

**No. PC/SW/1-6(16)/2012-WCD
Planning Commission
(WCD Division)**

08th October, 2012

Women and Child Development (WCD) Division and Office of the **Member In-charge of WCD, Health, Minorities and Handloom & Handicrafts, Voluntary Action, Planning Commission** requires services of two Outside Experts for appointment as non-official Young Professionals with the following job description and educational qualification:-

(i) Job Requirement	As per detailed Terms of Reference at Annexure I
(ii) Essential Qualification	<ul style="list-style-type: none"> • <u>Young Professional-1:</u> Professionals having minimum of Master Degree in Economics/Sociology/Social Work/Psychology or equivalent with 2 to 3 years of experience in the field of women and child development; preferably with the knowledge of Gender issues, Health & Nutrition, Vulnerable and Marginalised Women, Adolescent Health, Policies related to Micro-finance, Skill Development, Early Childhood and Care, Childhood Disability, etc. Knowledge of Computer applications, MS Office including Excel etc. is essential. • <u>Young Professional-2:</u> Professionals having Masters Degree in Economics/Sociology/Social Work/Psychology with 2 to 3 years of experience in the field of Health, Minorities, Handloom & Handicrafts, and Voluntary Action, Knowledge of Computer applications, MS Office including Excel etc. is essential.
(iii) Desirable	<p><u>For Young Professional-1 and Young Professional-2:</u></p> <ul style="list-style-type: none"> • Good Academic Record • Strong communication skills, both oral and written • Analytical skills with ability to generate a well researched and written report. Experience in collection, compilation and analysis of socio-economic data, preparation of Project Reports/Reviews/Notes/Briefs etc.
(iv) Duration	<p>Candidates selected will be appointed on contract basis. Young Professional-1 would be appointed for 6 months. Young Professional- 2 would be appointed for an initial period of one year and the term can be extended up to maximum of 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.</p>

(v) Age Limit	Within 40 years of age.
(vi) Fee	The consolidated fee shall range between Rs. 25,000/- and Rs. 40,000/- per month.
(vii) Local Conveyance	The Young Professionals 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 publication of this vacancy in newspaper at the following address:

Mamta Shankar

Director (WCD),

Room No. 220-C, Yojana Bhavan,

Sansad Marg,

New Delhi-110001

Email address: mamta.shankar@nic.in (mamtadotshankaratnicdotin)

Terms of Reference for engagement of Young Professional under the Plan
Scheme- 06.00.28-Expertise for Planning Process

(i) Precise statement of Objectives:

The Women and Child Development Division in the Planning Commission looks after all the activities relating to overall empowerment of women and development of children in close collaboration with the nodal Ministry of Women and Child Development. The Division provides over all guidance and advise to Central and States Governments in the area of Women & Child Development, prepares Chapter for inclusion in the Five Year Plan document, Approach Paper and conduct Mid-Term Appraisal of the Five Year Plan.

The Office of the Member In-charge of WCD, Health, Minorities and Handloom & Handicrafts, and Voluntary Action, Planning Commission overseas and guides the Division of Women and Child Development, Health, Minorities , Handloom & Handicrafts, and Voluntary Action Cell in the Planning Commission.

The **Young Professional-1** is to work in the Women and Child Development Division to provide specific inputs on various issues related to Women and Child Development, Gender issues, Health & Nutrition, Vulnerable and Marginalised Women, issues related to Adolescent Health, Policies related to Micro-finance, Skill Development, Early Childhood and Care, Childhood Disability including Flagship scheme.

The **Young Professional-2** is to work with Member In-charge of WCD, Health, Minorities, Handloom & Handicrafts, Voluntary Action, to provide specific inputs on various issues related to health, minorities, handloom & handicrafts, help in preparation of chapters for Plan document, examination of policies, schemes, preparing notes etc.

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

Young Professional-1: Assist the Women and Child Development Division on issues related to Women and Children, Gender issues, Health & Nutrition, Vulnerable and Marginalised Women, issues related to Adolescent Health, Policies related to Micro-finance, Skill Development, Early Childhood and Care, Childhood Disability including Flagship scheme.

Young Professional-2: Assist Member, Planning Commission (In-charge of Women and Child Development, Health, Minorities, Handloom & Handicrafts, Voluntary Action sectors) related to Flagship schemes, policy matters, issues related to the sectors mentioned above, preparing notes, reports and documents and in other matters related to Office of the Member.

(iii) **Schedule for completion of Tasks:**

The work related to preparation of briefs, comments, reports related to the concerned sectors required to be executed in time bound manner and will need to process quickly by the Young Professionals for appropriate decisions.

(iv) **The support or inputs to be provided by Planning Commission to facilitate the Consultancy:**

The Young Professionals will be provided guidance by the Women and Child Development and Member office, Planning Commission (In-charge of Women and Child Development, Health, Minorities, Handloom & Handicrafts, Voluntary Action sectors)

The final outputs that will be required of the Young Professionals at the end of the Consultancy period should be specified.

- Chapters for Plan Document
- Reports and Briefs
- Comments and analytical reports

**Application format for appointment as 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: _____

