

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

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Vigyan Bhavan Annexe, New Delhi,  
Dated, the 06.03. 2023

**Advertisement for Consultants**

Applications in the prescribed format **through email (in pdf format) from personal email ID at sk.singh95@nic.in** (as per Annexure) are invited from willing and eligible retired Central Government officers including officers retired from subordinate offices/autonomous bodies from the posts of Director/Deputy Secretary/Under Secretary, Section Officer or equivalent 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	Consultant, Vacancy 4. The number of vacancies can be changed.
Period of: Consultancy	Initially for one year.  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.
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



		<p>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) Any other assignment(s), as deemed necessary from time to time.</p>
	Job Location :	<p>Ministry of Culture (Special Cell), Vigyan Bhawan Annexe/Janpath Hotel, New Delhi</p> <p>[The Job Location may vary in case the office is relocated]</p>
	Eligibility Criteria :	<p>Central Government officers including officers retired from subordinate offices/autonomous bodies from the posts of Director/Deputy Secretary/Under Secretary, Section Officer or equivalent</p> <ul style="list-style-type: none"> <li>• Must have experience of at least 8 years of working in the relevant fields as explained in sub-para (iii) 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 (including typing) and internet surfing etc.</li> <li>• Ability to work independently on Computer through e-office and other electronic platforms i.e. e-clouding, Video Conferencing etc.</li> <li>• Must have experience of Administration and Finance matters.</li> </ul>
	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>
	Remuneration :	<p>The central Government officers will be fixed as per clause 6.1 and 6.2 of DoE's instruction No. 3-25/2020-E.IIIA dated 09.12.2020. In case of the retired</p>



		<p>officers who are not covered under old pension scheme, will be paid remuneration as under :-</p> <table border="1"> <thead> <tr> <th>S.No.</th><th>Level</th><th>Remuneration</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Section Officer/equivalent</td><td>Rs,35,000/-</td></tr> <tr> <td>2.</td><td>Under Secretary/equivalent</td><td>Rs,40,000/-</td></tr> <tr> <td>3.</td><td>Deputy Secretary/equivalent</td><td>Rs.50000/-</td></tr> <tr> <td>4.</td><td>Director/equivalent or above</td><td>Rs.55000/-</td></tr> </tbody> </table> <p>The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during contract period.</p> <p>The income tax or any other tax will be deducted at source as per Government instructions. Necessary TDS certificate will be issued to them.</p>	S.No.	Level	Remuneration	1.	Section Officer/equivalent	Rs,35,000/-	2.	Under Secretary/equivalent	Rs,40,000/-	3.	Deputy Secretary/equivalent	Rs.50000/-	4.	Director/equivalent or above	Rs.55000/-
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	Allowance :	Shall not be entitled to any allowance such as DA, HRA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.															
	Travelling Allowance :	An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement. The amount so fixed shall remain unchanged during the term of the appointment. However, he may be allowed TA/DA on official tour, if any, as per the entitlement at the time of retirement.															
	Drawal of Pension :	<p>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.</p> <p>The engagement as Consultant shall not be considered as a case of re-employment.</p>															
	Leave :	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.															
	Working Hours :	The Consultant shall be required to observe the															





		<p>normal office timing and may also be called upon to attend on Saturday/ Sunday or any other holiday or to work from home in case of exigencies of work.</p> <p>They shall mark their attendance in AEBAS mandatorily (subject to orders issued in this regard by Ministry of Culture from time to time) failing which it may result in deduction of remuneration.</p>
	Confidentiality of: data and documents	<p>The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry shall remain with the Ministry. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Ministry, without the express written consent of the Ministry. The Consultant shall be bound to hand-over the entire set of records of assignment to the Department and before the expiry of the contract, and before the final payment is released by the Ministry. The Consultant would be required to sign a non-disclosure undertaking in this regard.</p>
	Termination of: Agreement	<p>The Department may terminate the contract to which these terms apply if:</p> <ol style="list-style-type: none"> <li>The Consultant is unable to address the assigned work.</li> <li>Quality of the assigned work is not to the satisfaction of the Officer/ Department.</li> <li>The Consultant is found lacking in honesty and integrity.</li> <li>The Government may also terminate the contract at any time without giving any notice and also without assigning any reason.</li> </ol>
	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</p>



			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.
	Relaxation	:	The criteria may be relaxed in exceptional cases based on justification in the interest of Ministry with the approval of Secretary (Culture), Govt. of India.
	How to Apply	:	Interested applicants may submit applications online as per proforma at <b>Annexure</b> at the following e-mail address:- sk.singh95@nic.in  Last date for receipt of application is <b>15 days</b> from the date of publication of the advertisement in newspaper(s).
	Selection Procedure	:	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 or be interviewed through Video Conferencing as decided by this Ministry.  The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.  Ministry of Culture, Govt. of India may cancel advertisement and decide not to proceed in the matter for engagement of Consultants, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

Encl: As above.



(Satyendra Kumar Singh)  
Under Secretary to the Govt. of India  
Tel. 011- 23022337  
sk.singh95@nic.in

**ANNEXURE**

Recent passport  
size photograph  
[with cross sign. by  
the applicant]

**PROFORMA****Engagement as Consultant in Ministry of Culture (Special Cell) on Contract Basis****Post Applied For :**

Name	:	
Mother's/ Father's/ Husband's Name		
Date of Birth	:	
Address for Correspondence	:	
Permanent Address	:	
Contact Details: <ul style="list-style-type: none"><li>• Mobile/ Tel.</li><li>• E-mail ID</li></ul>	:	
Educational/ Technical Qualification(s)	:	
Date of retirement from Central: Government/subordinate/autonomous bodies		
Name of the post at the time of: retirement		
Name of the Ministry/Department: posted at the time of retirement		
Total years of experience in: Administration and Finance		
Do you have experience in examining: projects, conducting program/event, seminar, conference, workshop etc.? If yes, please furnish details thereof.		
Do you hold the eligibility criteria for: the post applied?		

Have you read information (terms and conditions etc.) mentioned the vacancy-advertisement for the post carefully?		
Are you agree with the conditions mentioned in the vacancy-advertisement for the post?		

16. Details of Experience in the relevant field:

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

17. Knowledge in Computer (including typing) and working through e-office/VC-

18. (i) Additional Information, if any [In support of suitability for the Post] and (ii) List of enclosed documents in support of furnished information.

Date:

Place:

Applicant)

(Signature of

Name of Applicant