

File No.M-11012/7/2010-BC
Government of India
Planning Commission
(Social Justice and Social Welfare Division)

.....

Social Justice and Social Welfare Division, Planning Commission requires services of one consultant outside experts / retired Government servants for appointment as non-official consultant (any of the two categories) with the following job description and educational qualification :-

(i) Job Requirement : As per Terms of Reference at Annexure I.

(ii) Essential Qualifications

(i) Young Professionals:-

- a) Professionals having Masters Degree in Social Anthropology/ Sociology / Social Sciences or equivalent in relevant field/ subject such as SCs, STs, OBCs, Minorities, Disabilities, Social Defence. Persons with M.Phil or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.
- b) Retired Government employees with (i) Grade pay of Rs.6600 and above & (ii) at least 5 years experience working in the SCs, STs, OBCs, Minorities, Disabilities, Social Defence field would also be eligible for this position.
- c) Knowledge of computer applications, MS Office including Excel, Access etc.
- d) Analytical and presentation skills with ability to draft / generate well researched reports.

(ii) Consultant:-

- a) Professionals having a Ph.D Degree in Social Anthropology/ Sociology/ Social Sciences on equivalent in relevant field such as SCs, STs, OBCs, Minorities, Disabilities, Social Defence and minimum post qualification experience of 10 years in the requisite field.
- b) Retired Government employees with (i) Grade pay of Rs.7600 and above and (ii) at least 10 years experience in the required domain field would also be eligible for this position.
- c) Knowledge of computer applications, MS Office including Excel, Access etc.
- d) Analytical and presentation skills with ability to draft / generate well researched reports.

(iii) Desirable

- Good Academic Record
- Strong communication skills, both oral and written.
- Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes Briefs etc.

(iv) Duration

A Candidate selected will be appointed on a contract basis for an initial period of one year. This term can be extended upto maximum 5 years depending on the performance of the candidate/need of the Planning Commission. However, the maximum duration of the contract will not be extended beyond five years.

(v) Fee

(i) For Outside experts:-

The consolidated fee shall range between Rs.25,000/- and Rs.40,000/- per month (for Young Professionals)/ between Rs. 40,000/- to Rs .70,000/- (for Consultants), depending on the qualification and work experience of the selected candidate.

(ii) For Retd Govt. servants:-

The amount of fee in the case of retired Government officials appointed as Consultants in any of the three categories shall be decided in such a way that the fee plus pension drawn by them shall not exceed the last pay drawn. However, they will continue to draw pension and the dearness relief during the period of their engagement as Consultant.

(vi) Local Conveyance

A Consultant in any of the two categories will be paid an additional amount of Rs. 1500/- per month (in case of a Young Professional) / Rs. 3000/- per month (in case of a Consultant).

2. Interested candidates may send their CV in the enclosed format by e-mail/post within 15 days from the publication of this vacancy in the newspaper at the following address:-

Dr. M. L. Mathur,
Deputy Adviser(Backward Classes)
Planning Commission
Room No. 318A
Ph: 23096781 Extn. 2365
Yojana Bhavan,
Sansad Marg
New Delhi- 110001
E-mail address: ml.mathur@nic.in

Annexure I

Terms of Reference for engagement of a Consultant under the Plan Scheme – 06.00.08 – Expertise for planning process.

(i) Precise Statement of Objectives:-

The Consultant is required to provide specific inputs ~~on~~ during the Eleventh Five Year Plan and the Twelfth Five Year Plan towards empowerment of Scheduled Caste, Scheduled Tribes, Other Backward Classes (OBCs) and Minority and social welfare groups and also provide inputs / support in all the activities of the Division.

(ii) Outline of the tasks to be carried out:-

- Appraisal of various programmes/schemes of Social Justice & Social Welfare Division sector Empowerment of Scheduled Castes, Scheduled Tribes, Other Backward Classes (OBCs) and Minority, Persons with Disabilities, Senior Citizens and Drug addicts and any other subjects assigned to the Division.
- Creation of data base of various on-going schemes/programmes.
- Compilation analysis/interpretation of primary and secondary source data relating to Social Justice & Social Welfare Division.
- Preparation of background notes/minutes/reports on the subject with ability for drafting.
- Assistance to senior officials in the Planning Commission on various items of work from time to time.

(iii) Schedule for Completion of Tasks:-

XI Plan Period & XII Plan.

(iv) The Support or inputs to be provided by Planning Commission to facilitate Consultancy:-

Adviser / Deputy Advisers will guide to the Consultant. He will report to Adviser (Social Justice).

(v) The final outputs that will be required of the Consultant at the end of the Consultancy period :

The Consultant shall prepare data base and technical notes for use by officers in the Division for finalizing, drafting Approach Paper document for the Twelfth Five Year Plan (2012-17) and Twelfth Five Year Plan document.

**Application format for appointment as a Young Professional / Consultant
in the Planning Commission**

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing address (with Tel/Mob. No. and email address) _____

7. Permanent address: _____

8. Educational Qualification:

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

9. Work Experience

S.No	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

10. Whether
SC/ST/OBC: _____

11. References:

(i)

(ii)

(Signature)

Date _____