

No. A-11014/1/2014-Estt
Government of India
Ministry of Panchayati Raj

11th Floor, Jeevan Prakash Building
25-K.G. Marg, New Delhi-110001
Dated the 28th May, 2018

Subject:- Hiring of Consultants and Research Associates-regarding.

The process of selection for engagement of External Professional Support (Consultants and Research Associates) in the Ministry of Panchayati Raj will be appearing in the Newspaper shortly.

2. NIC Cell is, therefore, requested to upload the enclosed circular in the website of this Ministry.

Encl. as above.


28/05/18

(Harkesh Chander)
Under Secretary to Govt. of India
Tel: 23753814

To:

NIC Cell, MoPR

Subject:- Hiring of External Professional Support (EPS).

Ministry of Panchayati Raj (MoPR) requires the services of Professionals for engagement as External Professional Support (EPS) (from open market including Retired Govt. Servants) on full time basis with the following job description and educational qualifications/experience.

1.	Consultant (Retd. Govt. servants) Slots= 2*	Retired Officers with proven record in administration, exposure to the implementation of Government programmes relating to the social and economic development will be engaged under this category. They will be engaged for providing support to the various Divisions in processing of files and interpretation of Government rules and regulations.
	Eligibility Conditions/Qualifications	Retired officers of the level of (i) Under Secretary, (ii) Deputy Secretary and (iii) Director and equivalent of the Central Government with experience in handling schemes and programmes of the Government.
	Desirable	Officers with exposure in handling implementation of programmes relating to the rural sector, legal matters, establishment & administration matters, etc., with adequate computer applications handling skills will be given preference.
	Fee	(i) Rs. 40,000/- + Rs. 3000/- p.m. as local conveyance. (retd. Under Secretary and equivalent) (ii) Rs. 50,000/- + Rs. 4000/- p.m. as local conveyance. (retd. Deputy Secretary and equivalent) (ii) Rs. 55,000/- + Rs. 4500/- p.m. as local conveyance. (retd. Director and equivalent)
2	Consultant (Others) Slots=6*	Persons engaged under this category will provide support to the concerned Divisions in collection, processing and analysis of information relating to implementation of various programmes/schemes.
	Eligibility Conditions/Qualifications	Post Graduate/Graduate in subjects such as Law, Computer Science, Social Sciences, Business Administration, Journalism, Mass Communication, etc., with minimum one year experience of working with Central or State Government(s) or any of organization/Institutes under them or private sector engaged in similar type of work. Adequate knowledge of MS office, typing ability, ICT tools, good command over English and Hindi with excellent verbal skills and flair for in-depth handling of work.
	Desirable	MBA or M.Phil/Phd in subjects related to social sector.
	Fee	Fee will be Rs. 30,000-70,000/- + Rs.3000 - 5000/- as local conveyance. Fee may be revised by not more than Rs. 5000/- at the time of annual renewal of contract based on performance and recommendation of Divisional Head concerned.
3.	Research Associate Slots=3*	Persons engaged under this category will be expected to assist the Ministry in the preparation of concept papers/undertake literature research, analysis of legislations/guidelines, etc., on various aspects of PRIs related matters and undertake specialized assignments related to the social and economic development.

	Eligibility Conditions/ Qualifications	Post-Graduation degree in any field of social sciences such as Economics, Law, subjects such as Engineering, Computer Sciences with five years' experience of working in the areas related to social and economic development. Adequate knowledge of MS office, typing ability, ICT tools, good command over English and Hindi with excellent verbal skills and flair for indepth handling of work.
	Desirable	(i) MBA or M.Phil./PhD in subjects related to social sector; and (ii) Research publications/papers in the relevant field.
	Fee	Consolidated fee will be Rs. 50,000-80,000 + local conveyance of Rs. 5000/-. Monthly fee on engagement will be Rs. 50,000/- + Rs. 5000/-.
4.	Maximum period of engagement and age limit (for all categories)	The initial term of engagement shall be one year and subsequent extension(s) if any, shall be considered on case to case basis depending on the requirement of a specific job and the time frame for its completion, quality of output and based on performance appraisal and the recommendations of the concerned Divisional Head and approval of Secretary (PR). The maximum period of engagement shall be five years. Maximum age limit till a person can work on any of these assignments shall be 65 years. In case of Research Associates, the maximum age limit at the time of engagement shall not be more than 50 years.

***Subject to change in numbers depending on the requirements of the MoPR.**

2. The applications should be in the format enclosed and supported with self-attested copies of educational qualifications/experience certificate(s). The selection process for all the categories mentioned above will involve a written test followed by personal interaction/interview by the Consultancy Evaluation Committee (CEC).

Note:- The applications should reach Assistant Director (Estt), Ministry of Panchayati Raj, 11th Floor, Jeevan Prakash Building, K.G. Marg, New Delhi-110001 **within 30** days from the date of publication of the advertisement in the newspaper.

Envelope should be marked as "Application for engagement as Consultant (Retired Govt. servant or Others) or Research Associate" as the case may be. Incomplete application not supported with self-attested educational qualification/skill qualification/experience certificate(s) will not be entertained.

Harkesh Chander
28/05/18

(Harkesh Chander)

Under Secretary to Govt. of India

Tel: 23753814

Format for Application for engagement as Consultants/Research Associates in the Ministry of Panchayati Raj, New Delhi.

1. Name Mr./Ms. _____

2. Father's/Spouse Name: _____

3. Date of Birth: _____

4. Nationality: _____

5. Mailing Address (with Tel./ Mob.No. & E-mail address):

6. Permanent Address: _____

7. Educational Qualifications & Year of Passing:

S. No.	Course	Subject(s)	University/Institute	Year of Passing	Division/Class

8. Experience (from latest)

S. No.	Organization /Institute	Experience	Nature of Work	Remarks

(Self-attested copies of certificates supporting educational qualifications and experience should be enclosed)

9. Details of publications, if any:

10. Any other relevant Information:

11. References:

(i)

(ii)

12. Retired Government servants applying for engagement as Consultants should provide details of their service/appointment, cadre, relevant experience, date of retirement, etc.

Date.....

(Signature)