

No. 7-2/2014–Spl. Cell (Pt.)  
Government of India  
MINISTRY OF CULTURE  
-(Special Cell)-

Vigyan Bhavan Annexe, New Delhi.  
Dated, the 10<sup>th</sup> April 2015.

**OFFICE MEMORANDUM**

**Sub:- Scheme of engagement of retired Central Government servants as Consultants in Special Cell, Ministry of Culture on contract basis.**

The undersigned is directed to say that Special Cell, Ministry of Culture, located in Vigyan Bhavan Annexe, proposes to draw up a fresh panel of retired Central Government employees towards vacancies arisen/ will be arising in the near future of the following posts of Consultants. Wiling retired Government Servants are requested to send their detailed bio-data and contact details, specially mentioning the areas of expertise/ experience to the undersigned in the enclosed pro forma latest by 24.04.2015.

2. Special Cell deals with commemorations of centenaries and anniversaries (125<sup>th</sup>, 150<sup>th</sup>, etc.) of personalities and events, and grants-in-aid are released to NGOs and other bodies to commemorate the events/ personalities. The Consultant appointed will have to deal with one major commemoration and a few residual commemorations or several minor and residual commemorations. Such appointments are on a full-time basis. Such Consultant, once appointed with Special Cell is not allowed to take up any other assignment during the period of his consultancy.

S. No.	Post/ Designation	No. of vacancies	Required Qualifications	Consolidated fee/ Remuneration	Remarks
1.	Project Consultant	2	Retired Deputy Secretary	Rs. 40,000/-	TDS as applicable (currently 10%) will be deducted from the remuneration on a monthly basis.
			Retired Under Secretary	Rs. 35,000/-	
2.	Scheme Consultant	3	Retired Section Officer	Rs. 30,000/-	
3.	Consultant PS/ Consultant PA	1	Retired PS	Rs. 30,000/-	
			Retired PA	Rs. 18,000/-	

3. Persons applying for Scheme Consultant should have at least eight years' experience in the Grade of Section Officer or five years' experience in the Grade of Under Secretary; those applying for Project Consultant should have at least eight years' experience in the Grade of Under Secretary or five years' experience in the Grade of Deputy Secretary. The applicants should possess experience in general working of the Government.

4. **Period of engagement** - The appointment will be initially for one year, after which it is extendable for another year with the approval of the competent authority, subject to medical fitness, and depending upon their performance during the period of consultancy, on a case-to-case basis.

5. **Age limit** - The age as on the date of appointment should be between 60-70 years. After successful completion of at least one term/ one year, contract of the individual may be extended by the competent authority on a case-to-case basis.


6. **Leave** - Eight Casual Leave and two Restricted Holidays are allowed in a year on *pro rata* basis (i.e., one day's CL for completion of 45 days duty and one RH on completion of 6 months). In case the Consultant is required to attend office on Saturday/ Sunday/ Gazetted

Holiday, he shall not be eligible for compensatory leave, conveyance or lunch allowance/ reimbursement in lieu of work done on such holidays.

7. No TA/ DA/ HRA/ CCA/ Conveyance Allowance, etc. would be admissible for joining the assignment or during its course or on its completion. They shall not be entitled to any perquisites such as residential accommodation, etc.

8. During the period of assignment in Special Cell and also thereafter, it is likely that they may come across certain information of important/ confidential nature. They will not divulge any such information gathered by them during the period of their assignment to anyone who is not authorized to know/ have the same.

9. The duly filled proforma in sealed envelope superscribing "Application for the post of ..... " should reach the Under Secretary, Room No. 254, Ministry of Culture (Special Cell), Vigyan Bhawan Annexe, New Delhi latest by 24<sup>th</sup> April, 2015 (upto 1: 00 PM).

  
(Arnab Aich) 10/4/15  
Under Secretary to the Government of India  
☎ 23022337

अर्नव आइच/ARNAB AICH  
अवर सचिव/Under Secretary  
संस्कृति मंत्रालय/Ministry of Culture  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi

PROFORMA

ENGAGEMENT AS CONSULTANT IN SPECIAL CELL OF MINISTRY OF CULTURE ON CONTRACT BASIS

1. Name :
2. Date of Birth :
3. Contact Number :
4. Address for communication :
5. Date of Joining in Govt. Service :
6. Date of retirement :
7. Name of Ministries/Department from which retired :
8. Last pay drawn :  
(copy of PPO to be enclosed)
9. Educational Qualification :
10. Details of knowledge in computer :
11. Brief particulars of Experience :
12. Whether any Departmental proceedings were drawn against them during their service in Govt. and particulars thereof.

Recent passport  
size Photo to be  
pasted here

Post held	From	To	Min/Deptt.	Subject handled in brief.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the applicant