

**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.

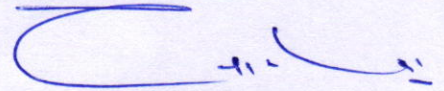
		<p>(g) Historical Research on lives and activities of important personalities/ memorable events.</p> <p>(h) Preparation of MOU with different Organisations.</p> <p>(i) Processing of Court Cases</p> <p>(j) Processing of RTI Applications, public grievances etc.</p> <p>(k) Miscellaneous works related with 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.

		<ul style="list-style-type: none"> • Good command over Noting/ Drafting. • Flair in Writing, Communication skill etc.
vi	Remuneration	<p><i>The monthly remuneration 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).</i></p> <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 the 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>
vii	Allowance	Shall not be entitled to any allowance such as DA, HRA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.
viii	Travelling Allowance	<i>Transport allowance will be provided to the consultant as per clause 7.2. of DOE's instruction No. 3-25/2020-E.IIIA dated 09.12.2020.</i>
ix	Drawal of Pension	<p>The retired Govt. servant engaged as Consultant shall continued to draw pension and Dearness Reliefs 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>
x	Leave	<i>The consultant may be given paid leave of absence as per clause 7.3 of DOE's instruction No. 3-25/2020-E.IIIA dated 09.12.2020.</i>
xi	Working Hours	<p>The Consultant shall be required to observe the 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>
xii	Confidentiality of data and documents	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.
xiii	Termination Agreement	of The Department may terminate the contract to which these terms apply if: <ul style="list-style-type: none"> i. The Consultant is unable to address the assigned work. ii. Quality of the assigned work is not to the satisfaction of the Officer/ Department. iii. The Consultant is found lacking in honesty and integrity. iv. The Government may also terminate the contract at any time without giving any notice and also without assigning any reason.
xiv	Terms of Contract	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. The Contract can be extended further depending on the performance of the Consultant including medical fitness etc., further subject to continuation 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.
xv	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.
xvi	How to Apply	Interested applicants may submit applications online as per proforma at Annexure at the following e-mail address:- sk.singh95@nic.in Last date for receipt of application is 15 days from the date of publication of the advertisement in newspaper(s).

xvii	Selection Procedure	<p>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.</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p> <p>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.</p>
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Encl: As above.



(S.K. Singh)
Under Secretary to the Govt. of India
Tel. 011- 23022337
Sk.singh95@nic.in

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

PROFORMA

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

Post Applied For :

i.	Name	
ii.	Mother's/ Father's/ Husband's Name	
iii.	Date of Birth	
iv.	Address for Correspondence	
v.	Permanent Address	
vi.	Contact Details: <ul style="list-style-type: none"> • Mobile/ Tel. • E-mail ID 	
vii.	Educational/ Technical Qualification(s)	
viii.	Date of retirement from Central Government	
ix.	Name of the post at the time of retirement	
x.	Name of the Ministry/Department posted at the time of retirement	
xi.	Total years of experience in Administration and Finance	
xii.	Do you have experience in examining projects, conducting program/event, seminar, conference, workshop etc.? If	

	yes, please furnish details thereof.	
xiii.	Do you hold the eligibility criteria for the post applied?	
xiv.	Have you read information (terms and conditions etc.) mentioned the vacancy-advertisement for the post carefully?	
xv.	Are you agree with the conditions mentioned in the vacancy-advertisement for the post?	

2. Details of Experience in the relevant field:

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

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

4. Additional Information, if any [In support of suitability for the Post] and List of enclosed documents in support of furnished information.

Date:

Place:

(Signature of Applicant)

Name of Applicant