

FILMS DIVISION
Ministry of Information & Broadcasting
Government of India
24-Dr. G. Deshmukh Marg,
Mumbai-400 026.

No.D-11011/5/2012-General-I

Dated the 30th April, 2013

Advertisement for engagement of two Research Assistants for the project National Museum of Indian Cinema on contract basis in Films Division, Mumbai

Films Division is the central film producing organization of the Government of India under the Ministry of Information & Broadcasting. Films Division proposed to engage 2(Two) Research Assistants on contract basis in Films Division, Mumbai with the following terms and conditions:-

Terms & Conditions for appointment as Research Assistant in the Films Division :-

1) Minimum Qualifications :

Graduate of any University or equivalent, preferably with Library Science, museology or film studies as subject. Should have working knowledge of Computer particularly MS Office & Excel and other computer data-entry-retrieval applications useful for museology or museum development.

Desirable qualification :-

Experience of working in a computerized Library related to museum and knowledge of Indian film history.

2) Scope of work/Job responsibility

Careful and detailed documentation of all existing/incoming film memorabilia, artifacts, equipment and other such items. Handling and storing of the same. Developing basic maintenance and retrieval systems. Will also require to do field work, including approaching donors / sellers of filmic material mainly in Mumbai under the guidance of the Consultant Curator, examining or obtaining the materials offered, etc.

3) He shall be provided with space in office with basic amenities like telephone, computer, furniture etc. and will be expected to observe office timings in force in Films Division. Occasionally, he may be asked to work after office hours in case of urgency, for which compensatory casual leave will be permissible. But he is not entitled to take any kind of regular leave.

4) Type of appointment:-

The appointment will be purely on contract basis. The consultant will not be entitled to any claim of Govt. service, in any manner.

- 5) **Accommodation** :- The Research Assistant needs to have own accommodation in Mumbai or nearby places. No accommodation or House rent will be provided by the Department.
- 6) **Contract Period** :-
Initial contract would be for a period of six months, extendable by six months further subject to a maximum of two years and satisfactory performance.
- 7) **Age Limit** :-
Not over 40 years.
- 8) **Terms of Payment** :-
The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment.
- 9) **Tax Deduction at Source** :-
Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.
- 10) **Confidentiality of data and documents** :
The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall utilize or publish or disclose or part with, to a third party, any part or the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the Department, without the express written consent of the Department. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department.
- 11) **Conflict of interest** :-
The Research Assistant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
- 12) **Termination of Agreement** :-
The Department may terminate a contract to which these Terms apply if :-
- (i) The Research Assistant is unable to address the assigned works.
 - (ii) Quality of the assigned works is not to the satisfaction of the Department.
 - (iii) The Research Assistant fails in timely achievement of the milestones as finally decided by the Department.

- (iv) The Research Assistant is found lacking in honesty and integrity.
- (v) The Department reserves the right to terminate the contract, by giving 15 days notice to the Research Assistant.
- (vi) Termination shall be effected by written notice served on the Research Assistant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

13) Governing law :-

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The consultant shall provide a concept note about his understanding of the task/scope of the work he is supposed to undertake while working with Department under the present contract.

14) Remuneration :-

Rs.15,000/- - Rs.18,000/- per month

- 15) Research Assistant will be entitled to 8 days leave in one calendar year or on pro-rata basis. Depending on period of work, leave beyond this entitlement will be on no fee basis, but un-availed entitled leave cannot be carried forward to next calendar year. The D.G., F.D. will be free to terminate the appointment in case of absence of the Research Assistant for more than 15 days, beyond entitled leave in a calendar year.**

2. Applicants may send their resume with copies of recent photographs and copies of credentials on the basis of the above terms and conditions, if acceptable/agreeable to them, addressed to the **Director General, Films Division, Ministry of Information & Broadcasting, 24-Dr. Gopalrao Deshmukh Marg, Mumbai-400 026** by Regd. Post/Speed Post within 14 days of publication of this advertisement.

3. The Director General, Films Division reserves the right to accept/reject any or all of the applications without assigning any reason thereof.

(A. Subramanian)
Assistant Administrative Officer
For Director General