

**F No. 7-1/2018-Spl Cell
Government of India
Ministry of Culture
(Special Cell)**

**Vigyan Bhavan Annexe, New Delhi,
Dated, the 29th December, 2021**

Advertisement for Consultants

Applications in the prescribed format **through email (in pdf format) from personal email ID at sk.singh@nic.in** (as per Annexure) are invited from willing and eligible retired Central Government officers (**Age between 60-62 years**) from the posts of Director/Deputy Secretary and Under Secretary for consideration for engagement as Consultant in 'Special Cell' Division, Ministry of Culture, New Delhi on short-term contract basis; as per details given below :-

	Name of Post and Number of vacancy	Consultants-2
i	Period of Consultancy	Initially for the period of one year. May be extended on year to year basis with the approval of Competent Authority, depending on the extension of Special Cell vis-a-vis functional requirement, performance appraisal, fitness of individual etc.
ii	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.

		<p>(g) Historical Research on lives and activities of important personalities/ memorable events.</p> <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) Miscellaneous works related with Azadi ka Amrit Mahotsav</p> <p>(l) The residual activities of commemorations.</p> <p>(m) Any other assignment(s), as deemed necessary from time to time.</p>
iii	Job Location	<p>Ministry of Culture (Special Cell), Vigyan Bhawan Annexe, New Delhi</p> <p>[The Job Location may vary in case the office is relocated]</p>
iv	Eligibility Criteria	<p>Candidate must be retired from Central Government from the post of Director/Deputy Secretary/Under Secretary</p> <ul style="list-style-type: none"> • Graduate from a recognized University. • Must have experience of at least 8 years of working in the relevant fields as explained in sub-para (ii) above. • Knowledge of Government Rules/regulations/procedures and Budget • Good Knowledge of Computer. Proficient in Microsoft Word, Excel, Power Point Presentation (including typing) and internet surfing etc. • Ability to work independently on Computer through e-office and other electronic platforms i.e. e-clouding, Video Conferencing etc. • Must have experience of Administration and Finance matters.
v	Desirable Criteria	<ul style="list-style-type: none"> • Knowledge of Indian History. • Previous experience of conducting Programmes, Events, Seminars, Conferences, Workshops etc.