

MOST IMMEDIATE

No.2-4/2021-DJSS(ESTT)
Government of India
Ministry of Skill Development & Entrepreneurship

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10/4, Jamnagar House, Shahjahan Road
Delhi-110011, dated the 7th May, 2021

CIRCULAR

It has been decided to engage of 04 (four) number of consultants purely on contract basis till 31st March, 2022 (further extendable subject to continuation of Jan Shikshan Sansthan Scheme) having expertise in Project Monitoring/Training & Curriculum Development/ Financial Management/Media & Publication/Evaluation & Coordination/Administration for setting up of Technical Support Group in this Directorate for Jan Shikshan Sansthan Scheme of the Ministry of Skill Development & Entrepreneurship.

2. Interest agencies registered on GeM Portal, having a minimum of three years of experience in supplying the skilled manpower to Central/State Government Offices/PSU may submit their detailed expression of interest through GeM Portal for providing 04 (four) number of Consultants to Directorate of Jan Shikshan Sansthan, Ministry of Skill Development & Entrepreneurship.

3. Other details regarding, Educational Qualifications and experience, duties and responsibilities etc. are given in Annexure-I. It is requested to kindly submit their proposal in accordance with the provision of Rule 187 of General Financial Rules, 2017 along with list of the candidates who are having the educational qualifications and experiences as mentioned in Annexure-I attached, within 21 days to the undersigned from the date of issue of this Circular.



(Dr. Ramakrishna Sura)
Additional Director
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Copy to:

1. NIC, Ministry of Skill Development & Entrepreneurship, Shram Shakti Bhavan, New Delhi with the request to place the above circular along with Annexure-I on the Web site of MSDE immediately.

2. GeM Portal

Annexure -1

| S. No. | Name of the position | No. of Proposed Positions | Education Qualification & Experience | Minimum Age Limit | Remuneration per month | Job Description |
|--------|--|---------------------------|---|-------------------|------------------------|---|
| 1. | Consultant (Monitoring) | 01 | <p>Master' Degree in any stream</p> <p>Atleast 5 years work experience in the field of skill development entrepreneurship and monitoring / of projects / schemes etc.</p> | 30 years | 80000/- | <ul style="list-style-type: none"> • Monitoring of Scheme • Monitoring through Web Portal • Preparation of Reports • Scrutiny and analyze the action plans • Organize Meetings / workshops • Examine BoM Proposals and submit notes for approval • Prepare draft reply to parliament questions • Miscellaneous matters • Any other work assigned |
| 2. | Consultant (Training & Curriculum Development) | 01 | <p>Master's Degree in any stream</p> <p>Atleast 5 years experience in the training and curriculum development preferably in skill development</p> | 30 years | 80000/- | <ul style="list-style-type: none"> • Designing of skill qualification packs • Conduction of workshops for material development • Preparation of Skill gap data • Organize Trainings / Orientation / Capacity |

| | | | | | | |
|----|----------------------------------|----|--|----------|---------|--|
| | | | | | | Building • Any other work assigned |
| 3. | Consultant (Finance Management) | 01 | Master Degree in Commerce / Management Atleast 5 years experience in financial management and relaxation in education qualification will be given the to persons who have experience in Government sector | 30 years | 80000/- | • Put up notes for Release of Grants • Scrutiny & Settlement of Accounts • Issue of Utilization Certificates • Budget Preparation / Demand of Grants • Management of Accounts (PFMS etc.) • Any other work related to financial matters |
| 4. | Consultant (Media & Publication) | 01 | Master' Degree in any stream Atleast 5 years work experience in the field of mass media & publication | 30 years | 80000/- | • Designing of mass media strategies • Promotion of scheme through different media platforms including Social / digital • Publication of material including newsletters etc. |