



# Centre for Cultural Resources and Training

(Under the aegis of Ministry of Culture, Govt. of India)

15-A, Sector-07, Dwarka, New Delhi - 110075



Advt. No.: CCRT/11011/05/2025/02

The Centre for Cultural Resources and Training (CCRT) is one of the premier institutions working in the field of linking education with culture. CCRT's main thrust is to conduct variety of training programmes for in-service teachers, teacher educators, educational administrators and students throughout the country. The training programmes provide an understanding and appreciation of the philosophy, aesthetics and beauty inherent in Indian art, culture and heritage and focus on formulating and incorporating a cultural component in curriculum teaching. It has its Headquarters in New Delhi and four Regional Centres - Udaipur in the West, Hyderabad in the South, Damoh (MP) in Center and Guwahati in the North-East to facilitate widespread dissemination of Indian Art and Culture.

CCRT invites applications from eligible candidates for the following posts:

Sl. No.	Name of the Post, No. of Post & Pay Level	Educational Qualifications, Experience and Age	Mode of Recruitment
1.	<b>Hindi Officer - 01 Post</b> Pay Level - 10 (Rs. 56,100-1,77,500) as per 7th CPC	<b>Essential:</b> Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective or as a medium of examination at the degree level; <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level. <b>Desirable:</b> Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th Level from a recognized Board. <b>Experience:</b> Three years experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or Recognized Research or Educational Institutions. <b>OR</b> Three years experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or Recognized Research or Educational Institutions. <b>For Deputation:</b> Officers under the Central or State Governments or Union Territories Administrations or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Govt. or Autonomous Bodies or Statutory Organizations holding: - (i) Analogous post on regular basis in the parent cadre or department; <b>OR</b> (ii) With two years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band- 2, Rs. 9300-34800 + GP Rs. 4800/- <b>OR</b> (iii) With three years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band- 2, Rs. 9300-34800 + GP Rs. 4600/- <b>Age:</b> The maximum age limit on deputation shall not exceed 56 years as on closing date of receipt of application.	On Deputation basis
2.	<b>Consultant (Admin/ Vigilance) -01 Post</b>	<b>Eligibility:</b> Persons retired from the post of Section Officer/Under Secretary/Deputy Secretary or equivalent is eligible for the position of Consultant (Admin/Vigilance). The officers should possess at least 10 years of experience in handling matters related to Administration, Establishment, Recruitment Rules, RTI Provisions, Vigilance Matters, Court Cases and should have knowledge of applicable rules, Acts etc. Should have good communication and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel and Power Point etc. and should have expertise in noting/drafting, office procedure, etc. <b>Age:</b> The candidate should not be above 65 years of age as on the last date for receipt of the application.	On Contract (Through Outsourcing Agency)

## GENERAL INSTRUCTIONS:

- The detailed advertisement and prescribed Application Format, Terms & Conditions for the above said posts are available in CCRT website <https://ccrtindia.gov.in> and interested/eligible candidate may submit the application in the prescribed format along with all the relevant documents forwarded to **Director, CCRT, 15-A, Sector -7, Dwarka, New Delhi-110075** and scanned copies of the same may be sent to the Email: [dir.ccrt@nic.in](mailto:dir.ccrt@nic.in) as an advance copy.
- For deputation post: The application should be forwarded through their principal employer along with last 05 years APAR's, Vigilance Clearance Certificate, Integrity Certificate and Cadre Controlling Authority Certificate.
- The last date for receipt of duly filled in Application form is 45 (Forty-Five) days from the date of publication of Advertisement in Employment News. The ending date of the week for publishing of advt. in the Employment News shall apply.
- CCRT reserves the right to cancel the advertisement and/or not to proceed with the recruitment process at any stage, and to accept or reject any or all applications without assigning any reason whatsoever.
- Any addendum/corrigendum shall be posted only on the CCRT's website.

CBC 09127/12/0005/2526

Director  
CCRT, New Delhi  
EN 29/89



## Homi Bhabha Centre for Science Education Tata Institute of Fundamental Research

V. N. Purav Marg, Mankhurd, Mumbai- 400088  
Advt. No. 04/2025

### CORRIGENDUM

Please refer to EN No. 27/82 (CBC 48143/12/0009/2526) (Page no. 29) published in the issue of Employment News dated 4-10 Oct 2025. Please read the designation as "Project Scientific Assistant -B" instead of "Project Scientific Officer -B" in Sr. No. 2. WEN 29/A

### Continued from page 58

shall not be eligible for appointment by promotion.

iii). The period of deputation (including Short Term Contract), including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall normally be for 3 years and shall not exceed 5 years. The maximum age limit for appointment by deputation (including Short Term Contract) shall not be exceeding 56 years as on the closing date of the receipt of applications. Director shall be the full-time Chief Executive and Academic Officer of the NERIWALM.

