



Indian Council for Cultural Relations
Azad Bhavan, I.P. Estate, New Delhi 110 002

Indian Council for Cultural Relations (ICCR) an autonomous body under the administrative and financial control of Ministry of External Affairs, invites applications from interested individuals for engagement as Consultants. Applicants should have knowledge of cultural diplomacy, soft power projection as well as administrative experience. One Consultant will be specifically engaged for E-Governance and IT related matters. The details for the same can be downloaded from ICCR's website www.iccr.gov.in The complete Bio-Profile affixed with passport size photograph and relevant documents addressed to Sr. Programme Director (Admn), ICCR, Azad Bhavan, I.P. Estate, New Delhi should reach latest by **Thursday, 15 March 2018.**

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, INDRAPRASTHA ESTATE, NEW DELHI-110002

NO.F.ICCR/Admn./Consultants/2017-18

Dated :23.2.2018

Advertisement for Consultant

Applications in the prescribed proforma (as per Annexure-I to the advertisement) are invited from eligible candidates for filling up of Post of Consultant in the Indian Council for Cultural Relations, New Delhi, as per details given below:

1.	Name of the Post	Consultant in Indian Council for Cultural Relations, New Delhi / Regional Offices in India [Out of these, one Consultant is specifically required for E-Governance & IT related matters]
2.	Period of Consultancy	Initially for One Year. The contract could be extended for GOI retired officers/officials till their attaining the age of 65 years or four years whichever is earlier and for four years for Others depending on assessment of performance and mutual willingness. The Competent Authority in the Council may also terminate the contract at any time without giving any notice and also without assigning any reason. If the Consultant wants to terminate the contract, he/ she will have to give at least one month notice.
3.	Nature of Duties	<ul style="list-style-type: none">• Consultant will be required to take up any of the programme or administrative tasks at ICCR.• Consultant for EG & IT will be required to work as IT expert dealing with software, hardware as well as cyber security matters.• To oversee the Admission to Alumni (A2A) Portal of ICCR• To oversee maintenance and uploading data at DBT Portal• Monitoring of ICCR Website• Monitoring of Aadhar Enabled Biometric Attendance Machines• Any other work assigned by Competent Authority of the Council.

4.	Job Location	Indian Council for Cultural Relations, Azad Bhavan, Indraprastha Estate, New Delhi/ Regional Offices in India
5.	Age Required	On the last date for receipt of application – Not more than 62 years of age
6.	Qualifications/ Essential Criteria	<ul style="list-style-type: none"> • Applicant should be an Indian National • Graduate from a recognized University • Consultant applying for E-Governance and IT related matters must have a MCA/B.Tech (Computer Science) degree from recognized University • Good Computer proficiency and Typing skills
7.	Desirable Criteria	<p>i) Consultants should have Knowledge of Cultural Diplomacy, Soft Power projection, knowledge & experience of administration</p> <p>ii) Consultant applying for E-Governance and IT related matters should have 2-4 years experience with PHP, Mysql, Open ERP; 5 years working experience in a reputed IT company engaged with Government of India Department or Ministry or PSUs/ Government organization; Should have expertise in the field of IT with knowledge of Software, Hardware handling and Cyber Security.</p>
8.	Remuneration & Entitlements	<p>a) In case of retired employees, the existing formula of "Last Pay Drawn minus Pension" will continue. Consultancy Fee would not be revised during the period of engagement and revision of Consultancy fees could be considered due to revision of DA rates, only at the time of renewal of the Agreement, which should be done annually.</p> <p>b) The retired Government servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant from his parent organisation.</p> <p>c) In case of Others (not retired from Government set up), the remuneration would be lump sum emolument Rs.35,000/- per month.</p> <p>d) Consultants shall not be entitled to any perks such as DA, transport facility, residential accommodation, CGHS/ Medical facility, Medical reimbursement etc. from the</p>

		<p>Council.</p> <p>e) The engagement as Consultant shall not be considered as a case of re-employment.</p> <p>f) The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to him/her.</p> <p>g) In case the Consultant is required to travel domestically or abroad as part of their duties, TA/DA will be allowed to Consultant as per normal rules applicable to any serving officer of an equivalent rank in the Council. The entitlement of TA/DA should be determined at the time of appointment of the Consultant and should be specifically mentioned in the consultancy agreement.</p> <p>h) Selected candidate would be required to enter into a contract with the Council in a prescribed format with effect from the actual date of appointment as Consultant.</p>
9.	How to apply	<ul style="list-style-type: none"> • Interested applicants may submit applications indicating their interest in working for the Indian Council for Cultural Relations, as per proforma at Annexure-I. • The envelope containing the applicant's details as mentioned above should be clearly labelled "Application for the post of Consultant in ICCR" and addressed to : Shri Vinay Vohra Sr. Programme Director (Admn) Indian Council for Cultural Relations Azad Bhavan Indraprastha Estate New Delhi-110002 e-mail: spdadmniccr@gov.in • The applicant should include a detailed bio-data listing the educational qualifications of the candidate, areas of expertise, any prior work experience, self attested copies of educational certificates and mark sheets (from under-graduate level onwards). • References from past employers may be included, but are not mandatory.

		<ul style="list-style-type: none">• The application should include the contact details of the candidate, including residential address, e-mail ID and landline and mobile numbers.• Indian Council for Cultural Relations will review the applications and shortlist candidates. The short-listed candidates will be called for an interview in the Council.• The date, time and venue of the interview will be conveyed in the Interview call letter/intimation.• Candidates will be required to make their own arrangements to reach the place of interview.• No TA/DA will be payable by the Council to attend the interview.• The decision of the Council on selection of candidates will be final and no correspondence on this subject will be entertained.
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The last date for receiving applications is **Thursday, 15 March 2018**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

ANNEXURE – I

Paste your
Passport
Size Photo
here

APPLICATION PROFORMA FOR THE POST OF CONSULTANT
AT INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications :

S. No.	Class	Board/ University	Marks obtained (in percentage)

5. Contact Address :
6. Landline & Mobile No. :
7. E-mail ID :

8. Details of employment in the chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

8. Details of courses/ training programmes attended, if any:
9. Languages known :
10. Details of previous Consultancy :
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
12. Remarks :

(Signature of candidate)

Date: