

F.No.U-11/33/2021-UNESCO
Government of India
Ministry of Culture

Dated: 06/11/2021

Ministry of Culture invites applications from eligible candidates for the following contractual post:

1. Name of service: Consultant (UNESCO)

2. Consultancy fee: Rs.60,000/- p.m. consolidated

The consultancy fee would be a lump sum amount and no other allowances such as DA, HRA, Transport Allowance etc, would be payable. The appointment would be purely on temporary contract basis initially for a period of one year, which may be extended based on the performance.

3. Nature of duties of the service:

- i. Liaise directly with senior officials of the Sangeet Natak Akademi (SNA) – the nodal agency of the 2003 Convention on Intangible Cultural Heritage – as well as relevant agencies like the Indira Gandhi National Centre for the Arts;
- ii. Similar liaison as required with ASI regarding World Heritage Convention of 1972
- iii. Keep the Ministry regularly informed of developments affecting ICH elements already listed and suggest action as and when required, in close consultation with SNA and other technical experts;
- iv. Actively research for suggesting future inscriptions for ICH list, also keep the Ministry regularly informed of upcoming nominations to the ICH List;
- v. Facilitate and follow-up with the nodal agency on the implementation of the 2003 Convention, such as the development of the National Inventory of ICH;

- vi. Maintain coordination with the relevant institutions such as the Zonal Cultural Centres, and others at the state level, to ensure appropriate synergies;
- vii. Ensure appropriate participation by Ministry of Culture in most important meetings related to the 2003 Convention including the ICH Intergovernmental Committee meeting as well as other conventions to which India is a party;
- viii. Liaise directly with the senior officials of the Indira Gandhi National Centre for the Arts (IGNCA) – the nodal agency for the Memory of the World Programme;
- ix. Liaise with State Govts. for nominations to Creative Cities Network.
- x. Facilitate smooth interaction with the UNESCO Secretariat in Paris, the UNESCO New Delhi office, and other relevant bodies;
- xi. Keep the Ministry regularly informed of developments affecting the MoW Programme and other programme under UNESCO conventions relating to Culture and suggest action as and when required
- xii. Act as an authorized interlocutor to the Indian National Commission for UNESCO on these issues;
- xiii. Apart from this, he/she would be at the Ministry's disposal for any other work requiring coordination with Private sector/Central & State Govt. Depts. and agencies as deemed necessary.

4. Qualification and Experience:

- a) Bachelor's degree from renowned universities/colleges
- b) Excellent Communication Skills in Hindi and English
- c) Proficiency in using computers/internet browsing
- d) Minimum one year experience of working with the United Nations or any of its allied organizations like UNESCO, UNICEF, UNDP etc.

OR

Research Scholars on culture related themes

5. **Age:** Not exceeding 35 years on the last date of receipt of applications for the service.
6. **Selection Process:** The procedure for selection shall be based on personal interaction of shortlisted candidates by a Selection Committee constituted by the Ministry of Culture.
7. **Re-appointment/Termination:** The person selected would be liable to be terminated earlier with prior notice of one month if the performance appraisal done by the Committee to be constituted by the Ministry of Culture is not up to the mark. Similarly, a person with a proven performance record shall be eligible for re-appointment for additional term.
8. **How to apply:** Applications, in duplicate in the proforma attached, may be sent to "The Under Secretary (UNESCO), Ministry of Culture, Room No. 333, 'C' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001." The last date of receipt of application is 30 days from the date of issue of this advertisement (both days included). Application received after the last date or otherwise found incomplete will not be considered.

Shobha

(Shobha Rani Tiru)

Under Secretary to the Government of India

Ministry of Culture

E-mail: unesco.cell@gmail.com

Shobha Rani Tiru
अवर सचिव / Under Secretary
संस्कृति मंत्रालय / Ministry of Culture
नवतल इरवडर / Govt. of India
नई दिल्ली / New Delhi

Application for the contractual service of Consultant (UNESCO) in Ministry of Culture

BIO-DATA

1. Name and Address (in Block Letters) :
2. Date of Birth (in Christian era) :
3. Education Qualifications :
4. Service to which you belong (as applicable) :
5. Please State clearly whether in the light of entries made by you above, you meet the requirements of the service :
6. Details of employment in chronological order : (Attach Separate Sheet)
7. Nature of present employment :
8. Experience & Qualification if any with regard to sensitivity to Cultural heritage and Art:
9. Current total emoluments being drawn per month :
10. Additional information, which you would like to mention in support of your suitability for the post. Please enclose a separate sheet:

PS: Please submit self-certified copies of Certificates/Degrees and other credentials in support of your educational qualifications and experience alongwith 2 passport size photographs.

Date

Signature of candidate

Address