

Planning Commission  
(TRP Cell)

**Subject Requirement of one Consultant for the Tsunami Rehabilitation Programme Cell, Planning Commission, New Delhi**

The Tsunami Rehabilitation Programme Cell of the Planning Commission needs services of one Consultant in the field of TRP with the following qualifications and job description:

- (i) Job requirement
- Preparation of reports and background notes on Tsunami Rehabilitation Programme dealt with by the Cell of the Planning Commission.
  - Coordination with various Ministries/Departments of the Govt. of India and State/UT Govts to the implementation of TRP.
  - Creation of database for review/monitoring of various ongoing schemes/programmes.
  - Handling Parliament matters.
  - Assist Senior Officials in-charge in the Planning Commission in various items of work.
- (ii) Essential Qualifications
- (i) Masters's Degree in any discipline from a recognized University/ Institute.
- (ii) Knowledge of computer application, MS Office including Excel, Access etc.
- (iii) Desirable
- Good Academic Record.
  - Strong communication skills, both oral and written.
  - Analytical and presentation skills with ability to generate a well researched and written report.
  - Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes/Briefs etc.
- (iv) Duration
- Candidates selected will be appointed on contract basis for an initial period upto six months. This term can be extended for another year depending on the performance of the candidate/need of the Planning Commission. However, the maximum duration of the contract will not be extended beyond two years.
- (v) Remuneration
- The remuneration shall range between Rs.18,000/- and Rs.26,000/- per month depending on the qualification and work experience of the selected candidate. The amount will be consolidated and inclusive of all allowances.

Interested candidates may send their CV as per the prescribed format by e-mail/ post within 15 days from the issue of the advertisement at the following address:-

Adviser (TRP Cell )  
Room No. 230  
Planning Commission, Yojana Bhawan,  
Sansad Marg, New Delhi-110001.  
Tele: 23096547  
E-mail: [lpsonkar@nic.in](mailto:lpsonkar@nic.in)

**Format for Application for the Post of Consultant in TRP Cell of the Planning Commission, Yojana Bhavan, Parliament Street, New Delhi.**

1. Name Mr./Mrs./Ms.: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Domicile: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

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

7. Permanent Address: \_\_\_\_\_

8. Educational Qualification & Year of Passing:

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

9. Experience (in statistical/data analysis/computer application in software Packages)

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

10. Languages Known: \_\_\_\_\_

11. Whether SC/ST/OBC : \_\_\_\_\_

12. Reference:

(i)

(ii)

Date.....

(Signature)