No. GBM-GBM/90/2026-25
Government of India
Ministry of Culture
(Gyan Bharatam)

8th Floor, Tower 1,
LIC Jeevan Bharti Building
Connaught Place,
New Delhi -110001
Dated: 02.11.2026

Advertisement for Consultants

Duly signed applications in the prescribed format **through email (in pdf format) from personal email ID at gbm-moc@gov.in** (as per Annexure) are invited from willing and eligible retired Central/State Government officers including officers retired from subordinate offices/autonomous bodies from the posts of Director/Deputy Secretary/Under Secretary/ Section Officer (refer to eligibility criteria) 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 can 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 following tasks related to Gyan Bharatam which involve (indicative): **A. Consultant (Administration)** 1. Manage administrative operations and day-to-day functions of the Mission. 2. Handle establishment and personnel matters, recruitment, service matters etc. 3. Process matters relating to CCS Rules, Leave Rules, Conduct Rules, Pension Rules, post creation etc. 4. Handle vigilance matters, Parliamentary matters, court cases and record management.

	5. Assist in policy formulation and coordination with Ministries/Departments, autonomous bodies/societies, field offices and other stakeholders. 6. Use e-Office and other Government digital platforms for processing and monitoring official work. 7. Perform any other work assigned by the competent authority for effective implementation of the Mission. **B. Consultant (Finance)** 1. Oversee budgeting, financial planning and fund allocation for Mission activities. 2. Examine and scrutinize expenditure proposals, cost estimates and financial justifications in accordance with extant rules. 3. Handle budget formulation, monitoring, accounts, audit and financial management matters. 4. Assist in procurement, tendering, preparation/examination of EoI, RFPs, Government e-procurement and contract management. 5. Process grant-in-aid matters and ensure compliance with GFR, DFPR, Government accounting procedures, GeM and PFMS. 6. Coordinate with the Integrated Finance Division, Pay & Accounts Office, Internal Audit Wing and other concerned offices. 7. Perform any other work assigned by the competent authority for effective implementation of the Mission.
Job Location	Ministry of Culture (Gyan Bharatam Mission), LIC Jeevan Bharti Building, Connaught place, New Delhi -110001 [The Job Location may vary in case the office is relocated].
Eligibility Criteria	The applicant should be a retired officer of the Central Government/State Government/Autonomous Body/PSU and should fulfil the following post-specific criteria: **A. Consultant (Administration)** • Holding an analogous post or having served in Pay Level-11 or above (or equivalent). • Bachelor's Degree from a recognized University.

Remuneration	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.
Allowance	Shall not be entitled to any allowance such as DA, HRA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.
Travelling 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 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.
Drawl of Pension	The retired Govt. servant engaged as consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as consultant. The engagement as consultant shall not be considered as a case of re-employment.
Leave	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.
Working Hours	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 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

	• Minimum 5 years' experience in Administration, Establishment, Personnel Management, Recruitment, Service Matters, Vigilance, Parliamentary Matters, Record Management and General Administration. • Working knowledge of Government rules and regulations, including CCS Rules, Leave Rules, Conduct Rules, Pension Rules and office procedures. **B. Consultant (Finance)** • Holding an analogous post or having served in Pay Level-8 or above (or equivalent). • Bachelor's Degree from a recognized University. • Minimum 5 years' experience in Finance, Budget, Accounts, Audit, Procurement and Financial Management. • Thorough knowledge of General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Government Accounting Procedures, Procurement Rules, GeM and Public Financial Management System (PFMS).
Desirable Criteria	**A. Consultant (Administration)** • Experience in handling matters relating to autonomous bodies/societies. • Knowledge of e-Office and other Government digital platforms. • Experience in policy formulation and coordination with Ministries/Departments and field offices. **B. Consultant (Finance)** • Experience of working in an Integrated Finance Division (IFD), Pay & Accounts Office, Internal Audit Wing or Finance Division of a Ministry/Department of the Government of India. • Experience in examination of expenditure proposals, grant-in-aid matters, budget formulation and monitoring. • Knowledge of Government e-procurement systems and contract management.

	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: 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. In case the Consultant does not complete the prescribed notice period, the decision regarding payment of remuneration for the notice period shall rest with the competent authority in the Ministry of Culture.
Relaxation	The criteria may be relaxed in exceptional cases based on justification in the overall interest of the Ministry.
How to Apply	Interested applicants may submit applications online as per proforma at **Annexure** at the following e-mail address: - **gbm-moc@gov.in** Last date for receipt of application is 10 working days from the date of publication of the advertisement.
Selection Procedure	Ministry of Culture (Gyan Bharatam), through a 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)
Under Secretary to the Govt. of India
Tel. 011- 23315620

ANNEXURE

PROFORMA

Engagement as Consultant in Ministry of Culture (Gyan Bharatam) 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 or 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 carefully read information (terms and conditions etc.) mentioned in the vacancy-advertisement for the post?	
Are you agree with the conditions mentioned in the vacancy-advertisement for the post?	

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 (From .....To.....)	Remarks

(Note: Strike through the blank columns)

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

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

Date:

Place:

(Signature of Applicant)
Name of Applicant