3. Interested and eligible officers may send their applications (in triplicate) in the prescribed proforma (Annexure-I) to **Ms. Sweta, Under Secretary, (Estt.- II) (E-Mail ID - [sweta.moca@nic.in](mailto:sweta.moca@nic.in)), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Room No. 626 (C), Shram Shakti Bhawan, Rafi Marg, New Delhi-110001, through proper channel, within 60 days from the date of issue of this advertisement. The closing date for receipt of application from candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Ladakh, J&K, Lahaul & Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad will be 67 days from the date of publication of advertisement. While forwarding applications along with attested copies of ACRS for the last 5 years, Integrity Certificate and No Penalty Certificate during the last 10 years in respect of**



## Centre for Cultural Resources and Training (CCRT)

Ministry of Culture, Government of India  
Plot No. 15-A, Sector-7, Dwarka, New Delhi-110075

### AWARD OF SENIOR/JUNIOR FELLOWSHIPS TO OUTSTANDING PERSONS IN THE FIELDS OF CULTURE FOR THE YEAR 2025-26

Offline Applications are invited by CCRT, Ministry of Culture, Govt. of India for the award of Junior and Senior Fellowship for undertaking research oriented projects in the field of Performing, Literary, Plastic Arts and New Areas related to Culture.

Applications are invited for the year 2025-26 with effect from dated 18th October, 2025. The number of Junior & Senior Fellowship to be awarded for this year is 200 each. Details of the schemes, instructions for applicants, eligibility conditions/ criteria and Application Form are available on the following websites of the Ministry of Culture Government of India and CCRT.

[www.indiaculture.gov.in](http://www.indiaculture.gov.in)  
[www.ccrtindia.gov.in](http://www.ccrtindia.gov.in)

### ONLY OFFLINE APPLICATIONS WILL BE ACCEPTED

The last date for submitting the completely filled application form by post or by hand etc. to the above mentioned address of CCRT, New Delhi is 1st December, 2025.

CBC 09127/12/0003/2526

EN 29/88

the officers, the Cadre / Administrative Authority should certify that the particulars furnished by the officers are correct and no vigilance/disciplinary cases are pending or contemplated against the officer(s).

Applications received after the last date or without copies of ACRS/ Integrity Certificate/ No Penalty Certificate/Vigilance Clearance Certificate or otherwise found incomplete will not be considered.

4. This Advertisement is also available on the Website of this Ministry — <https://www.jalshakti-dowr.gov.in>  
EN 29/82

 <p>संस्कृति मंत्रालय MINISTRY OF CULTURE</p>	<p><b>Centre for Cultural Resources and Training</b> (Under the aegis of Ministry of Culture, Govt. of India) 15-A, Sector-07, Dwarka, New Delhi – 110075</p>	
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**Advt. No.: CCRT/11011/05/2025/02**

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**Director  
CCRT, New Delhi**





संस्कृति मंत्रालय  
MINISTRY OF  
CULTURE

# सांस्कृतिक स्रोत एवं प्रशिक्षण केंद्र

(संस्कृति मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संगठन)  
15-ए, सेक्टर-7, द्वारका, नई दिल्ली - 110075



विज्ञापन संख्या: सीसीआरटी/11011/05/2025/02

सांस्कृतिक स्रोत एवं प्रशिक्षण केंद्र (सीसीआरटी) शिक्षा को संस्कृति से जोड़ने के क्षेत्र में कार्यरत प्रमुख संस्थानों में से एक है। सीसीआरटी का मुख्य उद्देश्य देश भर में सेवारत शिक्षकों, शिक्षक प्रशिक्षकों, शैक्षिक प्रशासकों और छात्रों के लिए विविध प्रशिक्षण कार्यक्रम आयोजित करना है। ये प्रशिक्षण कार्यक्रम भारतीय कला, संस्कृति और विरासत में निहित दर्शन, सौंदर्यबोध और सौंदर्य की समझ और सराहना का ज्ञान प्रदान करते हैं तथा पाठ्यक्रम शिक्षण में एक सांस्कृतिक घटक के गठन और समावेश पर केंद्रित हैं। इसका मुख्यालय नई दिल्ली में है और चार क्षेत्रीय केंद्र - पश्चिम में उदयपुर, दक्षिण में हैदराबाद, मध्य में दमोह (मध्य प्रदेश) और पूर्वोत्तर में गुवाहाटी में स्थित हैं, जो भारतीय कला और संस्कृति के व्यापक प्रचार-प्रसार का सक्रिय माध्यम हैं।

सीसीआरटी पात्र उम्मीदवारों से निम्नलिखित पदों के लिए आवेदन आमंत्रित करता है:

