

MINISTRY OF CULTURE

ICR Division

Dated 4th July, 2016

Applications are invited from **retired Government officers at the level of Deputy Secretary or Under Secretary** for Consultants on contractual basis for Festival of India Cell under Ministry of Culture for a period of one year.

Position & Number of Posts	Eligibility condition(s)	Job Profile	Consolidated Emoluments Per Month
Consultant for Coordination	Retired officers of less than 62 years of age and not below the rank of Under Secretary to Government of India. The officer experienced in the field of art and culture and accounting in Government Department will be preferred. Retired officers from M/o External Affairs who have experience of working in and with Indian Missions abroad will also be preferred.	(i) To ensure effective & efficient supervision of Fol Cell of the Ministry for better coordination with various organisations of this Ministry, other Ministries and Departments, Indian High Commissions / Embassies etc. To initiate outline/framework of the Festival of India abroad before first preparatory meeting for conducting Fol. (ii) To prepare proposals for deciding the events, performances, venues, period etc. for the Festivals of India abroad in consultation with the Missions and various organizations/ sections of the Ministry of Culture. (iii) Settlement of accounts of Festival of India, handling audit and co-ordination with Indian Missions abroad, participating individuals and agencies for the same in a systematic manner.	Rs. 50,000/- (For retired officers of Deputy Secretary level and above) Rs. 40,000/- (For retired officers of Under Secretary level)

Applicants are requested to submit the application in the enclosed performa attached below within 7 days (i.e. 11th of July, 2016) from the publication of advertisement on the Website to following address-

Under Secretary,
ICR Division, Ministry of Culture,
Room No. 335, C wing, Shastri Bhavan,
New Delhi- 110055

**Application form for Engagement of Retired Govt. Officers
in the Ministry of Culture as Consultant for Coordination under Festival of India Cell**

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1. Name-
2. Date of Birth-
3. Address for correspondence -
4. Permanent address-
5. E-mail ID and contact numbers-
6. Date of joining in Government Service-
7. Date of retirement-
8. Post held before retirement and Pay scale-
9. Period for which already worked as consultant (if any)-
10. Name of the Ministry/Department from where retired-
11. Details of experience (for the last five years and especially the experience in the level of post for which application is made)

Post held	From	To
Experience		

Subject handled (in Brief)

P. T. O.

12. Details of knowledge in computer

13. Any other information

I hereby certify that the information furnished above are true and correct to the best of my knowledge and belief.

(Signature)

Date

Following documents are attached-

1. Identity Proof
2. Copy of PPO
3. Address proof (Latest Electricity Bill/Bank Document showing address etc.)