

National Culture Fund
Ministry of Culture

Puratatva Bhavan, 5th Floor, D-Block
GPO Complex, I.N.A., New Delhi – 110 023

Dated : _____

The National Culture Fund is a Public Charitable Trust (Notified by Govt. of India vide notification No. S.O. 832 (E) dated November 28, 1996) established by the Government of India under the Ministry of Culture as a mechanism to mobilize funds to preserve and promote Indian Art, Culture and Heritage (www.ncf.nic.in).

2. The National Culture Fund (NCF) invites applications, in the proforma given in Annexure – II, for the posts stated in Annexure - I below on the Terms and Conditions given below:

TERMSANDCONDITIONS:

- i. Tenure: All appointments would be purely on contract basis initially for a period of two years (including six months probation period) from the date of initial appointment. The contract of appointment will be extendable by the period of one more year depending upon satisfactory performance and consent of both the parties.
- ii. Selection Process: The procedure for selection shall be based on personal interaction with the candidates shortlisted after scrutiny of their applications by a Search-cum-Selection Committee.
- iii. Reappointment/termination: The services of the person so selected and appointed would be liable to be terminated before the expiry of the term of his/her contract with prior notice if the conduct and performance of the employee is not found satisfactory. Similarly, a person with proven performance record shall be eligible for extension of the contract / reappointment for a future term.

iv. How to apply: Application, in Bio-Data Proforma given in Annexure - II along with attested copies of certificates in support of Educational Qualifications and work experience kept in an envelope super scribed as "Application for the post of _____(Give name of the post applied for) may be sent to the Chief Executive Officer, National Culture Fund, Puratatva Bhavan, 5th Floor, D-Block, GPO Complex, I.N.A., New Delhi – 110 023. The last date of receipt of application is 25th January, 2015. Applications received after the last date or otherwise found incomplete will not be considered. **Applications furnished through e-mail/FAX will not be entertained.**

v. Please bring original documents in support of all the information furnished in the Bio-data whenever you come for personal interaction.

vi. The information furnished in the Bio-data Proforma must be true. Any false information furnished in the application will render the application rejected and if found at a subsequent date after the appointment, it will render the appointment cancelled and liable for criminal action.

vii. Any kind of persuasion/follow-up/canvassing will be detrimental to the candidature of the applicant.

Chief Executive Officer
National Culture Fund

Annexure -I

NCF invites applications for the following posts to be filled purely on temporary contract basis for the period of two years from the date of initial appointment further extendable by the period of one more year depending upon satisfactory performance and consent of both the parties:

(i) One SENIOR MANAGER

Pay: Rs.50,000/- p.m. consolidated. No extra payment on account of D.A. HRA, Transport Allowance and all other contingencies will be made.

Qualification: MA/Ph. D. In Conservation of Architecture/Creative Industries and Crafts/ Museum Studies/ Conservation of Art and Heritage/Heritage Management/ History/ Anthropology/ Archaeology/ History of Art/ Performing Arts/ Social Sciences or related fields of Culture and Art/MBA with at least 10 years experience.

Age: 30 - 50 years

Desirable: Knowledge of Regional Indian languages, good communication and public speaking skills, knowledge and understanding of the current scenario in the Cultural sector in India, planning and project management, and ability to work and communicate with professionals, experts and local communities, excellent computer skills and knowledge of basic MS Office software, willingness to work and deliver on strict deadlines and manage large number of projects simultaneously.

Scope of Work: Coordination and Management of NCF Projects Liaison with project implementers and funders for individual projects. Evaluation and Monitoring of NCF projects qualitatively and quantitatively, report and remain accountable to NCF for all project related details and jobs assigned to him/her, work with NCF team and EC of NCF in fulfilling the objectives/mission and vision for NCF.

(ii) One MANAGER – FINANCE & ADMINISTRATION

Pay: Rs.35,000/- p.m. consolidated. No extra payment on account of D.A. HRA, Transport Allowance and all other contingencies will be made.

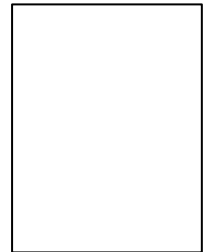
Qualification: Graduate in any subject, knowledge of Administration and Finance related matters and good computer skills in MS Office

Age: Flexible

Experience: At least 15-20 years experience in Administration and Finance departments of reputed Government or private institutions.

Scope of Work: Assisting the CEO (NCF) in running the NCF office and its various objectives, projects, administrative responsibilities, appointment of staff, hiring of services, maintaining accounts and registers, all financial obligations of the office.

BIO-DATA PROFORMA
(Please attach separate sheet, wherever required)



1. NAME OF THE POST APPLIED FOR:
2. Name and Address (in Block letters):
3. Father's/ Husband's Name:
4. Telephone Number(s):
5. e-mail address (es)
6. Date of Birth (in Christian era):
7. Educational Qualification:
8. Computer Qualification (if any, including capabilities to work):
9. Experience:
10. Details of employment, in chronological order:
11. Nature of present employment:
12. Last/Present emoluments drawn per month (with supporting document):
13. Any additional information, in support of your suitability for the post:

Full Name.....

Address.....

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Signature of the Candidate

UNDERTAKING

I Mr./Ms. _____ son/daughter/wife of
Shri _____ hereby undertake that the information
furnished by me in the proforma for bio-data for the post of _____
In National Culture Fund, New Delhi is true and correct.

I understand and accept that in the event of above information proven to be false my
candidature/appointment to the above post is liable to be cancelled and I may be liable for a
criminal action in the court of law at New Delhi/Delhi.

Signature of the Candidate

Full Name.....

Address.....

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National Culture Fund
(Ministry of Culture)
Puratatva Bhavan, 5th Floor, D-Block, GPO Complex, I.N.A., New Delhi – 110 023

National Culture Fund a Public Charitable Trust established by the Government of India under the Ministry of Culture invites applications for the following categories to be filled on purely contract basis for two year initially (including six months probation period) to be extended up to one more year further depending up on the performance.

1. One Senior Managers at Consolidated Pay of Rs.50,000/- p.m.
2. One Manager (Finance & Administration) at Consolidated Pay of Rs.35,000/- p.m.

For details (i.e., essential qualifications, experience, age limit, Bio-data pro forma etc.) please see our website www.ncf.nic.in. Last date for submitting the application form is 25th January, 2015.

Chief Executive Officer
National Culture Fund