

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

Vigyan Bhavan Annexe, New Delhi,
Dated the 8th June, 2017

Advertisement for Consultants

Applications in the prescribed format (as per **Annexure I**) 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	:	3 (Three)
(iii)	Period of Consultancy	:	Initially for six months i.e. upto 31 December 2017. May be extended for another six months depending on the extension of Special Cell
(iv)	Job assigned	:	<p>The selected candidates will be assigned the task of processing of Commemorations of important personalities/ events related to Indian History which involve :</p> <p>(a) Analysis of project proposals and identification of viable projects.</p> <p>(b) Preparation of summary of programmes/events, infrastructure proposals.</p> <p>(c) Assessment of cost factors indicated in different activities of the projects and suggest the reasonable cost.</p> <p>(d) Preparation of Agenda Note for the meetings chaired by Senior Cabinet</p>

			<p>Ministers.</p> <p>(e) Approval Process for Sanction of Projects and Release of Funds.</p> <p>(f) Monitoring of activities involved in the Project.</p> <p>(g) Historical Research on lives and activities of important personalities/memorable events.</p> <p>(h) Preparation of MOU with different Organisations.</p> <p>(h) Processing of Court Cases</p> <p>(j) Processing of RTI Applications, public grievances etc.</p>
(v)	Job Location	:	Ministry of Culture (Special Cell), Vigyan Bhawan Annexe, New Delhi
(vi)	Eligibility Criteria	:	<ul style="list-style-type: none"> • Graduate from a recognised University. • Must have experience of at least 8 years of working in the relevant fields as explained in sub-para (iv) above. • Knowledge of Government Rules/regulations/procedures and Budget • Good Knowledge of Computer. Proficient in Microsoft Word, Excel, Power Point Presentation and internet surfing etc. • Ability to work independently on Computer.

			<ul style="list-style-type: none"> • Must have experience of Administration and Finance matters.
(vii)	Desirable Criteria	:	<ul style="list-style-type: none"> • Knowledge of Indian History. • Previous experience of conducting Programmes, Events, Seminars, Conferences, Workshops etc. • Good command over Noting/ Drafting. • Flair in Writing.
(viii)	Remuneration	:	Rs. 50,000/- per month. TDS as applicable from time to time will be deducted on a monthly basis.
(ix)	Terms of Contract	:	<p>The engagement will be strictly contractual and will not confer any other perquisites such as residential accommodation, etc.</p> <p>The Contract can be extended further depending on the performance of the Consultant. 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>
(x)	How to Apply	:	<p>Interested applicants may submit applications on line as per proforma at Annexure I at the following e-mail address candmsection@gmail.com</p> <p>Last date for receipt of application is 15 days from the date of publication of the advertisement in newspapers.</p>
(xi)	Selection Procedure	:	Ministry of Culture (Special Cell) will scrutinise the applications and short list the

			<p>candidates based on merits. The short-listed candidates will be called for Interview for selection.</p> <p>The decision of the Government on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
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Encl: As above.

(Suman Bara)
Under Secretary to the Govt. of India
Tel.23022337

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Government of India
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(i)	Name of Post	:	Scheme Consultant
(ii)	Number of Posts	:	3 (Three)
(iii)	Period of Consultancy	:	Initially for six months i.e. upto 31 December 2017. May be extended for another six months depending on the extension of Special Cell
(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"> • Graduate from a recognised University. • Must have worked for 5 years in the relevant fields as explained in sub-para (iv) above. • Knowledge of Computer. Proficient in Microsoft Word, Excel, Power Point Presentation and internet surfing etc. • Ability to work independently on Computer. • Must have experience in handling Administration and Finance matters.
(vii)	Desirable Criteria	:	<ul style="list-style-type: none"> • Knowledge of Government Rules Regulations, procedures and Instructions. • Good command over Noting/ Drafting. • Flair in Writing.
(viii)	Remuneration	:	Rs. 40,000/- per month. TDS as applicable from time to time will be deducted on a monthly basis.
(ix)	Terms of Contract	:	<p>The engagement will be strictly contractual and will not confer any other perquisites such as residential accommodation, etc.</p> <p>The Contract can be extended further depending on the performance of the Consultant. The contract can be terminated by either side at any time by</p>

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Encl: As above.

(Suman Bara)
Under Secretary to the Govt. of India
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ANNEXURE- I



PROFORMA

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

Post Applied For :

1.	Name	:	
2.	Date of Birth	:	
3.	Communication Address	:	
4.	Educational Qualifications	:	
5.	Total years of Experience in Administration and Finance	:	

6. Details of Experience in the relevant field:

Department/ Institution/ Organisation	Nature of Relevant Duties	From	To	Remarks

7. Knowledge in Computer:

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

9. Mobile No.

10. E-mail ID

(Signature of Applicant)

Date: