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|-----|-------------------------------------|---|---------|
| (1) | Curator | - | 01 post |
| (2) | Museum Lecturer / Associate Curator | - | 01 post |

2. The terms and conditions of the application are enclosed as Annexure A & B to this notice.

3. Applications alongwith the relevant details and copies of the educational qualification certificates and experience certificates shall be submitted to the email **icitm-goamuseum@gov.in** on or before 24.07.2023 (5:00 p.m.)

4. The Applicant shall sign each page of the Application document as a token of having read and understood the terms and conditions contained therein and submit the same along with the application. The Applicant shall fill up the information in the Application form in clear and legible handwriting and mention the name of the post applied for. Copies of proof of educational qualification and experience certificates should be attached. The Annexures shall be signed by the Applicant.

5. The successful candidates shall be informed by post/mail of his/her selection which will be done by a Selection Committee. Similarly, applications incorporating additional conditions by the applicants will be rejected.

6. The Commissioner of CGST, Goa reserves the right to accept or reject any or all the applications.

(KSHITIZ SAINI)
DEPUTY COMMISSIONER (MUSEUM)
PANAJI, GOA

Annexure A

1. The Applicant should provide services of a (i) Curator or (ii) Museum Lecturer/Associate Curator at the Dhariohar: National Museum of Customs & GST at Panaji, Goa, Department of Revenue, Ministry of Finance, Government of India.

S. No.	Post	No. of posts	Qualification & experience Required
1.	Curator	01	Masters or equivalent degree of a recognized University in Indian History or Archaeology, or Art History. Candidates with Diploma in Museology or 2 years experience in a Museum of repute or a comparable institution; or a published research work will be preferred.
2.	Museum Lecturer /Associate Curator	01	Masters or equivalent degree of a recognized University in Indian History or Archaeology, or Anthropology or Art History. Candidates with 3 years experience in a Museum of repute or a comparable institution will be preferred.

2. DUTIES OF A CURATOR:-

1. Look after all the galleries, the cleanliness, upkeep and preservation of exhibits/artefacts in the Museum.
2. Shoulder responsibility for the safety of all the artefacts displayed in the Museum
3. Take adequate measures for the safety of museum objects and follow the instructions issued from time to time regarding theft attempts or any other such incident in the Museum.
4. Maintenance of display arrangements with labels and signages.
5. Assist the Department in setting up the different galleries.
6. Hold special exhibitions in designated galleries.
7. Maintenance of museum library and stock of publications.
8. Showing around the Museum to the visitors/guided tours and answering queries of the visitors
9. Organizing guided tours and other activities for children and students of schools/colleges/universities and the public in order to create awareness of the rich heritage of the Department.
10. Participating in all other academic activities connected with archaeology
11. Accessioning, Indexing and cataloguing of antiquities and yearly verification of antiquities displayed at the Museum.
12. Assisting the Departmental officers incharge of the Museum in documentation /storage/display of the artefacts
13. To promptly report any breakage /theft or any untoward incident noticed immediately to the departmental staff/Deputy Commissioner in charge of the Museum.
14. Take measures to enhance the appeal and attraction of the Museum
15. A Curator is the chief link between the museum and the society. He/She should therefore, be accessible to inquiries and provide encouragement to all seekers of knowledge. His contact with the public should be conducted with courtesy and fairness and also fulfil the duties of a teacher to students at all levels of education.
16. Any other work assigned by the Incharge of the Museum.

