

F.No. 159-1/2020-ICR
Government of India
Ministry of Culture
(ICR Division)

Shastri Bhawan, New Delhi
Dated the 1st November, 2022


CIRCULAR

The Ministry of Culture invites applications from willing and eligible individuals for engagement of two Consultant on contract basis in the Festival of India Cell of the Ministry, retired from the post of Under Secretary or Deputy Secretary or equivalent initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.

Position and number of posts	Eligibility condition	Job Profile	Consolidated remuneration per month
Consultant -02 (Two)	Below the age of 62 years of age retired from the post of Under Secretary or Deputy Secretary or equivalent The person engaged should have communications and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel and Power Point etc and should have expertise in drafting /noting, budget/ accounts, office procedure etc. The remuneration as well the terms and conditions of engagement of Consultant may kindly be seen in the guidelines.	(i) To ensure effective & efficient supervision of Festival of India Cell of the Ministry for better coordination with various organization of this Ministry, other Ministries and Departments, Indian High Commissions/ Embassies etc. To initiate outline/frame work of the Festival of India abroad before first preparatory meeting for conducting FoI. (ii) To prepare proposals for deciding the events, performances, venues, period etc. for the Festival of India abroad in consultation with the Missions and various organisations /sections of	The remuneration would be regulated as per Department of Expenditure O.M. dated 09.12.2020 & Ministry of Culture guidelines for engagement of Consultants (Retired Central Government Servants) as per copy attached.

		the Ministry of Culture. (iii) Settlement of accounts of Festival of India, handling audit and coordination with Indian Missions abroad, participating individuals and agencies for the same in a systematic manner.	
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Applicants are requested to submit the application to the undersigned in the proforma attached (annexure I) by **25.11.2022**.


11/11/2022

(Anuradha Sood)

Under Secretary to the Govt. of India

Tel: 011- 23388569

Room No. 335, C-Wing, Shashtri Bhawan

New Delhi -110001.

To,

1. US(CS.I-Coord), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with the request to upload the circular in DoP&T's website for wide publicity.
2. NIC Cell, Ministry of Culture - with the request to upload the circular on the official website of Ministry of Culture at the link <https://indiaculture.gov.in/current-advertisements>.