

No.277/2018-DJSS
Directorate of Jan Shikshan Sansthan
Ministry of Skill Development and Entrepreneurship

3rd Floor Shram Shakti Bhawan, New delhi
Date : 30th January, 2019

Subject: Hiring of Consultant for PMU in directorate of Jan Shikshan Sansthan, MSDE.

The Ministry of Skill Development and Entrepreneurship invites applications for engagement of Consultants from retired persons preferably from Central Government Ministries/Departments on contract basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional need. The details regarding eligibility criteria, terms of references etc. are as under:

Two Consultants (Not less than level of Under Secretary Rank)

Eligibility criteria: Should have retired from the posts of US/DS/Director from Central Government

Consultant -1 Administration and Budget – Scope of Work/Job Responsibility:

- Preparation of EFC/SFC Notes, Cabinet Notes
- Recruitment Rules, Filling of the Post
- Outcome Budget
- Administration and Establishment related works
- Analyzing of the Data, Replies for Parliament Questions
- Preparation of Supplementary Notes
- Preparation of brief notes for Minister and Senior Officers
- Any other work assigned by Director

Consultant – 2 Monitoring of Jan Shikshan Sansthans

- Monitoring of Scheme, Preparation of Reports
- Organize meeting/Workshops
- Put up notes for Release of Grant
- Scrutiny & settlement of Accounts, Issue of Utilization Certificates
- Examining of the BOM Proposals and submit notes for approval
- Matter Related to Court Cases, tendering process etc.
- Miscellaneous matters
- Any other work assigned by Director

Other General Terms & Conditions

Contract Period: Initial contract would be for a period of 01 year (31-03-2020) that may be extended for a period of 5 years subject to performance & extension of scheme or may be curtailed as decided by the Ministry. However, the maximum period of appointment will be for 65 years of age.

Relaxation: Under exceptional circumstances and in the case of meritorious candidates/subject experts the above condition of age may be relaxed upto a maximum of 02 years with the approval of competent authority.

Leave: The PMU staff shall be eligible for 08 days leave in a calendar year on pro rata basis. Additional leave without pay would be permitted after approval of reporting officer.

TA/DA: Shall be allowed to undertake domestic tours as required by their duties for which TA/DA and

Hotel Accommodation as per their entitlement.

Headquarters: Headquarters of Consultants will be at Delhi.

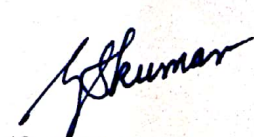
Others Terms and Conditions

- (i) The persons must be able to work in MS Word, PowerPoint and should be proficient in noting, drafting and examining the cases.
- (ii) The Consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff car, and residential accommodation from Central Government pool.
- (iii) The candidate will be required to sign a non-disclosure undertaking.
- (iv) The engagement of the Consultant will be purely on contract basis.
- (v) The Ministry may terminate the services of Consultants in case he/she is unable to achieve the assigned work within the time-frame or the work assigned to him/her is not satisfactory to the Directorate or he/she is found lacking in honesty and integrity.
- (vi) Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of Consultants will not confer any right on the part of individual for permanent appointment to the post.
- (vii) The Consultants may be called in the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- (viii) The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.
- (ix) No TA/DA shall be admissible to the Consultants for joining the assignment. Consultants will not be allowed any foreign travel at Government expenses. However, they may be allowed TA/DA for travel inside the country in connection with official work assigned to them as per their entitlements.

2. Interested and eligible candidates may submit their applications in the prescribed proforma duly typed to

Under Secretary
Directorate of Jan Shikshan Sansthan
Ministry of Skill Development & Entrepreneurship
4/10, Jam Nagar House, Shahjahan Road,
New Delhi-110011

The last date for receipt of applications is ^{25/02/2019} ~~15th February, 2019~~ ✓


(G. Sajith Kumar)
Under Secretary to Government of India
Tel No:- 01123070174

To

1. All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. All the Sections in MSDE.
3. NIC Cell with a request to upload the circulars on the website of this Ministry.

Paste your recent
Photograph

Application Form for engagement as Consultants in DJSS, Ministry of Skill Development and
Entrepreneurship (Please type)

1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Domicile : _____
5. Nationality : _____
6. Postal address for correspondence : _____

7. Email : _____
8. Mobile : _____
9. Educational Qualifications : _____

10. Position held during last ten years of service:

Sl. No.	Designation & Place of posting including the name of the Ministry/ Department	Scale of Pay	From	To	Nature of work performed

11. Skills/Training : _____
12. Any other specific information, if any, in support of your suitability for the said engagement
(use separate sheets, if necessary)
13. Please attach a copy of Pension Payment Order (in case of retired personnel):

Name and Signature of the Applicant

Place :
Date:

No.277/2018-DJSS
Directorate of Jan Shikshan Sansthan
Ministry of Skill Development and Entrepreneurship
Government of India

**Advertisement for engagement of 02 (Two) Consultants in
Directorate of Jan Shikshan Sansthan, MSDE, Jamnagar House,
New Delhi**

The Ministry of Skill Development and Entrepreneurship invites applications for engagement of two Consultants from retired persons preferably from Central Government Ministries/Departments on contract basis. The detailed advertisement may be downloaded from www.msde.gov.in