

Terms and Conditions for the post of Consultant

1. Consultant :

i) Educational Qualification:

- Bachelor's degree from a reputed University/ Institution/ Board recognized by Govt. of India / approved by Govt. regulatory Bodies

ii) Experience :

- 04 Years experience in production and presentation of cultural events including planning process, conceptualization choreography, show curation, stage management and logistics involved

iii) Professional Skills Required

- Proficiency in English speaking and writing and sound knowledge of working on computer, MS Word, PPT, MS Excel etc.
- Good PR skills to liaise/ coordination with Govt. Departments and other organisations/ agencies.
- Ability to prioritize work and manage deadlines
- Excellent communication skills
- Attention to detail
- Interpersonal skills

iv) Age Limit:

- Should not be more than 50 years on the last date for receipt of application.

v) Remuneration:

- The consultant will be paid a consolidated remuneration @ Rs. 50,000/- per month.

vi) Scope of Work/ Job Responsibilities:

The Consultant's duties will include, but not be limited to the following:

- Production and presentation of cultural programmes including planning process, show curation, stage management
- Liaise with Govt. Departments and other organisations/agencies
- The incumbents will need to travel to various cities in India for organising the Cultural events.



2. Junior Consultant :

i) Educational Qualification:

- Bachelor's degree from a reputed University / Institution / Board recognized by Govt. of India / approved by Govt. regulatory Bodies

ii) Experience :

- 02 Years experience in production and presentation of cultural programmes including planning process, show curation, stage management and logistic involved

iii) Professional Skills Required

- Proficiency in English speaking and writing and sound knowledge of working on computer, MS Word, PPT, MS Excel etc.
- Good PR skills to liaise with Govt. Departments and other organisations/agencies.
- Ability to prioritize work and manage deadlines
- Excellent communication skills
- Attention to detail
- Interpersonal skills

iv) Age Limit:

- Should not be more than 50 years on the last date for receipt of application.

v) Remuneration:

- The Jr. Consultant will be paid a consolidated remuneration @ Rs. 35,000/- per month.

vi) Scope of Work/ Job Responsibilities:

The Jr. Consultant's duties will include, but not be limited to the following:

- Production and presentation of cultural programmes including planning process, show curation, stage management
- Liaise with Govt. Departments and other organisations/agencies
- The incumbents will need to travel to various cities in India for organising the Cultural events.



GENERAL CONDITIONS:

i) **Engagement:**

- The Engagement of Consultant and Jr. Consultant will be purely on contract basis and will not confer any right for regular appointment in ICCR.

ii) **Leave:**

- The Consultants and Jr. Consultants shall be entitled to avail 12 days of Leave in a calendar year on pro rata basis.
- The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

iii) **Working Hours:**

- The consultant and Jr. Consultant shall be required to observe the normal office timing (9.30 a.m. to 6.00 p.m.) and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.

iv) **Termination of Agreement:**

ICCR may terminate the contract to which these terms apply, if:-

- The consultant or Jr. Consultant is unable to address the assigned work.
- Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in ICCR.
- The Consultant or Jr. Consultant is found lacking in honesty and integrity.
- The Competent Authority in ICCR may also terminate the contract at any time without giving any notice and also without assigning any reason.
- If the Consultant or Jr. Consultant wants to terminate the contract, he/she will have to give at least one month notice.