क्रम संख्या	पद का नाम, पद की संख्या और वेतन स्तर	शैक्षिक योग्यता, अनुभव और आयु	भर्ती का तरीका
1.	<p><b>हिंदी अधिकारी -01</b> <b>पद</b></p> <p><b>वेतन स्तर - 10</b> <b>(रु. 56,100-1,77,500)</b> <b>7वें सीपीसी के अनुसार</b></p>	<p><b>अनिवार्य:</b></p> <p>किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर उपाधि, जिसमें अंग्रेजी अनिवार्य या वैकल्पिक विषय के रूप में या डिग्री स्तर पर परीक्षा का माध्यम हो; या</p> <p>किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी में स्नातकोत्तर उपाधि, जिसमें हिंदी अनिवार्य या वैकल्पिक विषय के रूप में या डिग्री स्तर पर परीक्षा का माध्यम हो; या</p> <p>किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी या अंग्रेजी के अलावा किसी अन्य विषय में स्नातकोत्तर उपाधि, जिसमें हिंदी माध्यम और अंग्रेजी अनिवार्य या वैकल्पिक विषय के रूप में या डिग्री स्तर पर परीक्षा का माध्यम हो; या</p> <p>किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी या अंग्रेजी के अलावा किसी अन्य विषय में स्नातकोत्तर उपाधि, जिसमें अंग्रेजी और हिंदी डिग्री स्तर पर अनिवार्य या वैकल्पिक विषय के रूप में या परीक्षा का माध्यम हो; या</p> <p>किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी या अंग्रेजी के अलावा किसी अन्य विषय में स्नातकोत्तर उपाधि, जिसमें हिंदी और अंग्रेजी अनिवार्य या वैकल्पिक विषय के रूप में या डिग्री स्तर पर दोनों में से कोई एक परीक्षा माध्यम के रूप में और दूसरा अनिवार्य या वैकल्पिक विषय के रूप में हो।</p> <p><b>वांछनीय:</b> किसी मान्यता प्राप्त बोर्ड से दसवीं कक्षा में संविधान की आठवीं अनुसूची में शामिल हिंदी के अलावा किसी अन्य भाषा का अध्ययन किया हो।</p> <p><b>प्रतिनियुक्ति के लिए:</b></p> <p>केंद्र या राज्य सरकारों या संघ शासित प्रदेशों के प्रशासनों या सार्वजनिक क्षेत्र के उपक्रमों या विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान संस्थानों या अर्ध-सरकारी या स्वायत्त निकायों या सांविधिक संगठनों के अंतर्गत कार्यरत अधिकारी:-</p> <p>(i) मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद; या</p> <p>(ii) वेतन बैंड-2, रु. 9300-34800 + ग्रेड वेतन रु. 4800/- के पदों पर नियुक्ति के बाद नियमित आधार पर उस ग्रेड में दो वर्ष की सेवा या</p> <p>(iii) वेतन बैंड-2, रु. 9300-34800 + ग्रेड वेतन रु. 4600/- के पदों पर नियुक्ति के बाद नियमित आधार पर उस ग्रेड में तीन वर्ष की सेवा</p> <p><b>आयु:</b> प्रतिनियुक्ति पर अधिकतम आयु सीमा आवेदन प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।</p>	प्रतिनियुक्ति के आधार पर

2.	<p><b>परामर्शक (प्रशासन/सतर्कता) - 01 पद</b></p>	<p><b>पात्रता:</b> अनुभाग अधिकारी/अवर सचिव/उप सचिव या समकक्ष पद से सेवानिवृत्त व्यक्ति परामर्शक (प्रशासन/सतर्कता) के पद के लिए पात्र हैं।</p> <p>अधिकारियों के पास प्रशासन, स्थापना, भर्ती नियम, सूचना का अधिकार (आरटीआई) प्रावधान, सतर्कता मामले, न्यायालयीन मामलों से संबंधित मामलों को संभालने का कम से कम 10 वर्ष का अनुभव होना चाहिए और उन्हें लागू नियमों, अधिनियमों आदि का ज्ञान होना चाहिए।</p> <p>अच्छे संचार और पारस्परिक कौशल, एमएस वर्ड, एमएस एक्सेल और पावर पॉइंट आदि जैसे कंप्यूटर अनुप्रयोगों का ज्ञान और नोटिंग/ड्राफ्टिंग, कार्यालय प्रक्रिया आदि में विशेषज्ञता होनी चाहिए।</p> <p><b>आयु:</b> आवेदन प्राप्त करने की अंतिम तिथि तक उम्मीदवार की आयु 65 वर्ष से अधिक नहीं होनी चाहिए।</p>	<p><b>अनुबंध पर (आउटसोर्सिंग एजेंसी के माध्यम से)</b></p>
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#### सामान्य निर्देश:

