

File No.7/NMCM/E&R/2018-19
Mission Secretariat
National Mission on Cultural Mapping (NMCM)
24, Tilak Marg, Ground Floor, ASI Building, New Delhi-110001
Ministry of Culture
Govt of India

HIRING OF CONSULTANT ON CONTRACT

National Mission on Cultural Mapping (NMCM) invites applications from retired employees of Central/State Government for the following positions purely on contract basis:

- a) Under Secretary(Admin.)
- b) Under Secretary (Zonal)
- c) Section Officer
- d) ASO/Accountant / Cashier

The details about the number of posts, place of posting; essential qualification, experience, remuneration, etc are available on the website of Ministry of Culture (<http://indiaculture.nic.in>). Application can be submitted through e-mail (md.nmcm@gov.in). The last date for receipt of the application is 31st^h July,2018.

Sd/-
(A.K.GUPTA)
Section Officer (Consultant)

DETAILS OF THE POST TO BE HIRED

1.	Name of the Post	Under Secretary
	I. No. of Vacancies	One
	II. Educational Qualifications and Experience	Retired Under Secretary/Deputy Secretary/Director or equivalent from the Central/ State Govt. working in PB 3 i.e Pay scale of Rs. 15000-39600 + GP 5400 and above or qualified MBA/CA/ICWA/CFA with minimum 7 years relevant experience in semi-government/ autonomous bodies.
	III. Age	Upto 65 years
	IV. Nature of Duties	Responsible for maintenance of all accounts matters like preparation of BE/RE, preparation of Annual Accounts and balance sheet of the mission, systematic accounting of funds, processing of all type of payments, coordination with Ministry of Culture in respect of timely release of Grant-in-aid and submission of Audited Accounts and UC, responsible for all the logistics support in convening meeting of experts , interaction with experts, all other work that may be assigned from time to time by the competent authority.
	V. Remuneration	Rs.40,000/- PM
	VI. Tenure	Six months, to be extended further on satisfactory performance.
	VII. Place of Work	New Delhi
2	Name of the post	Section Officer
	II. No. of Vacancies	Two
	III. Educational Qualifications and Experience	Retired SO/Under Secretary from the Central/ State Govt. working in PB 2 i.e Pay scale of Rs. 9300-34800 + GP 4600/ 4800 and above or qualified MBA/CA/ICWA/CFA with minimum 5 years experience in semi-government/ autonomous bodies.
	IV. Age	Upto 65 years
	V. Nature of Duties	All Administrative/Establishment matters relating to recruitment of Contractual staff, posting and transfer of staff, procurement of goods and services, arrangements and hospitality of meetings and conferences etc. Preparation of Agenda items for different meetings, initiation of timely action in

		respect of approved minutes of different meetings, court cases, all type of AMCs etc. and all other work that may be assigned from time to time by the competent authority.
	VI. Remuneration	Rs 35000/-
	VII. Tenure	Six months, to be extended further on satisfactory performance.
	VIII. Place of Work	New Delhi
3	Name of the Post	ASO/ACCOUNTANT / CASHIER
	I. No. of Vacancies	One
	II. Educational Qualifications and Experience	Retired Accountant / Jr. Accountant from the Central/ State Govt. / Autonomous Bodies working in PB 3 i.e Pay scale of Rs. 9300-34800 + GP 4200 and above or qualified MBA/CA/ICWA/CFA with minimum 5 years experience in relevant roles in semi-government/ autonomous bodies.
	III. Age	Upto 65 years
	IV. Nature of Duties	Handling of cash, maintenance of cash book ledger, bank reconciliation, trail balance and final accounts of the Mission, issue of cheques/RTGS. Responsible for payment of TA/DA, Grants, party payment, contractor payments, etc. Preparation of remuneration to contractual staffs. Preparation of BE/RE of the Mission and all other work that may be assigned from time to time by the competent authority.
	V. Remuneration	Rs. 25,000/-- PM
	VI. Tenure	Six months, to be extended further on satisfactory performance.
	VII. Place of Work	New Delhi
4	Name of the Post	ZONAL COORDINATORS
	I. No. of Vacancies	SEVEN
	II. Educational Qualifications and Experience	Qualified Post Graduate (MBA/MFA/M.Tech/MA) with 10 years minimum relevant experience in Cultural/Heritage/ Arts field. The consultant co-ordinator will have to liase with Zonal Cultural Centre at 7 locations (NCZCC Allahabad, , NEZCC Dhimapur, EZCC Kolkata, SCZCC Nagpur, NZCC Patiala, SZCC Thanjavur, WZCC Udaipur). Ability to interact & implement programmes & projects with State/Central

		Governments and Art/ Cultural bodies in the concerned Zonal centres jurisdiction is key qualification.
	III. Age	Upto 65 years
	IV. Nature of Duties	To coordinate with the in-charges of Zonal Cultural Centres (NCZCC Allahabad, , NEZCC Dhimapur, EZCC Kolkata, SCZCC Nagpur, NZCC Patiala, SZCC Thanjavur, WZCC Udaipur) of their zone. The specific ZCC applied for must be clearly mentioned. One candidate can apply for only one ZCC where they have relevant experience.
	V. Remuneration	Rs.40,000/-- PM
	VI. Tenure	Six months, to be extended further on satisfactory performance.
	VII. Place of Work	as mentioned above

Other Terms and Conditions

1. The engagement of consultant will be on contract basis.
2. Incomplete / Late Application/without signed Application will be rejected.
3. The last date for receipt of application is 31st July, 2018
4. Applications will only be accepted in the prescribed format as per Annex-I with self attested photocopies of the certificates of qualification, experience, mark sheets, birth certificates and caste certificate, passport size photograph, pension payment orders, etc.
5. The Candidate should have working knowledge of computer programmes such MS Office, Internet and e-mail etc. as he would be required to work independently.
6. Only shortlisted candidates will be invited for interview.
7. The contract initially would be for a maximum period of six months and may be further extended subject to functional requirements, appraisal of the performance and medical fitness of the individual.
8. The competent authority reserves the right to postpone/cancel the recruitment exercise for any/all posts at any stage.
9. The terms and conditions for the appointment of the consultants will be regulated as per procedure and guidelines issued by Ministry of culture vide circular No. F.No. H.13011/101/2015-Estt. dated 23rd March,2018.
10. Any canvassing on behalf of the candidate or attempting to bring external influence with regard to selection / recruitment shall be considered as DISQUALIFICATION.

Annexure I

National Mission on Cultural Mapping and Roadmap

Performa of Application form

1. Name (in Full Block Letters) :
2. Father' s /Husband Name :
3. Date of Birth (DD/MM/YYYY) :
4. Gender (Male/Female) :
5. Marital Status :
6. Category :
(General / SC/ ST /OBC/ PH)
7. Date of Retirement :
(from Govt. Service)
8. Moblie No. :
9. Email ID :
10. Address :

<u>Correspondence (Postal)</u>	<u>Permanent</u>

11. Educational Qualification :

Sl. No.	Exam Passed	Board /University	Year of Passing	Specialization/ Subjects	Grade/ Division/ Percentage of Marks

12. Details of Experience (attach attested photocopies of certificates in support of experience):

Sl. No.	Name Of employer/ Organization	Designation	Scale of Pay Monthly Salary	Period		Nature of Duties
				From	To	

* Additional Information may be provided on separate sheets.

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/appointment shall be liable to cancellation/termination without notice or any compensation in lieu thereof.

PLACE:

DATE:

(Signature of Candidate)