

F No. 7-2(I)/2014-Spl Cell  
Government of India  
Ministry of Culture  
(Special Cell)

Vigyan Bhavan Annexe, New Delhi,  
Dated, the 28<sup>th</sup> November, 2018

**Advertisement for Consultants**

Applications in the prescribed format (as per **Annexure**) are invited from eligible candidates for engagement as Project Consultants in the Ministry of Culture (Special Cell), New Delhi on short-term contract basis; as per details given below :-

i.	Name of Post	:	Project Consultant
ii.	Number of Posts	:	02 (Two)
iii.	Period of Consultancy	:	Initially for 12 months w.e.f. 01.01.2019 i.e. upto 31 December 2019. May be extended on year to year basis, depending on the extension of Special Cell vis-a-vis functional requirement, performance appraisal, fitness of individual etc.
iv.	Job assigned	:	The selected candidates will be assigned the task of processing of Commemorations of important personalities/ events related to Indian History which involve :  (a) Analysis of project proposals and identification of viable projects. (b) Preparation of summary of programmes/events, infrastructure proposals. (c) Assessment of cost factors indicated in different activities of the projects and suggest the reasonable cost. (d) Preparation of Agenda Note for the meetings chaired by Senior Cabinet Ministers. (e) Approval Process for Sanction of Projects and Release of Funds. (f) Monitoring of activities involved in the Project. (g) Historical Research on lives and activities of important personalities/ memorable events.

			<p>(h) Preparation of MOU with different Organisations.</p> <p>(i) Processing of Court Cases</p> <p>(j) Processing of RTI Applications, public grievances etc.</p> <p>(k) Any other assignment(s), as deemed necessary from time to time.</p>
v.	Job Location	:	Ministry of Culture (Special Cell), Vigyan Bhawan Annexe, New Delhi
vi.	Eligibility Criteria	:	<ul style="list-style-type: none"> <li>• Graduate from a recognised University.</li> <li>• Must have experience of at least 8 years of working in the relevant fields as explained in sub-para (iv) above.</li> <li>• Knowledge of Government Rules/ regulations/procedures and Budget</li> <li>• Good Knowledge of Computer. Proficient in Microsoft Word, Excel, Power Point Presentation and internet surfing etc.</li> <li>• Ability to work independently on Computer.</li> <li>• Must have experience of Administration and Finance matters.</li> </ul>
vii.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Knowledge of Indian History.</li> <li>• Previous experience of conducting Programmes, Events, Seminars, Conferences, Workshops etc.</li> <li>• Good command over Noting/ Drafting.</li> <li>• Flair in Writing, Communication skill etc.</li> </ul>
viii.	Remuneration	:	Rs. 50,000/- per month. TDS as applicable from time to time will be deducted on a monthly basis.
ix.	Drawal of Pension	:	The retired Govt. servant engaged as Consultant shall continued to draw pension and Dearness Relies on pension during the period of his engagement as Consultant.
x.	Leave	:	The Consultant shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro-rata basis, and the candidate will not draw any remuneration in case of his absence beyond 8 days in a calendar year.
xi.	Working Hours	:	The Consultant shall be required to observe the normal office timing and may also be called upon to attend on Saturday/ Sunday or any other holiday in case of

			exigencies of work.
xii.	Terms of Contract	:	<p>The engagement will be strictly contractual and will not confer any right for regular appointment in the Ministry/ organisation including any allowance such as DA, transport facility, residential accommodation, etc.</p> <p>The Contract can be extended further depending on the performance of the Consultant including medical fitness etc., further subject to continuation of the Special Cell. The contract can be terminated by either side at any time by giving one month's notice. The Government can terminate the contract immediately by giving one month's remuneration in lieu of notice period.</p>
xiii.	How to Apply	:	<p>Interested applicants may submit applications on line as per proforma at <b>Annexure</b> at the following e-mail address  <a href="mailto:candmsection@gmail.com">candmsection@gmail.com</a></p> <p>Last date for receipt of application is <b>15 days</b> from the date of publication of the advertisement in newspaper(s).</p>
xiv.	Selection Procedure	:	<p>Ministry of Culture (Special Cell), through a 3 member Selection Committee, will scrutinise the applications and short list the candidates based on merits. The short-listed candidates will be called for Interview for selection by the Selection Committee</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>

**Encl: As above.**

**(Madan Chaurasia)**  
**Under Secretary to the Govt. of India**  
**Tel. 011 23022337**

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Dated, the 28<sup>th</sup> November, 2018

