

No. M-11/15(7)/2008-VAC  
Government of India  
Planning Commission  
(Voluntary Action Cell)

...  
Yojana Bhavan, Sansad Marg,  
New Delhi the January 15<sup>th</sup> 2010

Voluntary Action Cell, Planning Commission requires services of two Outside Experts for appointment as Young Professionals with the following job description and educational qualification:

(i)	Job Requirement	<ol style="list-style-type: none"> <li>1. Managing and updating NGO data base including NGO Partnership system</li> <li>2. Writing briefs and analysing data on Voluntary Sector organisations.</li> <li>3. Taking action to operationalise the National Policy for the Voluntary Sector and following up on the Expert Groups set up for the same.</li> <li>4. Collecting information from Ministries, organising meetings and preparing minutes thereof.</li> </ol>
(ii)	Essential Qualification	<p>(a) Professionals having Masters Degree in Economics / Statistics or MBA or equivalent. Persons with M.Phil or additional qualification, research experience, published papers would be preferred.</p> <p>(b) Knowledge of computer application, MS Office including Excel, Access, etc.</p>
(iii)	Desirable	<ul style="list-style-type: none"> <li>• Good Academic Record</li> <li>• Strong communication skills, both oral and written.</li> <li>• Analytical and presentation skills with ability to generate well researched reports.</li> <li>• Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports / Reviews / Notes / Briefs, etc.</li> </ul>
(iv)	Duration	Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended up to a maximum of 5 years depending on the performance of the candidate and need of the Planning Commission. However, the maximum duration of the contract will not be extended beyond five years.
(v)	Fee	The consolidated fee shall range between Rs. 25,000/- and Rs. 40,000/- per month depending on qualifications and relevant experience, etc.
(vi)	Local Conveyance	The Young Professional will be paid an additional amount of Rs. 1500/- per month as local conveyance.

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 newspaper at the following address:-

(Rupa Dutta)  
Director (WCD & VAC)  
Room No. 464, Yojana Bhavan,  
Sansad Marg,  
New Delhi.  
Email : [rupa-pc@nic.in](mailto:rupa-pc@nic.in)

**Application format for appointment as Consultant/Young Professional 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 From To	Nature of Work	Remarks

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

11. Any other specific information (in relation to essential / desirable qualifications and experience).

12. References:

(i)

(ii)

(Signature)

Date \_\_\_\_\_