3. DUTIES OF A MUSEUM LECTURER/ ASSOCIATE CURATOR:-

1. Organizing the lectures and talks for students / visitors at the Museum.

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2. Organize activities with the assistance of the Curator, for children and students of schools/colleges/universities and visitors to the Museum in order to create awareness of the rich heritage of the Department.
3. Assist the Department and the Curator in setting up the different galleries.
4. Assist the Curator in looking after all the galleries, the cleanliness, the upkeep and preservation of exhibits/artefacts in the Museum and also see to the safety of the artefacts displayed in the Museum.
5. Assist the Department and the Curator in setting up the different galleries.
6. Assist the Curator in maintenance of museum library and stock of publications.
7. Assist the Curator/Departmental officers in Accessioning, Indexing and cataloguing of Antiquities displayed at the Museum.
8. Assist the Departmental officers Incharge of the Museum in documentation/storage/display of the artefacts.
9. To promptly report any breakage /theft or any untoward incident noticed immediately to the departmental staff/ Deputy Commissioner in charge of the Museum.
10. Any other work assigned by the Incharge of the Museum and the Curator.

4. DUTY TIMINGS: 9:30 a.m. to 5:00 p.m. from Tuesday to Sunday. The Museum will be closed on Monday and public holidays observed by the Central Government.

5. The Curator will report to the Supdt. of Museum and the Museum Lecturer/Associate Curator and will in turn report to the Curator.

6. PAYMENT:-

The remuneration to be paid for outsourcing of the above referred services would be as follows:-

	<u>Services</u>	<u>Monthly rate</u>
(i)	Curator	Rs. 50,000/-
(ii)	Museum Lecturer/Associate Curator	Rs. 35,000/-

No other allowances or emoluments would be payable to the above referred specialists staff. In case retired officials are engaged, the fees paid will not be more than the last pay drawn minus pension plus variable DA. Payments will be made on a monthly basis. Income tax will be deducted as applicable.

7. TERMS:-

The amount quoted above shall not vary during the entire period of contract. The contract may be terminated for reasons of want of funds, unsatisfactory performance or other administrative reasons. In such cases, the Applicant will be given advance notice in writing.

8. EXPERIENCE:-

(i) The Curator should have a minimum experience of 2 years in a Museum of repute or a comparable institution; or a published research work will be preferred.

(ii) Museum Lecturer/Associate Curator – Candidates with 3 years experience in a Museum of repute or a comparable institution will be preferred.

Copies of Experience Certificates should be enclosed.

9. The Applicant should indicate the PAN/EPF Numbers and submit copies of the necessary Registration Certificates in support of the same.

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10. The Applicant shall be responsible for complying with all statutory requirements in execution of the contract and must abide by all the corresponding Rules and Regulations etc.
11. Taxes if any will be deducted as per rules in force. The Department shall deduct Income Tax from each bill/Monthly payment as per prevailing Government instructions/orders in lieu, the Department shall issue a certificate of deduction of the tax at source to the Applicant, in relevant forms.
12. In case of any doubts or need of any inquiry, the Applicant may contact the Deputy Commissioner (Museum) on Phone No. 0832- 2437359 on any working day.
13. The Competent Authority acting for and on behalf of the President of India does not bind himself/themselves to accept any Application and reserves to himself the authority to reject any, part or the entire application received without assigning any reason(s). Applications in which any of the prescribed conditions are not fulfilled that of conditional rebate put forth by the applicant shall be summarily rejected.
14. The notice inviting application and all documents including special conditions and acceptance thereof with any correspondence leading thereto shall be part of the agreement.
15. The Selection Committee reserves the right to accept or reject any or all Applications without assigning any reasons whatsoever. No correspondence in this regard will be entertained.
16. The contract will be for the period from 01.08.2023 to 31.07.2024.

INFORMATION & INSTRUCTIONS FOR APPLICANTS

SECTION I

1.0 GENERAL:

- 1.1 All information called for in the enclosed annexure should be furnished. Only online applications received through the email icitm-goamuseum@gov.in will be accepted and those received after the due date i.e. 24.07.2023, after 5:00 p.m. will not be entertained.
- 1.2 The online application submitted should bear the signature of the applicant on each page.
- 1.3 Overwriting will not be accepted. Corrections, if any, should be made by neatly crossing out, with signature and date.
- 1.4 References, information and certificates from the respective employers certifying suitability, technical know-how or capability of the applicant should be signed and submitted.
- 1.5 The applicant may furnish any additional information which he/she thinks is necessary to establish his/her capabilities of handling the task. He/She is, however, advised not to furnish superfluous information. No information shall be entertained after submission unless it is called for by the Employer.

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1.6 The applicant shall sign each page of the application document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The applicant shall fill up the information in the application form in clear and legible handwriting. Necessary documents of proof should be enclosed.

DEFINITIONS:

2.1 EMPLOYER: means the President of India, acting through the Commissioner of CGST, Panaji, Goa.

2.2 APPLICANT: means the individual.

3.1 METHOD OF APPLICATION:

3.2 The application shall be signed by him/her above his full written name and current address.

4.0. FINAL DECISION MAKING AUTHORITY:

The Selection Committee reserves the right to accept or reject any application and reject any one or all applications at any time, without assigning any reason(s) or incurring any liability to the applicants.

5.0 AWARD CRITERIA

5.1 The Selection Committee reserves the right to accept or reject any or all Applications without assigning any reasons whatsoever. No correspondence in this regard will be entertained.

5.2 Any effort on the part of the applicant or his/her agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is prohibited.

5.3 The selected personnel shall maintain law and order in the premises and should be alert and vigilant on duty.

5.4 Attendance register should be signed by the Curator and Museum Lecturer/Associate Curator at the Museum which should bear the signature and time of signing on /off duty.

5.5 The Applicant will also follow any other instructions given from time to time by "The Commissioner" which include all the authorized officers charged with running the affairs of the Museum with regards to their contract.

5.6 The Curator/Museum Lecturer/Associate Curator /Work Assistant/Computer Operator will be deemed for all purposes to be the employees of the Department and shall have no right/ claim whatsoever for direct recruitment or permanent employment in the Government of India by virtue of their rendering services at the Dharohar: National Museum of Customs & GST at Panaji, Goa.

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ANNEXURE "B"

APPLICATION FORM FOR PROVIDING SERVICES OF A CURATOR AND MUSEUM LECTURER/ASSOCIATE CURATOR AT THE Dharohar: National Museum of Customs & GST AT PANAJI, GOA.

1. Application for the post of :
2. Name of the Applicant :
3. Address :

4. Contact Telephone No. :
5. E-mail address :
6. PAN Number :

7. Names of the Museums with their Contact numbers where he/she has worked in the capacity as Curator/ Museum Lecturer/Associate Curator/ :

9. Copies of educational qualification :

10. Copies of experience certificates :

Should this Application be accepted, I hereby agree to abide by and fulfil all the terms and provisions of the said conditions annexed hereto so far as applicable. If I fail to commence the work specified in the above memorandum, I agree that President of India through the Commissioner of CGST, Goa, shall be at liberty to cancel the acceptance of the Application.

Signature of the Applicant

Name:

Date:

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Documents to be uploaded by the Applicant:

The Applicant submitting the Application form for providing services of a Curator and Museum Lecturer/Associate Curator at the Dharohar: National Museum of Customs & GST at Panaji, Goa shall upload copies of the following documents along with the completely filled-up and signed Application Form (Annexure B) at email icitm-goamuseum@gov.in on or before 24.07.2023 (5:00 p.m.)

1. Educational Qualification certificates
2. Experience certificates in the field (The experience shall be supported by copies of the contract and letter of satisfaction from each client).
3. PAN Card
4. Annexure B

Signature of Applicant :

Name of the Applicant :

Address of the Applicant :

CERTIFICATE		
This is to certify that I have uploaded copies of the following documents in support of my application.		
S. No.	Type of Documents	Reference Number and Date
1.	Educational Qualification 1. 2. 3.	
2.	Experience 1. 2. 3.	
3.	PAN card	

Signature of the Applicant

Name of the Applicant

Date