

**F.No.1-3/2017-NCF**

**NATIONAL CULTURE FUND  
(Ministry of Culture)  
Puratatva Bhavan, 5<sup>th</sup> Floor, D Block,  
GPO Complex, INA, New Delhi – 110 023**

National Culture Fund, a Public Charitable Trust, established by the Government of India, under the Ministry of Culture, invites applications for the following categories of posts to be filled on purely on contract basis:-

1. One Chief Executive Officer at Consolidated Pay of Rs.1.50 lakh p.m. for a period of three years. The period of appointment, beyond the tenure of three years may be extended, on yearly basis, up to a maximum combined period of five years, based on satisfactory performance in a review carried out by a committee to be constituted by the Ministry of Culture after such a candidate has served for two and a half years.
2. One Manager (Finance & Administration) at Consolidated Pay of Rs.35,000/- p.m. for two years initially (including six months probation period) to be extended up to one more year further, depending upon the performance

For details (i.e. essential qualifications, experience, age limit, Bio-data Performa etc.) please see our website [www.indiaculture.nic.in](http://www.indiaculture.nic.in) . Application complete in all respect should reach NCF office within 45 days from the date of publication of advertisement in Employment News/National Dailies

Member Secretary  
National Culture Fund

**National Culture Fund  
(Ministry of Culture)**

**Puratatva Bhawan, 5<sup>th</sup> Floor,  
D Block, GPO Complex, INA,  
New Delhi i-110023**

**Date :**

National Culture Fund, a Public Charitable Trust (Notified by Govt. of India vide notification No. S.O.832(E) dated November 28<sup>th</sup> 1996) established by the Govt. of India under the Ministry of Culture as a mechanism to create resources and mobilize funds to preserve and promote Indian Art, Culture and Heritage, invites applications for the following posts :-

**Chief Executive Officer (One)**

**1. Pay: Rs. 1, 50,000/- p. m. consolidated**

The consolidated pay would be a lump sum amount and no other allowances such as DA, HRA, Transport Allowance etc. would be payable.

**2. Nature of duties of the post:**

The duties attached to the post of Chief Executive Officer include the following:-

- (i) To meet stakeholders objectives and deliver the NCF mission through measurable monthly & annual outcomes.
- (ii) To lead the team in developing annual business plans and budgets in line with the strategy and to manage and administer the office of the National Culture Fund.
- (iii) To motivate and develop the leadership team of the NCF in pursuance of goals agreed to with the Ministry.
- (iv) To be the final custodian of Quality and Excellence in the NCF in terms of accountability to Ministry, Audit and the stakeholders.
- (v) To allocate resources so as to achieve objectives cost-effectively.
- (vi) To remain alert to all manner of threats and risks facing the NCF and lead effective contingency and mitigation action.
- (vii) To be the final custodian of the NCF's image in the outside world.
- (viii) To communicate effectively with the NCF Executive Committee and Council and respond to their recommendations swiftly.

### **3. Qualification and Experience:**

#### **Essential:**

- (a) Graduate degree from a recognized University;
- (b) Experience in managing relationships with sensitivity to Culture, Heritage and Art along with experience of raising funds for preserving and promoting them.
- (c) Twenty years' work experience, including five years in a senior position, in industry, preferably service industry, with exposure to startup situations;
- (d) Demonstrated ability to lead teams in tackling complex tasks, to deliver significant results in difficult circumstances and to proactively nurture work culture, quality and resources.

#### **Desirable:**

- (a) Master's degree in Management from recognized institution;
- (b) Experience in fund raising.
- (c) Well versed in using Computer applications

- 4. **Age:** Preferably below 60 years on the last date of receipt of applications for the post.
- 5. **Selection Process:** The procedure for selection shall be based on personal interaction of shortlisted candidates by a Search-cum-Selection Committee constituted by the Ministry of Culture.
- 6. **Tenure of Appointment/Re-appointment:** The appointment would be purely on temporary & contract basis initially for the period of three years. The period of appointment, beyond the tenure of three years may be extended, on yearly basis, up to a maximum combined period of five years, based on satisfactory performance in a review carried out by a committee to be constituted by the Ministry of Culture after such a candidate has served for two and a half years.
- 7. **Termination of Service:** The appointment may be terminated at any time by one month's notice given by either side namely the appointee or the appointing authority without assigning any reason. The Govt. however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of the notice by making payment of a sum equivalent to the consolidated pay for the period of notice or the unexpired portion thereof.

## **II. Manager ( Finance & Administration ) One**

1. **Pay:** Rs.35,000/- p.m. consolidated. No extra payment on account of D.A. HRA, Transport Allowance and all other contingencies will be made.
2. **Qualifications:** Graduate in any subject, knowledge of Administration and finance related matter and good computer skills in MS Office
3. **Age:** Flexible
4. **Experience:** At least 15-20 years experience in Administration and Finance departments of reputed Government, public sector or private institutions .
5. **Scope of work:** Assisting the CEO(NCF) in running the NCF office and its various objectives, projects, administrative responsibilities ,appointment of staff, hiring of services, maintaining accounts and registers, all financial obligations of the office.
6. **Tenure of Appointment/Re-appointment:** The appointment would be purely on contract basis initially for a period of two years from the date of initial appointment. The contract of appointment will be extendable by the period of one more year depending upon satisfactory performance and consent of both the parties.
7. **Selection Process:** The procedure for selection shall be based on personal interaction with the candidates shortlisted after scrutiny of their applications by a **Search-cum-Selection Committee.**
8. **Termination:** The appointment may be terminated at any time by one month's notice given by either side namely the appointee or the appointing authority without assigning any reason. The Govt. however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of the notice by making payment of a sum equivalent to the consolidated pay for the period of notice or the unexpired portion thereof.

**How to apply:** Application, in Bio-Data Proforma given in Annexure - I along with attested copies of certificates in support of Educational Qualifications and work experience are to be submitted in an envelope super scribed as "Application for the post of \_\_\_\_\_ (Give name of the post applied for) may be sent to **The Member Secretary, National Culture Fund, Puratatva Bhavan, 5<sup>th</sup> Floor, D-Block, GPO Complex, I.N.A., New Delhi – 110 023.**

Application complete in all respect should reach NCF Office within 45 days from the date of publication of advertisement in Employment News/National Dailies.

Applications received after the last date or otherwise found incomplete will not be considered. **Applications furnished through e-mail/FAX will not be entertained.**

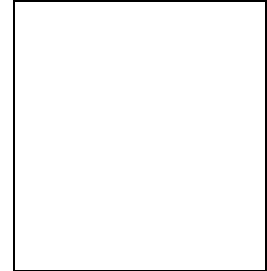
Please bring original documents in support of all the information furnished in the Bio-data whenever you come for personal interaction.

**vi.** The information furnished in the Bio-data Proforma must be true. Any false information furnished in the application will render the application rejected and if found at a subsequent date after the appointment, it will render the appointment cancelled and liable for criminal action.

**vii.** Any kind of persuasion/follow-up/canvassing will be detrimental to the candidature of the applicant.

Member Secretary  
National Culture Fund

**BIO-DATA PROFORMA**  
**(Please attach separate sheet, wherever required)**



1. NAME OF THE POST APPLIED FOR :
2. Name and Address (in Block Letters) :
3. Father's/Husband's Name :
4. Date of Birth (in Christian era) :
5. Telephone Number(s)/e-mail address :
6. Education Qualifications :
7. Service to which you belong :
8. Please State clearly whether in the light of entries made above, you meet the requirements of the post:
9. Details of employment in chronological order: (Attach Separate Sheet)
10. Nature of present employment :
11. Experience & Qualification if any with regard to sensitivity to Cultural heritage and Art :
12. Last/Present total emoluments drawn per month(with supporting document):
13. Additional information, which you would like to mention in support of your suitability for the post. Please enclose a separate sheet:

**PS: Please submit self attested copies of Certificates/ Degrees and other credentials in support of your educational qualifications and experience.**

Date

Signature of the candidate

## UNDERTAKING

I Mr/Mrs ----- son/daughter/wife of Shri ----- hereby undertake that the information furnished by me in the proforma for bio-data for the post of -----in National culture Fund, New Delhi is true and correct.

I understand and accept that in the event of above information proven to be false my candidature /appointment to the above post is liable to be cancelled and I may be liable for a criminal action in the court of law at New Delhi/Delhi.

Signature of the Candidate

Full Name -----

Address-----