

Advertisement for Engagement of Consultants in ICCR

Applications in the prescribed proforma (as per Annexure-I) are invited from eligible candidates for filling-up the post of Consultants in ICCR, Azad Bhavan, I.P. Estate, New Delhi, as per details given below :-

Educational Qualification:

Preferably Ph. D. from a UGC recognized University

Desirable Qualification:

- Good academic record (with 60% or more) with a first class Masters degree in the field of International Relations/Political Science / Social Sciences;
- A strong analytical background with research aptitude
- The candidate should possess not less than 2 years of experience in government institutions in the field of culture at national level.
- Language proficiency in English and Hindi
- Proficiency in IT applications for office

Age:

Not more than 55 years on the date of interview.

Salary:

Remuneration will be decided on the basis of qualification and experience.

Responsibilities:

- Managing and editing ICCR publications like magazine etc.
- Preparing research reports, articles, concept notes for Conferences & Seminars
- Speech drafting and assisting in organising Research Studies
- Preparation of data and/ or spreadsheet application for subsequent analysis
- Identify and compile lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected.
- Perform miscellaneous duties as assigned from time to time.
- Write and contribute to publications
- Develop research protocols
- Summarize project results and activities

- Organization of cultural events and programmes
- Handle social media

The incumbent consultant is expected to do the above functions in a consolidated manner which includes desk level supervision including preparation of notes, payment authorities, coordination with the relevant sections and responsibilities mentioned above. Additionally any other work related to Scholarship Division could also be assigned.

Period of Consultancy

- Initially for one year.

The competent authority in the Council may also terminate the contract at any time without giving any notice and also without assigning any reasons. If the Consultants wants to terminate the contract, he/she will have to give at least one month notice.

Job Location Indian Council for Cultural Relations, Azad Bhavan, I P Estate, New Delhi/Regional Offices in India

How to Apply:

- 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)
ICCR, Azad Bhavan,
I P Estate,
New Delhi – 110 002

Email : spdadmn.iccr@gov.in

- The applicant should include a detailed bio-data listing the educational qualifications of the candidate, area of expertise, any prior work experience, self-attested copies of educational qualifications and mark sheets (from undergraduate level onwards).
- Reference from past employers may be included but are not mandatory
- The applications 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 shortlisted 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.

The last date for receiving the applications is **Monday, 16 December, 2019**. 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.

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ANNEXURE-I

PASTE
YOUR
PASSPORT
SIZE PHOTO
HERE

APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN ICCR, NEW DELHI

1. Name in full (Block letter) :
2. Date of Birth (in Christian Era) :
3. Gender :
4. Educational Qualifications :

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

5. Complete Residential Address :
6. Tel. No. & Mobile No. :
7. Email ID :
8. Details of employment in the chronological order, if applicable (Enclose a separate sheet, if space below is insufficient)

[illegible]

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

(Signature of candidate)

Date: