

Q-19019/4/11-LEM/LP  
Planning Commission  
Labour Employment & Manpower Division

**Subject: Requirement of One Consultant in the Office of Shri S. Ramadorai  
Adviser to PM on PM's National Council on Skill Development.**

The Labour Employment and Manpower (LEM) Division in Planning Commission which is the coordinating Division for the work relating to setting up of Office of the Adviser to PM on Skill Development, needs service of one Consultant for the Office of the Adviser to PM on Skill Development. The job description for the post of Consultant is as under:

The responsibilities of Consultant will cover a select number of project areas from those mentioned below:

- i. Oversee on behalf of the Skill Development Council the skill related initiatives in one or more States amongst – Assam, J&K, Bihar, Orissa, Jharkhand, Rajasthan, Delhi, UP, Chhattisgarh, Madhya Pradesh.
- ii. Oversee on behalf of the Skill Development Council the skill initiatives of one or more of the following Ministries:

**Ministries of**

Textile, Tourism, HRD, Labour & Employment, Rural Development, MSME (Micro, Small and Medium Enterprises), HUPA (Housing and Urban Poverty Alleviation), Health & Family Welfare, DIPP (Department of Industrial Policy & Promotion)

- iii. Oversee on behalf of the Skill Development Council the skill initiatives of one or more amongst the industry sectors as mentioned below:

Construction, Health care, Hospitality and Tourism, IT / ITeS

- iv. Work with the relevant Central / State departments on Skill requirements in the Rural Broadband pilot / project, skill elements in NREGA on reforming of ITIs and Polytechnics and on promoting International Collaboration between Germany, UK, Switzerland and Singapore on Vocational Education & Training.
- v. Work with relevant Central / State departments on promoting and implementing National Vocational Education Qualifications Framework, coordinate with Sector Skills Council, NSDC, MHRD, States

- vi. Liaise with industry bodies CII, FICCI, Assocham and with NSDC to promote their skill initiatives.
- vii. Study & prepare reports on issues such as Apprenticeship Act, MES or any other matter that the council may decide from time to time.

**Output:**

The consultant will need to prepare reports of study, monitor and continuously keep the Council updated on progress of his / her project area, make presentations to various audiences, supervise research / implementation of pilots or any deliverable that may be required from time to time.

The guidelines for appointment of consultants in the said office are available on Planning Commission's Website <http://www.planningcommission.nic.in/news/cirbody.html> under the link Notices.

A retired Govt. official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His / her engagement as Consultant shall not be considered as a case of re-employment.

The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. However, they will be entitled for "Local conveyance".

No TA/DA shall be admissible for joining the assignment or on its completion. They will be allowed TA/DA for their travel inside the country in connection with the official work as per rules.

Interested candidates may send their CVs as per the attached proforma by e-mail or post or even delivery by hand. The last date for receipt of applications is 15 days from the date of publication of this advertisement in the newspaper.

Apply to:

The Branch Officer  
Labour Employment & Manpower Division  
Room No.563  
Yojana Bhavan,  
Sansad, Marg,  
New Delhi – 110 001.

E-mail: [jeewan.sharma@nic.in](mailto:jeewan.sharma@nic.in)

**Format for the Application for the Post of Consultant in the Office of the  
Adviser to PM on PM's National Council on Skill Development.**

Passport Size  
Photograph

1. Name
2. Father's Name
3. Date of Birth
4. Mailing Address
5. Permanent Address
6. Academic Qualifications  
(in chronological order starting from  
The most recent)
7. Technical skills acquired, if any
8. Computer Knowledge
9. Present Employment and Details
10. Past Experience, if any
11. Research Outputs
12. Please provide (in 200 words)  
Statement of Purpose
13. Name, Address and Contact Number  
Of two references with whom the  
Candidate has worked.

1.

2.