

No.2-1/2010-11/NMNH
Government of India
National Museum of Natural History
(Ministry of Environment & Forests)

Tansen Marg, New Delhi-110001.

Dated 26th March,2012.

**Subject: Engagement of Consultant in NMNH, New Delhi and RMNH,Sawai
Mathopur/Gangtok.**

It is proposed to engage one Consultant , each for the National Museum of Natural History(New Delhi) , Regional Museum of Natural History (Sawai Madopur) and Regional Museum of Natural History (Gangok) respectively initially for a period of six months.

2. The eligibility criteria, qualifications, experience, TOR etc. and Remuneration to be paid per month are indicated in Annexure-I & II that follows.

3. Applications in the prescribed proforma (Annexure III & IV) of suitable candidates who are eligible and willing may be sent to Director, National Museum of Natural History, M/o Environment & Forest, Tansen Marg, New Delhi-110001 latest by 30th March, 2012.

Yours faithfully

(Vinod Kumar)
Administrative Officer(NMNH)
Tel: 23317992

To

1. All Ministries/Departments of Central Govt.
2. NMNH Website

Annexure-I

Name of Museum for which Consultant is required	Profile	Remuneration to be paid
RMNH, Sawai Madhopur, Rajasthan	MSc.-Zoology/Botany with at least 10 years experience as Scientist /Curator in a Museum of Natural History or a Museum with Natural History Section.	Rs.30,000/- P.M.
RMNH,Gangtok	MSc.-Zoology/Botany with at least 10 years experience as Scientist /Curator in a Museum of Natural History or a Museum with Natural History Section.	Rs.30,000/- P.M.
NMNH(New Delhi)	Graduate. The official retired from Central Govt. Service at least the level of Section Officer and is having more than ten years experience dealing with the all matters relating to Administration/Establishment i.e. appointment of officials ,preparation/revision of Recruitment Rules /Pay Fixation and CCS Conduct Rule etc.	Rs.30,000/-

Annexure-II

Name of Museum for which Consultant is required	T.O.R.
RMNH, Sawai Madhopur Rajasthan	Preparation of Roadmap for 20 years and implement it on a time bound manner. Development of communication strategy through exhibitions and educational programmes is a priority area. Strategy for collections of Natural History from the Region is also important. The Consultant will also provide all technical help to the RMNH coordinator in all aspects of the establishment of the Museum on a time bound manner.
RMNH,Gangtok (Sikkim)	NMNH is establishing a new Regional Museum of Natural History, for North-Eastern Region of India, to be located in Gangtok(Sikkim) . The selected Consultant will prepare a Roadmap for 20 years and implement it on a time bound manner. Development of communication strategy through exhibitions and educational programmes is a priority area. Strategy for collections of Natural History from the Region is also important. The Consultant will also provide all technical help to the RMNH coordinator in all aspects of the establishment of the Museum on a time bound manner.
NMNH, New Delhi	The NMNH is an institution with head office in New Delhi and Regional offices in various parts of India. The Regional Museums of Natural History are located in Mysore, Bhopal and Bhubaneswar. New RMNH are being established in Swai Madhopur and Gangtok. In addition the administrative work in the NMNH at New Delhi, the administrative coordination of RMNH is also a priority area. The specialized nature of function of Museum on a 7 days week, also demands specialized administrative practices. The Consultant will assist HO/AO on all the matters relating to establishment /administration of staff /officers of NMNH/RMNH .

(FORMAT)

Dated: _____

To

The Director,
National Museum of Natural History,
M/o Environment & Forests,
Tansen Marg, FICCI Museum Building,
New Delhi-110001.

Subject: Application for appointment as Consultant on Contract basis.

Sir,

I, _____, enclose herewith my application for providing services as Consultant in National Museum of Natural History, New Delhi/Regional Museum of Natural History, Sawai Madopur, /Gangtok as mentioned in TOR documents.

Yours faithfully,

Signature _____

Name _____

Address _____

Tel:/Mobile No. _____

Email: _____

Relevant Experience & Track Record

A brief description of similar nature of work as mentioned in TOR documents carried out in the last 10 years.

From:

To

The Director,
National Museum of Natural History,
Tansen Sen Marg, FICCI Museum Building,
New Delhi-110001.

(a) Brief description of the work:

(b) Significant nature of work carried out in the last 10 years:

(The following information should be given in respect of each major assignment separately)

1. Title of assignment
2. Objective of assignment
3. Narrative description of the assignment.
4. Name of the client.
5. Address

Yours faithfully,

Signature_____

Full Name_____

Address_____

Email:_____