- उपर्युक्त पदों के लिए विस्तृत विज्ञापन और निर्धारित आवेदन प्रारूप, नियम और शर्तें सीसीआरटी वेबसाइट <https://ccrtindia.gov.in> पर उपलब्ध हैं और इच्छुक/योग्य उम्मीदवार निर्धारित प्रारूप में आवेदन पत्र को सभी संबंधित दस्तावेजों के साथ **निदेशक, सीसीआरटी, 15-ए, सेक्टर -7, द्वारका, नई दिल्ली-110075** को भेज सकते हैं और उसकी स्कैन की गई प्रतियां अग्रिम प्रति के रूप में ईमेल: [dir.ccrt@nic.in](mailto:dir.ccrt@nic.in) पर भेजी जा सकती हैं।
- प्रतिनियुक्ति पद के लिए: आवेदन पत्र अपने मुख्य नियोक्ता के माध्यम से पिछले 05 वर्षों के एपीआर(APAR), सतर्कता अनापत्ति प्रमाण पत्र, सत्यनिष्ठा प्रमाण पत्र और कैंडर नियंत्रण प्राधिकारी प्रमाणपत्र के साथ भेजा जाना चाहिए।**
- विधिवत भरे हुए आवेदन पत्र की प्राप्ति की अंतिम तिथि रोजगार समाचार में विज्ञापन के प्रकाशन की तिथि से 45 (पैंतालीस) दिन है। अंतिम तिथि की गणना के लिए रोजगार समाचार में विज्ञापन के प्रकाशन के समाह की अंतिम तिथि लागू होगी।
- सीसीआरटी विज्ञापन को रद्द करने और/या किसी भी स्तर पर भर्ती प्रक्रिया को आगे न बढ़ाने, तथा बिना कोई कारण बताए किसी भी या सभी आवेदनों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।
- कोई भी अनुशेष/शुद्धिपत्र केवल सीसीआरटी की वेबसाइट पर ही पोस्ट किया जाएगा।

**निदेशक  
सीसीआरटी, नई दिल्ली**

## APPLICATION PROFORMA

<b>Name of the Post Applied : Hindi Officer</b>	<b>Paste your Recent Photograph</b>
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(All annexures /enclosures should be sequentially arranged with page numbers and self-attestation of the candidate)

1. Name of the applicant (in BLOCK letters) :  
आवेदक का नाम, स्पष्ट अक्षरों में
2. Date of Birth (In Christian era) :  
जन्म तिथि (अंग्रेजी कैलण्डर के अनुसार)
3. Whether belongs to SC/ ST/ OBC/EWS :  
क्या आप अनु. जाति/अनु. जनजाति/अ.पि.व./ईडब्ल्यूएस से संबंध रखते हैं
4. Service to which you belong :  
आप किस सेवा के सदस्य हैं
5. (i) Date of Entry into Service :  
सेवा में प्रविष्टि की तारीख  
(ii) Date of Retirement on superannuation under Central / State Govt. :  
केन्द्र / राज्य सरकारी सेवा से सेवा निवृत्ति की तारीख
- 6 . Postal Address (with Telephone / Mobile No. & e-mail ID) :  
डाक पता (दूरभाष / मोबाईल नं. और ई-मेल पता सहित)
- 7 . Educational Qualifications :  
शैक्षिक अहर्ताएं

S. No.	Examination Passed and Year of Passing	Division/ Grade/ Percentage of Marks	Duration of the Degree/ Diploma	Board/ University/ Institution	Subjects
01					

02					
03					
04					
05					

8. Experience in chronological order :  
अनुभव कालानुक्रमिक क्रम में

Name of the Organization/ Institute/ Firm	Post Held	Ad-hoc/ Regular	Duration		Total Period	Basic Pay & Scale of Pay	Nature of Duties
			From	To			

**\* Important** – Pay Band and Grade Pay granted under ACP / MACP Scheme are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of financial upgradation under ACP/ MACP Schemes with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :-

\* महत्वपूर्ण – ए.सी.पी / एम.ए.सी.पी परियोजना के अंतर्गत अनुदत्त वेतन बैंड तथा ग्रेड वेतन, अधिकारी के व्यक्तिगत होने के कारण उल्लेख न करें। केवल नियमित आधार पर धारण किए गए पद का वेतन बैंड तथा ग्रेड वेतन उल्लेख करें। आवेदक को ए.सी.पी/एम.ए.सी.पी. परियोजना आधार पर दिए गए वेतन बैंड तथा ग्रेड वेतन का उल्लेख नीचे इस प्रकार करें :-

Office./ Institution कार्यालय / संस्था	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme ए.सी.पी./ एम.ए.सी.पी परियोजना के अंतर्गत मिल रहे वेतन, वेतन बैंड तथा ग्रेड वेतन	From कब से	To कब तक

9. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) :  
क्या आप पद के लिए अपेक्षित शैक्षिक एवं अन्य अहर्ताएं पूरा करते हैं(यदि कोई अहर्ताएं नियमों में निर्धारित अहर्ताओं के समतुल्य माना जाना है, तो उसके लिए क्या प्राधिकार है)

Qualifications / Experience required as mentioned in the advertisement / vacancy circular विज्ञापन / रिक्ति परिपत्र के अनुसार अपेक्षित अहर्ताएं/ अनुभव का विवरण	Qualifications / Experience possessed by the officers अधिकारी के आधिपत्य में अहर्ताएं / अनुभव का विवरण
<b>Essential / अनिवार्य</b> <b>(A)Qualification / अहर्ताएं</b> <b>(B)Experience / अनुभव</b>  <b>Desirable / वांछनीय</b> <b>(A)Qualification / अहर्ताएं</b> <b>(B)Experience / अनुभव</b>	<b>Essential / अनिवार्य</b> <b>(A)Qualification / अहर्ताएं</b> <b>(B)Experience / अनुभव</b>  <b>Desirable / वांछनीय</b> <b>(A)Qualification / अहर्ताएं</b> <b>(B)Experience / अनुभव</b>

10. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post कृपया स्पष्ट रूप से बताएं कि आपके द्वारा दिए गए प्रविष्टियों के आधार पर, आप अपेक्षित अहर्ताएं एवं इस पद के लिए आवश्यक अनुभव रखते हैं
11. In case the present employment is held on deputation/ contract basis, please state : यदि आप अभी प्रतिनियुक्ति/संविदा के आधार पर सेवारत हैं तो कृपया बताएं
- The date of initial appointment  
नियुक्ति की प्रारंभिक तिथि
  - Period of appointment on deputation / contract  
प्रतिनियुक्ति/संविदा आधार पर सेवावधि
  - Name of the parent office / organization to which the applicant belongs  
आवेदक मूल रूप से किस कार्यालय / संगठन से संबंधित हैं
  - Name of the post and pay of the post held in substantive capacity in the Parent Organization  
स्वायत्त आधार पर मूल कार्यालय / संगठन में धारण किए गए पद का नाम एवं वेतनमान



**Note / टिप्पणी:**

In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

आवेदक जो वर्तमान में प्रतिनियुक्ति के आधार पर सेवारत हैं, का आवेदन पत्र उनके मूल कार्यालय / संगठन के काडर नियंत्रण अधिकारी द्वारा सत्यनिष्ठा तथा अनुशासनात्मक / सतर्कता संबंधी प्रमाण पत्र सहित अग्रेषित होना चाहिए।

12. Additional details about present employment. Please state whether working under  
वर्तमान सेवा से संबंधित अतिरिक्त सूचना। कृपया बताएं आपकी सेवा किस तरह की है

- Central Govt. / केन्द्र सरकार
- State Govt. / राज्य सरकार
- Autonomous organization / स्वायत्त निकाय
- Govt. Undertaking / सरकारी उपक्रम
- Universities / विश्वविद्यालय

13. If any post held on Deputation in the past by the applicant,  
date of return from the last deputation and other details :  
आवेदक विगत में यदि किसी पद पर प्रतिनियुक्ति आधार पर नियुक्त थे,  
तो उस पद से वापसी की तारीख एवं अन्य विवरण दें

14. Please state whether you are working in the same Department and  
are in the feeder grade or feeder to feeder grade :  
कृपया आवेदक यह बताएं कि क्या वह इसी विभाग में प्रदायक पद या  
प्रदायक के प्रदायक पद पर कार्यरत हैं

15. Are you in revised scale of pay? If yes, give the date from which the revision took place (please indicate the pre-revised scale of pay, as well):  
क्या आप संशोधित वेतनमान पर कार्यरत हैं ? यदि हाँ, तो संशोधित वेतनमान किस तिथि से लागू हुआ ये बताएं (कृपया संशोधन पूर्व वेतनमान भी बताएं)

16. Existing total emoluments drawn per month :  
वर्तमान मासिक कुल परिलब्धियाँ

17. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) achievements i.e., research publications, awards / scholarships, affiliation with professional bodies / institutions, research / innovative majors involving official recognition etc. and (iv) work experience over and above prescribed in the vacancy circular / advertisement) {Please enclose a separate sheet, if required} :  
अतिरिक्त सूचना, जो आप अपनी उपलब्धियों से संबंधित पद की उपयुक्तता के बारे में बताना चाहें (इन विषयों को ध्यान में रखते हुए उपलब्धियों के बारे में सूचना दें (i) अतिरिक्त शैक्षिक अहर्ताएं, (ii) वृत्तिक प्रशिक्षण, (iii) पुरस्कार / छात्रवृत्ति प्राप्ति का विवरण, वृत्तिक संस्थाओं / संगठनों से संबंध का ब्यौरा, अनुसंधान / नवप्रवर्तन कार्यों के लिए प्राप्त आधिकारिक मान्यता, आदि (iv) रिक्रि परिपत्र / विज्ञापन में निर्धारित कार्यानुभव से अधिक कार्य करने का अनुभव, यदि हो तो (यदि आवश्यकता हो तो, कृपया अलग से शीट लगाएं)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification / work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details furnished by me are correct and true to the best of my knowledge and no material fact having a bearing has been suppressed / withheld.

