

No. GBM-GBM/14/2025-25
Government of India
Ministry of Culture
(Gyan Bharatam)

8th Floor, Tower 1,
Jeevan Bharti Building
Connaught Place, New Delhi -110001
Dated: 18th December, 2025

Advertisement for Consultants

Applications in the prescribed format **through email (in pdf format) from personal email ID at gyanbhartammission@gmail.com** (as per Annexure) are invited from willing and eligible retired Central Government officers including officers retired from subordinate offices/autonomous bodies from the posts of Deputy Secretary/Under Secretary/Section Officer or equivalent for consideration for engagement as Consultant in 'Gyan Bharatam' Division, Ministry of Culture, New Delhi on short-term contract basis; as per details given below :-

Name of Post and Number of Vacancy	Consultant Vacancy - 2. The number of vacancies may be changed.
Period of Consultancy	Initially for one year. May be extended on year to year basis, depending on the functional requirement, performance appraisal, fitness of individual etc.
Job Description	The selected candidates will be assigned the task related to Gyan Bharatam which involve (indicative): 1. Assist in planning, coordination and implementation of activities under the Gyan Bharatam initiative. 2. Examine and appraise project proposals received from Centres/Institutions under Gyan Bharatam, including assessment of technical feasibility and relevance to scheme objectives. 3. Process cases for sanction of projects and release of funds, including scrutiny of cost estimates and financial justifications as per extant rules. 4. Monitor physical and financial progress of approved projects, including conservation, preservation, digitization and dissemination of manuscripts/knowledge resources. 5. Coordinate with Centres for Conservation, Preservation and Digitization, Centres of Excellence, universities, autonomous bodies and other implementing agencies associated with Gyan Bharatam. 6. Liaise with service providers/vendors engaged for digitization, data storage and related technical services. 7. Support procurement and tendering activities related to Gyan Bharatam, including preparation of RFPs and contract management. 8. Assist in preparation of agenda notes, briefs and progress reports for senior officers and Ministerial meetings related to Gyan Bharatam. 9. Handle Parliamentary matters, RTI applications, court cases and public grievances pertaining to Gyan Bharatam.

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	<p>10. Assist in drafting and processing of MoUs/agreements with partner institutions under the initiative.</p> <p>11. Undertake documentation, record management and reporting for the Gyan Bharatam programme.</p> <p>12. Perform any other work assigned by the competent authority for effective implementation of Gyan Bharatam.</p>
Job Location	<p>Ministry of Culture (Gyan Bharatam Mission), Jeevan Bharti LIC Building, Connaught Place, New Delhi -110001</p> <p>[The Job Location may vary in case the office is relocated]</p>
Eligibility Criteria	<p>Central Government officers including officers retired from subordinate offices/autonomous bodies from the posts of Deputy Secretary/Under Secretary, Section Officer or equivalent:</p> <ul style="list-style-type: none"> • Must have sufficient experience of working in the relevant fields as explained above under Job Description. • 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.
Desirable Criteria	<ul style="list-style-type: none"> • Previous experience of conducting Programmes, Events, Seminars, Conferences, Workshops etc. • Good command over Noting/ Drafting. • Flair in Writing, Communication skill etc.
Remuneration	<p>The central Government officers 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. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during contract period. 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>
Allowance	<p>Shall not be entitled to any allowance such as DA, HRA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.</p>
Travelling Allowance	<p>An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement. The amount so fixed shall remain unchanged during the term of the appointment. However, he may be allowed TA/DA on official tour, if any, as per the entitlement at the time of retirement.</p>
Drawl of Pension	<p>The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relies on pension during the period of his engagement as Consultant. The engagement as consultant shall not be considered as a case of re-employment.</p>
Leave	<p>Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.</p>
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. They shall mark their attendance</p>

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	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.
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.
Termination of Agreement	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.
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 Gyan Bharatam. 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.
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.
How to Apply	Interested applicants may submit applications online as per proforma at Annexure at the following e-mail address: - gyanbhartammission@gmail.com Last date for receipt of application is 8 working days from the date of publication of the advertisement.
Selection Procedure	Ministry of Culture (Gyan Bharatam), through a 3-member Selection Committee, will scrutinize 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. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained. 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.

Encl: As above.

Bharat Kumar

(Bharat Kumar)
Under Secretary to the Govt. of India
Tel. 8295272031

भारत कुमार / BHARAT KUMAR
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
भारत सरकार / Government of India

ANNEXURE

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

PROFORMA

**Engagement as Consultant In Ministry of Culture (Gyan Bharatam) on
Contract Basis**

Post Applied For :

Name	
Mother's/ Father's/ Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact Details: • Mobile: • E-mail ID:	
Educational/ Technical Qualification(s)	
Date of retirement from Central Government/subordinate/autonomous bodies	
Name of the post at the time of retirement	
Name of the Ministry/Department posted at the time of retirement	
Total years of experience in Administration and Finance	
Do you have experience in examining projects, conducting program/event, seminar, conference, workshop etc.? If yes, please furnish details thereof.	
Do you hold the eligibility criteria for the post applied?	
Have you read information (terms and conditions etc.) mentioned the vacancy-advertisement for the post carefully?	
Are you agree with the conditions mentioned in the vacancy- advertisement for the post?	

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16. 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

(Note: Strike through the blank columns)

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

18. (i) Additional Information, if any [In support of suitability for the Post] and (ii) List of enclosed documents in support of furnished information.

Date:

Place:

(Signature of Applicant)

Name of Applicant

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