**Advertisement for Consultants**

Applications in the prescribed format (as per **Annexure**) are invited from eligible candidates for engagement as Consultants in the Ministry of Culture (Special Cell), New Delhi on short-term contract basis; as per details given below :-

i.	Name of Post	:	Scheme Consultant
ii.	Number of Posts	:	02 (Two)
iii.	Period of Consultancy	:	Initially for 12 months w.e.f. 01.01.2019 i.e. upto 31 December 2019. May be extended on year to year basis, depending on the extension of Special Cell vis-a-vis functional requirement, performance appraisal, fitness of individual etc.
iv.	Job assigned	:	The selected candidates will be assigned the task of residual activities of all on-going projects till its finality which involve:- (a) Ensure time line of completion of the Projects. (b) Release of Funds. (c) Monitoring in respect of delayed projects. (d) Preparation of MOU with different Organisations. (e) Handling of Court Cases, RTI, Public Grievances etc.
v.	Job Location	:	Ministry of Culture (Special Cell), Vigyan Bhawan Annexe, New Delhi
vi.	Eligibility Criteria	:	<ul style="list-style-type: none"><li>• Graduate from a recognised University.</li><li>• Must have worked for 5 years in the relevant fields as explained in sub-para (iv) above.</li></ul>

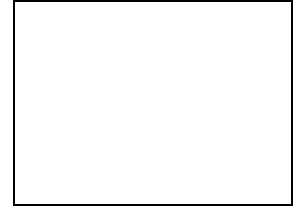
			<ul style="list-style-type: none"> <li>• Knowledge of Computer. Proficient in Microsoft Word, Excel, Power Point Presentation and internet surfing etc.</li> <li>• Ability to work independently on Computer.</li> <li>• Must have experience in handling Administration and Finance matters.</li> <li>• Any other assignment(s), as deemed necessary from time to time.</li> </ul>
vii.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Knowledge of Government Rules Regulations, procedures and Instructions.</li> <li>• Good command over Noting/ Drafting.</li> <li>• Flair in Writing, communication skill etc.</li> </ul>
viii.	Remuneration	:	Rs. 40,000/- per month. TDS as applicable from time to time will be deducted on a monthly basis.
ix.	Drawal of Pension		The retired Govt. servant engaged as Consultant shall continued to draw pension and Dearness Relies on pension during the period of his engagement as Consultant.
x.	Leave	:	The Consultant shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro-rata basis, and the candidate will not draw any remuneration in case of his absence beyond 8 days in a calendar year.
xi.	Working Hours		The Consultant shall be required to observe the normal office timing and may also be called upon to attend on Saturday/ Sunday or any other holiday in case of exigencies of work.
xii.	Terms of Contract	:	The engagement will be strictly contractual and will not confer any right for regular appointment in the Ministry/ organisation including any allowance such as DA, transport facility, residential accommodation, etc. The Contract can be extended further

			depending on the performance of the Consultant including medical fitness etc., further subject to continuation of the Special Cell. The contract can be terminated by either side at any time by giving one month's notice. The Government can terminate the contract immediately by giving one month's remuneration in lieu of notice period.
xiii.	How to Apply	:	Interested applicants may submit applications on line as per proforma at <b>Annexure</b> at the following e-mail address <a href="mailto:candmsection@gmail.com">candmsection@gmail.com</a>  Last date for receipt of application is <b>15 days</b> from the date of publication of the advertisement in newspapers.
xiv.	Selection Procedure	:	Ministry of Culture (Special Cell) will scrutinise the applications and short list the candidates based on merits. The short-listed candidates will be called for Interview for Selection.  The decision of the Government on selection of candidates will be final and no correspondence on this subject will be entertained.

**Encl: As above.**

**(Madan Chaurasia)**  
**Under Secretary to the Govt. of India**  
**Tel. 011 23022337**

**ANNEXURE**



**PROFORMA**

**Engagement as Project Consultant and Scheme Consultant in Ministry of Culture  
(Special Cell) on Contract Basis**

**Post Applied For :**

1.	Name	:	
2.	Mother's/ Father's/ Husband's Name	:	
3.	Date of Birth	:	
4.	Address for Correspondence	:	
5.	Permanent Address	:	
6.	Contact Details: - Mobile/ Tel. - E-mail ID)	:	
7.	Educational/ Technical Qualification(s)	:	
8.	Total years of experience in Administration and Finance	:	

**9. Details of Experience in the relevant field:**

Department/ Institution/ Organisation	Post/ remuneration or Pay band/ level matrix, as applicable	Nature of Relevant Duties performed	Period (From .....To..... )	Remarks

10. Knowledge in Computer:

11. Additional Information, if any, which you would like to mention in support of your suitability for the Post. **Enclose** a separate sheet, if required.

Date:

(Signature of Applicant)

Name of Applicant