मैंने रिक्ति परिपत्र / विज्ञापन में दिए गए सभी सूचनाओं को भली भाँति देखने के पश्चात ही अपना शैक्षिक अभिलेख एवं कार्य अनुभव जीवन वृत्त प्रस्तुत किया है। मुझे ज्ञात है कि सभी संबंधित दस्तावेजों की, जो मैंने प्रस्तुत किए हैं, का मूल्यांकन चयन समिति द्वारा किया जाएगा। मेरे द्वारा दिए गए सभी सूचनाएं / जानकारी मेरे ज्ञान से सत्य एवं सही हैं तथा मैंने ऐसी कोई महत्वपूर्ण सूचना / जानकारी का दमन नहीं किया है, जिसका मेरे इस पद में चयन के लिए वहन रखता हो।

**Signature of Candidate**  
आवेदक के हस्ताक्षर

**Date.....**  
दिनांक .....

**Address**  
पता

**Certificate to be given by the Department**  
**विभाग / संगठन द्वारा दिए जाने वाला प्रमाण पत्र**

It is certified that :

यह सत्यापित किया जाता है कि :

- (i) Information given above by the applicant, Shri/Smt. \_\_\_\_\_, designation \_\_\_\_\_, have been verified as per the service records and found correct.  
श्री / श्रीमती \_\_\_\_\_, पदनाम \_\_\_\_\_, द्वारा आवेदन पत्र में दिए गए समस्त सूचनाओं की आवेदक की सेवा अभिलेख के माध्यम से जाँच कर ली गई है और ठीक पाया गया है।
- (ii) The integrity of the applicant is beyond doubt.  
आवेदक की इमानदारी और सत्यनिष्ठा में कोई संदेह नहीं है।
- (iii) The applicant is clear from vigilance angle and no disciplinary / vigilance case is pending or contemplated against him/her.  
आवेदक की सतर्कता अनापत्ति सत्यापित की जाती है। उनके खिलाफ कोई अनुशासनात्मक या सतर्कता संबंधी मामला अर्निणित या अपेक्षित नहीं है।
- (iv) No major / minor penalty has been imposed on the applicant during the last 10 years.  
आवेदक को पिछले दस वर्षों में किसी बड़े या छोटे दंडों से दंडित नहीं किया गया है।
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.  
आवेदक को उनके काडर नियंत्रण अधिकारी द्वारा आवेदन पत्र भेजने के लिए अनुमति प्रदान की गई है।
- (vi) The ACR / APAR Dossier (duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India or equivalent) for the last 05 years of the applicant is enclosed.  
आवेदक की पिछले पाँच वर्षों की गोपनीय रिपोर्टों की प्रतियाँ, हर पृष्ठ पर अवर सचिव / समतुल्य अधिकारी द्वारा सत्यापित कर, संलग्न की जाती है।
- (vii) The applicant will be relieved in time to report for duty, in the event of his selection for appointment **on deputation basis** in your department.  
आवेदक को, **प्रतिनियुक्ति के आधार** पर आपके विभाग में चयनित होने पर, समय से कार्यमुक्त किया जाएगा।

**(Signature of the Head of the Office)**  
**(विभागाध्यक्ष के हस्ताक्षर)**  
**with designation and Seal**  
**पदनाम एवं कार्यालय के मोहर सहित**

Place / स्थान : .....

Date / तिथि : .....

		<u>Recruitment Rules</u>
1.	Name of post	Hindi Officer
2.	Number of post	One
3.	Classification	Group -A
4.	Pay Band and Grade Pay/ Pay Scale	Pay Matrix Level - 10 Rs. 56100-177500/-
5.	Whether Selection post or non-selection post	Selection
6.	Age limit for direct recruits	<p>Upto 35 years</p> <p>(Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note:</p> <p>The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu &amp; Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)</p>
7.	Education and other qualifications required for direct recruits	<p>Essential</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level; OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p>

*Am*

		<p>(ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions. OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/ Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of , it is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Yes, but not the age.
9.	Period of probation, if any,	Two years for Direct Recruitment and one year for Promotion.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	Promotion failing which by deputation (ISTC), failing both by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>Promotion:- Hindi Translator in Pay Matrix Level - 6 with 8 years regular service rendered in the grade and have successfully completed the prescribed training will be eligible for promotion.</p> <p>Deputation (ISTC):</p> <p>Officers under the Central or State Governments or Union Territories Administrations or Public Sector Undertakings or Universities or recognized research institutions or semi government or autonomous</p>



