

## **Appointment of Consultant for State Plans (East) Division in the Planning Commission**

State Plans (East) Division, Planning Commission deals with policy matters relating to preparation, finalization, approval and implementation of five year plans and annual plans of States in the Eastern Region. It also deals with Working Groups for considering five year plan/ annual plan proposals of these States and coordinates the work of subject Divisions in so far as it relates to the five year and annual plans of the States/ UTs and so on. State Plan (East) Division invites applications from qualified candidates for contractual appointment as a Consultant.

**Position:** Consultant (Two posts)

### **Job Description/ Responsibilities:**

The consultant shall work full time with the State Plans (East) Division and report to the Director/ Adviser (State Plans-East) with responsibility for the following:

- I. Assist the Division in all matters falling within the jurisdiction of the Division and formulation and implementation of an integrated IT system to enable project monitoring and reporting.
- II. Maintain the monitoring database and regularly update it with current information.
- III. Generate necessary monitoring reports and prepare presentations
- IV. Assist in bringing out routine and special reports.
- V. Any other work which might be assigned by the Director/ Adviser (State Plans - East)

### **Desired Profile of the Candidate:**

Masters Degree in Economics/ other Social Sciences/ Masters in Computer Applications/ B.Tech (Computer Engineering).

### **Skills and attributes shall include:**

- (1) Strong analytical ability
- (2) Consistently meet deadlines
- (3) Expert knowledge of software development domain
- (4) Knowledge of the development sector

**Compensation Offered:** A Consolidated fee of Rs.15,000/- would be paid. The incumbent will not be entitled for any other benefit. This is a contractual position, initially for one year and extendable by another one year depending on the performance and requirements of the State Plans Division.

**Work place:** New Delhi

**Application procedure:** Interested candidates may send their Curriculum Vitae by 20<sup>th</sup> April 2006 to:

Shri Chandra Pal,  
Adviser (State Plans – East),  
Room No. 243,  
Yojana Bhawan  
Sansad Marg  
New Delhi-110001  
Email: [c.pal@nic.in](mailto:c.pal@nic.in)

**ANNEX I**

**FORMAT OF APPLICATION FOR CONSULTANCY IN FINANCIAL SECTOR**

1. Name of Candidate:
2. Current Job, if any:
3. Date of Birth:
4. Nationality:
5. Address for Communication:
6. Academic Qualifications:  
(Indicate degrees-professional qualifications obtained, college/university/institution attended, marks obtained and years attended) (Attach extra sheets, as needed)
7. Employment Record/Experience  
(Starting with present position, list in reverse order, every employment held, giving dates, names of employing organization, title of positions held and location of employment. (Attach extra sheets, as needed)

I, the undersigned, certify that the information given above is correct.

Date: (Day/Month/Year)

Signature of the candidate