

F. No. 3-6/2019-UNECO/NCF
NATIONAL CULTURE FUND
(MINISTRY OF CULTURE)
"Puratatva Bhawan", 5th Floor,
D Block, GPO Complex, INA,
New Delhi – 110 023

Dated...03.01.2020

National Culture Fund, a Public Charitable Trust (Notified by Govt. Of India vide notification No. S.O.832(E) dated November 28th 1996) established by the Govt. Of India under the Ministry of Culture as a mechanism to create sources and mobilize funds to preserve and promote Indian Art, Culture and Heritage, invites applications for the post of Chief Executive Officer, NCF:-

1. Chief Executive Officer (One)

Pay: Rs. 1,50,000/- p.m. consolidated

The consolidated pay would be a lump sum amount and no other allowances such as DA, HRA, Transport Allowance etc. would be payable.

2. Nature of duties of the post:

The duties attached to the post of Chief Executive Officer include the following:-

- (i) To meet stakeholders objectives and deliver the NCF mission through measurable monthly & annual outcomes.
- (ii) To lead the team in developing annual business plans and budgets with the strategy and to manage and administer the officer of the national Culture Fund.
- (iii) To motivate and develop the leadership team of the NCF in pursuance of goals agreed to with the Ministry.
- (iv) To be the final custodian of Quality and Excellence in the NCF in terms of accountability to Ministry, Audit and the stakeholders.
- (v) To allocate resources so as to achieve objectives cost-effectively.
- (vi) To remain alert to all manner of threats and risks facing the NCF and lead effective contingency and mitigation action.
- (vii) To be the final custodian of the NCF's image in the outside world.
- (viii) To communicate effectively with the NCF Executive Committee and Council and respond to their recommendations swiftly.

3. Qualification and Experience:

Essential:

- (a) Graduate degree in IT from a recognized University;
- (b) Fifteen years work experience, including five years in a senior position, in industry, preferably service industry, with exposure to startup situations;
- (c) Experience in fund raising.

Desirable:

- (a) Master's degree in Management;
- (b) Experience in managing relationships with sensitivity to Culture, Heritage and Art along with experience in fund raising activities;
- (c) Demonstrated ability to lead teams in tackling complex tasks, to deliver significant results in difficult circumstances and to proactively nurture work culture, quality and resources.

4. Age: Preferable below 60 years on the last date of receipt of applications for the post.

5. **Selection Process:** The procedure for selection shall be based on personal interaction of shortlisted candidates by a Search-cum-Selection Committee constituted by the Ministry of Culture.

6. **Terms and Conditions:**

- (i) Tenure: All appointments would be purely on contract basis initially for a period of two year (including six months probation period) from the date of initial appointment. The contract of appointment will be extendable by the period of one more year depending upon satisfactory performance and consent of both the parties.
- (ii) Selection Process: The procedure for selection shall be based on personal interaction with the candidates shortlisted after scrutiny of their applications by a Search-cum-Selection Committee.
- (iii) Reappointment/termination: The services of the person so selected and appointed would be liable to be terminated before the expiry of the term of his/her contract with prior notice if the conduct and performance of the employee is not found satisfactory. Similarly, a person with proven performance record shall be eligible for extension of the contract / reappointment for a future term.

7. **How to apply:** Applications as per attached proforma may be e-mailed to support-culture@gov.in . The last date for receipt of applications is 19th February, 2020 (1700 hrs). Applications received after the last date or otherwise found incomplete will not be considered.

Please bring original documents in support of all the information furnished in the Bio-Data whenever you come for personal interaction.


Member Secretary
National Culture Fund

**Application for the post of Chief Executive Officer in the
National Culture Fund**

BIO-DATA

1. Name and Address (in Block Letters):-
2. Date of Birth:-
3. Education Qualification
4. Govt. Service to which you belong, if applicable:-
5. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post:-
6. Details of employment in chronological order: (Attach Separate Sheet):-
7. Nature of present employment:-
8. Experience & Qualification if any with regard to sensitivity to Cultural heritage and Art:-
9. Existing total emoluments drawn per month:-
10. Additional information, which you would like to mention in support of your suitability for the post. Please enclose a separate sheet:-

PS: Please submit self attested copies of Certificates/Degrees and other credentials in support of your educational qualifications and experience.

Date:

Signature of the candidate

Address

Telephone/Mobile Number: