

**SD-21/7/2018-IC**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**  
**(NSDF Division)**

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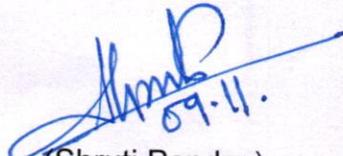
2<sup>nd</sup> Floor, PTI Building,  
Sansad Marg, New Delhi  
**Dated: 09.11.2022**

**VACANCY CIRCULAR**

**Subject: Engagement of Senior Consultants in National Skill Development Fund / Trust on contractual basis – reg.**

National Skill Development Fund / Trust proposes to engage 02 (two) Senior Consultants (One for CSR and One for Finance, Accounting and Administration) for attending to specific and time bound jobs on contract basis. Applications are invited from persons who possess the requisite qualification and experience as given in Annexure I. The period of engagement is initially for one year (from the date of appointment) which may be extended on year-to-year basis depending upon performance of consultants and requirement of the NSDF.

2. Interested and eligible candidates may submit their detailed application / bio-data in the enclosed format given at *Annexure II* alongwith all supporting documents through email to [shruti.pandey07@gov.in](mailto:shruti.pandey07@gov.in) and [anirudh.kumar91@gov.in](mailto:anirudh.kumar91@gov.in) within 30 days of publication of this document (i.e. the last date is **08.12.2022** at 05:30 PM). The shortlisted candidates will be called for interview and no TA/DA will be payable by the NSDF to attend the interview. The details of the post and terms & Conditions as well as eligibility, required experience, etc. are given in *Annexure I*.

  
(Shruti Pandey)  
Deputy Director  
Tel: 011-23465908

1. All the Ministries and Department of the Govt. of India with the request to give wide publicity to the circular among the concerned; and
2. NIC Cell, MSDE with a request to upload the circular on the website and home page of e-office of this Ministry.

The details of the post and terms & Conditions as well as period of engagement, eligibility, experience etc. are as under:

a) Senior Consultants (CSR):

Position Title	Senior Consultant (CSR)
No. of Vacancies	01
Division	National Skill Development Fund (NSDF)
Mode of Recruitment	Contract Basis
Contract Duration	1 year
Place of Posting	New Delhi
Educational Qualifications	<u>Minimum Qualification:</u> Bachelor's degree (B.A. /B.Sc.) in business or a related discipline. Master's in Social Science from a reputed organization (desirable but not mandatory)
Eligibility Criteria	Retired Head (CSR) / Director in Public Sector Undertakings (PSUs) with at least 15 years post qualification experience.
Desired Experience	<ul style="list-style-type: none"> <li>• Exposure in Policy formulation and design;</li> <li>• Experience in RFP and EoI Making and Evaluation;</li> <li>• Has worked in the development sector (not-for-profit or for-profit organizations) executing CSR programs for corporate/governmental institutions/bilateral funding agencies/ social impact management;</li> <li>• Experience in working with the Senior Management;</li> <li>• Experience in program management of projects in skill development/education/women empowerment/etc. is an added advantage;</li> <li>• Has thorough understanding of CSR compliance requirements as under the Companies Act, 2013 including statutory CSR mandate, and documentation;</li> <li>• Understands the core concept of impact in the development sector;</li> <li>• Has experience in drafting internal and external communication with respect to social initiatives of MSDE;</li> <li>• Has good networks within the NGO/development sector for proposal management;</li> <li>• Has good networks within the Industry partners for exploring avenues of CSR funding in skill development;</li> <li>• Experience in proposal development, project execution, monitoring and evaluation, content management, reporting;</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Formulations of Policy for CSR activities;</li> <li>• Raising CSR funds for NSDF;</li> <li>• Follow up with parties on various deliverables (example-timely submission of report from CSR partners);</li> <li>• Limited review CSR projects including field visits;</li> <li>• Management of MOUs with CSR partners ensure their seamless implementation;</li> <li>• Drafting of Funding and other Agreements including preparation of RFP, Fund Management Agreement, Consultancy Agreement, Lease Agreement, etc.;</li> <li>• Provide legal inputs;</li> <li>• Any other work assigned by NSDF within domain knowledge;</li> <li>• Monitoring of projects - Ensure fund management as per the</li> </ul>

	<p>predefined and approved fund flow process, Impact evaluation of partners vis--vis the approved milestones, timely submission of reports (programmatic and financial) from the partners;</p> <ul style="list-style-type: none"> <li>• Creating communication for the NSDF Board and Annual Reports;</li> <li>• Periodic visits to enhance industry connect for engaging with CSR partner ;</li> <li>• Identification of new initiatives/partners in line with the CSR policy and NSDF guidelines;</li> <li>• Creating presentation and other material to secure approval from NSDF Board;</li> <li>• Documentation including MoU development, fund disbursement schedules, and letters as required;</li> <li>• Write proposals, project execution, monitoring and evaluation, content management, reporting, etc.;</li> </ul>
Remuneration	The Sr. consultant (CSR) will be provided with remuneration commensurate with the market levels subject to a maximum ceiling of Rs. 2,50,000/- per month for Consultant. In case on pensioner, the remuneration will be same as the pension (basic pay; last pay drawn) with ceiling of 2,50,000/- per month.

**b) Senior Consultant (Finance, Accounting and Administration):**

Position Title	Senior Consultant (Finance, Accounting and Administration)
No. of Vacancies	01
Division	National Skill Development Fund (NSDF)
Mode of Recruitment	Contract Basis
Contract Duration	1 year
Place of Posting	New Delhi
Educational Qualifications	<ul style="list-style-type: none"> <li>• Minimum Qualifications: Bachelor's degree (B.A. /B.Sc./B.Com) in related discipline and Chartered Accountant (CA).</li> <li>• MBA Finance / CS / LLB (desired but not mandatory).</li> </ul>
Eligibility Criteria	<ul style="list-style-type: none"> <li>• Chartered Accountant with atleast 7 years post qualification experience, with exposure to Government/ PSU/Bank accounting system and audit knowledge.</li> <li>• Maximum age for applying is 60 years.</li> </ul>
Desired Experience	<ul style="list-style-type: none"> <li>• Experience in Banking</li> <li>• Experience in Legal and Commercial Background;</li> <li>• Experience in RFP and EoI Making and Evaluation;</li> <li>• Proficiency in all Microsoft Office applications;</li> <li>• Proven work experience as a Financial Consultant, Financial Adviser or similar role;</li> <li>• Hands-on experience with accounting software and statistical packages;</li> <li>• Good knowledge of fiscal policies;</li> <li>• Excellent analytical skills, along with the ability to create detailed reports and spreadsheets;</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• All matters related to finance, administration and legal of NSDF;</li> <li>• Annual audit;</li> <li>• Income Tax matters/filing of returns;</li> <li>• Liaisoning with Banks and Fund Managers;</li> <li>• Tracking performance of NSDC through Monitoring Agency;</li> <li>• Secretarial and legal functions of the program;</li> </ul>

	<ul style="list-style-type: none"> <li>• Book-keeping;</li> <li>• Bank Reconciliation Statements;</li> <li>• Preparation and follow up of Minutes of Meetings and other instructions of NSDF Trust;</li> <li>• Analysis of Funding and other Agreements including preparation of RFP, Fund Management Agreement, Consultancy Agreement, Lease Agreement, etc.</li> <li>• Preparation of MoUs and analyse financials of these MoUs;</li> <li>• Drafting of Funding and other Agreements including preparation of RFP, Fund Management Agreement, Consultancy Agreement, Lease Agreement, etc.</li> <li>• Any other work assigned by NSDF within domain knowledge;</li> <li>• Assess financial status of NSDF periodically;</li> <li>• Analyze and develop investment plans for the funds available with NSDF;</li> <li>• Source and evaluate capital expansion options, including loans and funding from NSDF;</li> <li>• Forecast revenues and costs related to NSDF and report any discrepancies;</li> <li>• Manage current and future tax payments pertaining to NSDF;</li> <li>• Monitor financial procedures and ensure compliance with the law;</li> <li>• Review day-to-day transactions from NSDF to identify areas of improvement;</li> </ul>
Remuneration	<p>The Sr. Consultant (Finance, Accounting and Administration) will be provided with remuneration commensurate with the market levels subject to a maximum ceiling of Rs. 1,00,000/- per month for Sr. Consultant. In case on pensioner, the remuneration will be same as the pension (basic pay; last pay drawn) with ceiling of 1,00,000/- per month.</p>

## 2.1 General Terms & Conditions:

- i. Contract Period – Initial contract would be for a period of 1 year that may be extended on year-to-year basis depending upon performance / requirement of the NSDF.
- ii. Leave – The Individual Young Professionals shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. These leaves will not be carried forward in case the engagement period is extended by this Ministry. Also, no payment in lieu of unutilized leave will be paid by this Ministry at the time of expiry of contact.
- iii. The Sr. Consultants will not be entitled for any kind of allowances and residential accommodation besides the remuneration (which is fixed). They will also not be entitled to telephone facilities, transport facilities, staff car from Central Government pool.
- iv. The engagement of the Sr. Consultant will be purely on contractual basis.
- v. The candidate will be required to sign a non-disclosure undertaking.
- vi. The consultant (retired employee) shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.
- vii. The NSDF Trust may terminate the services of Sr. Consultant in case he/she is unable to achieve the assigned works within the timeframe or the work assigned to him/her is not satisfactory to the Trust or he/ she is found to be lacking in honesty and integrity.
- viii. The NSDF Trust shall also reserve the right to terminate the services of Sr. Consultant at any time without giving any notice and also without assigning any

reason. The engagement of Sr. Consultant will not confer any right on the part of individual for permanent appointment to the post.

- ix. The Sr. Consultant may be called in the office on Saturday, Sundays and other Gazette 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.
- x. No TA/DA shall be admissible to the Sr. Consultant for joining the assignment. However, they may be allowed TA for travel inside the country in connection with official work assigned to them on production of bills.

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**Application format for engagement of Sr. Consultants in the NSDF/T**

Name : \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Domicile : \_\_\_\_\_

Nationality : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_*Paste your recent  
passport size  
photograph*

Educational Qualification (List from Graduation Onwards):

S No.	Course	Subject	University/Institute	Year of Passing	Division/Class	% of Marks

Work Experience (Include unpaid assignment/ internship):

S No.	Organization/Institute	Period	Nature of Work	Remarks

Research Experience, if any:

Statistical application knowledge:

Details of Publications (Give all citations):

Any other specific information in relation to essential/desirable qualification and experience  
(Use separate sheet, if necessary):

Signature of candidate with date

Email:

Phone/Mobile:

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