		<p>bodies or Statutory Organisations holding:-</p> <p>(a)</p> <p>(i) analogous post on regular basis in the parent cadre or department; Or</p> <p>(ii) with two years service in the grade rendered after appointment thereto on regular basis in posts in pay band -2, Rs. 9300-34800 + GP of Rs. 4800/-; or</p> <p>(iii) with three years service in the grade rendered after appointment thereto on regular basis in posts in pay band -2, Rs. 9300-34800 + GP of Rs.4600/-.</p> <p>(b) possessing educational and experience mentioned under the column(7).</p> <p>Note-1: Period of deputation (including short term contract) including period of deputation (including short term contract) another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note-2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
12.	If a Selection / Promotion Committee exists what is its composition	<p>1. Chairperson, CCRT - Chairman</p> <p>2. Director, CCRT - Member.</p> <p>3. One representative of Department of Ministry of Culture of the rank of Under Secretary - Member</p> <p>4. One nominee (to be nominated by the Appointing Authority). - Member</p> <p>5. Director, Official Language in the Ministry of Human Resource Development - Member</p> <p>6. One member representing SC/ST communities for reserved posts - Member</p>
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	N/A

*Am/3*

सिद्धांत / ANJANA  
 सचिव / सचिव  
 सचिव / सचिव  
 सचिव / सचिव  
 सचिव / सचिव



Shastri Bhawan, New Delhi  
Dated the 10<sup>th</sup> March, 2022

OFFICE MEMORANDUM

Subject: Guidelines for engagement of Consultants (retired Central Government servants) in Ministry of Culture and Organizations under it-regarding.

The undersigned is directed to refer to the subject mentioned above and to convey the approval of Competent Authority on the Guidelines for engagement of Consultants (retired Central Government servants) in Ministry of Culture and its organizations in accordance to the provisions of General Financial Rules-2017, Manual for Procurement of Consultancy & other Services-2017 and the consolidated instructions for engagement of Retired Government servants issued by Department of Expenditure, Ministry of Finance vide its O.M. No. 3-25/2021-E.IIIA dated 09.12.2020.

2. The following procedure may be followed while making such engagement/appointment of Consultants:-

- a. As per Rule-178 of GFR-2017 the Organization(s) may hire external professionals, consultancy firms or consultants for a specific job, which is well defined in terms of content and time frame for its completion. Besides, Rule-180 of GFR-2017 inter-alia provides that engagement of consultants may be resorted to in situations requiring high quality services for which the concerned organization does not have requisite expertise. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage" [Rule-181 of GFR-2017].
- b. As per Para-5 of DoE's O.M. dated 9.12.2020 the appointments (i.e. as Consultant) shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

3 Accordingly, all organisations (Attached/Subordinate & Autonomous) under Ministry of Culture are requested to follow the instructions/guidelines contained in GFR-2017, Manual for Procurement of Consultancy & other Services-2017 and the instructions given in DoE's O.M. dated 09.12.2020.

4. The engagement of consultant(s) in Attached & Subordinate organizations under this Ministry should be made with the concurrence of Finance Division of Ministry of Culture and approval of Secretary (Culture) through their respective Administrative Division.

5. The Autonomous Bodies under this Ministry may adopt these guidelines with the approval of their respective Governing Bodies.

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6. The guidelines as annexed herewith, supersede earlier guidelines issued for engagement of Consultants in Ministry of Culture & its organizations.

7. This issues with the approval of Secretary (Culture).

Encls: As above.

*Manish*  
(Manish Kumar Chourasiya)  
Under Secretary to the Government of India  
Tele No. 2338 2312

Copy to:-

1. PS to HCM/MoS(ARM)/MoS(ML)
2. PSO to Secretary (C)/PS to JS&FA(C)
3. All Bureau/Divisional Heads.
4. The Head of all the organizations (Attached/Subordinate & Autonomous) under Ministry of Culture.
5. Finance & Budget Divisions.
6. All Under Secretaries/ All Sections.
7. E-office Notice Board/HTU for Hindi Translation.



F. No. A-54011/20/2020-Estb. Sec.  
Government of India  
Ministry of Culture  
\*\*\*\*\*

**Subject: Procedure and Guidelines for engagement of Consultants (Retired Central Government servants) in the Ministry of Culture and organizations under it-reg.**

The scheme for engagement of Consultants (Retired Central Government servants) on contract basis in the Ministry of Culture and its organizations shall henceforth be regulated as per the following guidelines:-

**1. Eligibility:**

1.1 Persons retired from the post of Assistant Section Officer/Section Officer/Under Secretary/Deputy Secretary/Director or equivalent is eligible for the position of Consultant. The level shall be decided with the approval of the competent authority considering the nature of job for which Consultant(s) are to be engaged. However, organizations under MoC may engage consultants according to their requirement of services which may include intellectual, Professional, Training & Advisory services as per the provisions of General Financial Rules (GFR)-2017.

1.2 The applicant should have knowledge of Noting/drafting, budget/accounts, office procedure, etc. and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing & e-Office operation, computer applications such as MS Word, MS Excel and Power Point etc.

**2. Age Limit:-**

2.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

2.2 It is strictly advised not to continue the engagement of consultant(s) beyond the age of 65 years.

**3. Remuneration:**

3.1 In case of Retired Central Government servants who are drawing pension (as per CCS Pension Rules), a fixed monthly amount shall be admissible, arrived at by deducting the basis pension from the pay drawn at the time of retirement.

