

No.F.9-2/2025-26/DEAA/Consultant/KU
 Department of Education in Arts and Aesthetics
National Council of Educational Research and Training
 Sri Aurobindo Marg, New Delhi - 110 016.

18th June, 2025

Subject: Interview for the Engagement of **02 (two) Consultant (Administrative-cum -Financial)** purely on contract basis.

The Department of Education in Arts and Aesthetics, NCERT will hold an Interview on **14th July, 2025 at 11:00 a.m.** onward to recruit **02 (two) Consultants (Administrative-cum-Financial)** on temporary basis for “**Kala Utsav 2025-26**” which is a PAB approved programme. The criteria for eligibility are as under:

S. No	Particulars	Essential Qualifications/ Job Profile
1.	<p>Consultant (Administration – cum – Financial) Remuneration: - Rs. 80,000/- p.m (Consolidated and fixed)</p> <p>Date of Interview: 14th July, 2025 at 11:00 a.m</p> <p>Venue : DEAA, Room No. 201, 2nd Floor, G.B.Pant Block, NCERT, New Delhi-110 016</p> <p>Period – up to March 31, 2026</p> <p>Age limit:</p> <ul style="list-style-type: none"> • Not more than 45 years • Not more than 65 years in case of retired persons from government organization • Relaxation as per GOI norms 	<p>Essential Qualifications:</p> <p>Education</p> <ul style="list-style-type: none"> • Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s Degree level in any subject from an Indian University, or an equivalent degree from an accredited Indian/Foreign University. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years of experience working in administration/finance at the level of Under Secretary/Deputy Secretary in any government/autonomous organization/PSUs <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Preference will be given to persons having Masters’ Degree in Finance/ Management or other relevant subjects • Working knowledge of computer (MS Office) and making presentations • Good communication skills for correspondence with Govt. Departments and Ministries • Maintaining data and records of administrative nature as well as preparing report <p>Job Profile:</p> <ul style="list-style-type: none"> • To provide comprehensive administrative and financial management support for the successful planning, implementation, and execution of Kala Utsav activities at national levels ensuring efficient resource utilization and compliance with government financial procedures. • Liaising with the Ministry of Education (MoE), Department of School Education and

	Literacy (DSE&L), and other central and state government agencies for programme coordination and policy implementation
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The interested candidates who fulfil the above conditions should send their bio-data in the prescribed format to Head, Department of Education in Arts and Aesthetics (DEAA) through **E-mail: deaa.ncert@nic.in** on or before **8th July, 2025**. **Eligible candidates will be informed through E-mail for Interview**. Candidates must bring their bio-data along with self-attested photocopies of each certificate, one photographs and other related document at the time of interview. Candidates are also requested to bring the original certificates/ testimonials for verification at the time of interview.

Notes:

1. It is the responsibility of the candidates to ensure that they fulfil the eligibility conditions in terms of educational qualifications, experience etc.
2. Bring the copy of your bio data in the format given in the advertisement.
3. Candidates must bring their Resume/Bio-data along with original certificates, self-attested photocopy of each certificate/document and other related documents at the time of interview.
4. The candidate who claims the required experience for the particular position (having consolidated remuneration of Rs. 40,000/- and above), i.e. for the post of **Consultant (Administration cum financial)** shall essentially submit, at the time of interview, an attested copy of the salary slip/bank statement/ITR where the experience forms as one of the essential conditions.
5. Time spent by candidate pursuing M.Phil and/or Ph.D degree shall not count as teaching or research experience for the purpose of eligibility for engagement/employment.
6. The post is purely temporary and the candidate will be engaged on full time basis during the tenure.
7. No TA/DA will be paid for attending the interview by NCERT.
8. The selected candidates may be required to join immediately.
9. All expenses for field/ research work will be borne by the NCERT as per its norms.
10. The selected candidates have to produce their original certificates, mark sheets etc. at the time of joining.
11. Candidates should bring along with them their written or published work if any.

for. Jyotsna Tiwari
(Prof. Jyotsna Tiwari)
Head of the Department

Copy to:

1. PS to Director
2. PS to Joint Director
3. PS to Secretary
4. PS to Joint Director, CIET
5. All Departments/Units of the NCERT
6. Head, DICT, CIET for uploading on the NCERT website.
7. The Sub-Regional Employment Officer, Delhi Administration, Directorate of Employment Information and Guidance Bureau, JNU, New Delhi - 110 067 dr-admn@mail.jnu.ac.in
8. Director, SCERT, Defence Colony, New Delhi. scertdelhi.nic.in
9. Registrar, NIEPA, 17-B, NIE Campus, New Delhi. jp@niepa.org
10. Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi-75. ga@ipu.ac.in
11. Registrar, Department of Music & Fine Arts, Delhi University, Delhi 110007

विभागाध्यक्ष/HEAD
क.सौ.शि.वि./D.E.A.A.
रा.शौ.अ.प्र.प./N.C.E.R.T.
श्री अरविन्द मार्ग/Sri Aurobindo Marg
नई दिल्ली-16/New Delhi-16

Department of Education in Arts and Aesthetics
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110016.

Dated:.....

Post applied for					
Full Name (in Capital letters)					
Date of Birth (DD/MM/YYYY)					
Mailing address					
E-mail					
Phone/Mobile Number					
Educational/Professional Qualifications (attach extra sheet, if required)					
S. No.	Examination	Name of the board/university	% of marks	Subjects taken	Year of passing/awards
1.					
2.					
3.					
4.					
5.					

Professional experiences (in NCERT or other organizations, attach extra sheets, if needed)				
S. No.	Post held in organization	Area of specialization/software skills	Key responsibilities	Period
1.				
2.				
3.				
4.				
5.				

Please mention any other information relevant to the post not covered above. (attach extra sheets, if needed)

Place:.....

Signature