3.2 If, there is any confusion in fixation of remuneration of Consultant(s), the example given under para-6 of Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 may be referred.

3.3 The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no increment, percentage increase or Dearness Allowance during the contract period.

#### 4. Allowances:

4.1 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 to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employee engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

4.2 No House Rent Allowance or any other allowance shall be admissible during the period of contract.

#### 5. Engagement:

5.1 The engagement of consultant on contract basis shall not be made as a matter of practice and must be kept at a bare minimum. Such engagement shall be made only in the justified exigencies of the official work (for a specific job with well defined terms of content and time frame for its completion) where public interest is served by appointment of the retired employee. While making for such appointments, adequate functional necessity with clear grounds must be placed before the competent authority.

5.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

#### 6. Appointment Procedure:

6.1 The consultant would be appointed after following due procedure i.e. calling for applications vide circular/ advertisement, etc.

6.2 The scrutiny of applications and selection of consultant will be carried out by the committee in Ministry/ respective organizations.

6.3 In the Ministry (Secretariat proper) the committee shall comprise as under:

Joint Secretary(Admn.)  
Director/DS(concerned Div.)  
Deputy Secretary(Estt.)

- Chairperson  
- Member  
- Member



6.4 The organizations may formulate their own internal committee.

6.5 The Ministry/organization has the right to cancel advertisement and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

6.6 All Consultants should be appointed in a transparent manner after following due procedure of public notification of the position, seeking applications and selection through a duly constituted committee by the competent authority.

**7. Drawal of Pension:**

7.1 The retired Govt. servant engaged as Consultant shall continue to draw their existing pension and Dearness Relief on pension during the period of his/her engagement as Consultant.

7.2 The engagement as Consultant shall not be considered as a case of re-employment.

**8. Leave of absence:**

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 shall not be allowed.

**9. Working Hours:**

9.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.

9.2 They shall mark their attendance in AEBAS (or as per the prescribed method of attendance) mandatorily, failing which it may result in deduction of remuneration.

**10. Tax Deduction at Source:**

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

**11. Confidentiality of data and documents:**

11.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department/organization shall remain with the Department/organization.

11.2 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 Department/organization, without the express written consent of the Department/organization.

(40)

11.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.

11.4 The Consultant would be required to sign a non-disclosure undertaking as per annexure.

## 12. Conflict of interest:

12.1 The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.

12.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

## 13. Termination of Agreement:

- The Ministry may terminate the contract to which these terms apply if:-
- 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.

## 14. Exemptions:

14.1 The term of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of the Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

14.2 The cases not covered under these guidelines may be considered by the concerned Division separately with the approval of the competent authority after concurrence of IFD.

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F. No. 3-25/2020-E.IIIA  
Government of India  
Ministry of Finance  
Department of Expenditure

Dated the 9th December, 2020

Office Memorandum

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as Consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002- Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.

B. Manoj

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5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

#### 6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

#### Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

#### 7. Allowances

##### 7.1 House Rent Allowances

No HRA shall be admissible.

##### 7.2 Transport Allowance

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 to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

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7.3

Leave of absence

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.

8. Term of Appointment

8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract-appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. Exemptions

The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K. Manthan)  
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.



Paste  
Passport  
size photo

**Application format for engagement as CONSULTANT (ADMIN/VIGILANCE) on Contract basis (through outsourcing agency) in CCRT, Ministry of Culture, Govt. of India.**

Name of Post:-	
Name of applicant	
Mother's/ Father's/ Husband's Name	
Date of birth (Age as on	
Address for Correspondence	
Permanent Address	
Contact No. / Nos.	
Email ID	
Educational/ Technical Qualification(S)	
Details of experience to be attached in proforma appended as “APPENDIX”	Duly filled proforma “ <b>APPENDIX</b> ” is attached
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

**Date:**

**Signature of the Applicant**



## APPENDIX

### Details of Experience

Period (Starting from the latest)	Name of the Office/Organization	Post, Remuneration or pay band with Grade pay, if applicable	Description of duties performed

Signature: \_\_\_\_\_

Name: \_\_\_\_\_



## **NON-DISCLOSURE UNDERTAKING**

To,  
The Director  
Centre for Cultural Resources & Training (CCRT)  
Plot No. 15-A, Sector-7, Dwarka, New Delhi-110075

Sir,

I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with CCRT, which would otherwise conflict with my obligations towards CCRT.
  - to abide by data security policy and related guidelines issued by Ministry of Culture.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the CCRT, any records/material, equipment, documents or data which is of confidential nature.
  3. I shall keep CCRT, informed of any change in my address or contact details during the period of my engagement.
  4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
  5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

**(Signature)**

**Name :** .....

**Address:** .....

.....

.....

.....

**Dated:** .....

**Mob. No.** .....