

F. No. M-13040/14/2013-CIT&I
Planning Commission
(CIT&I Division)

Yojana Bhawan, Sansad Marg,
New Delhi -110001, Dated 16.01.2013

CIT&I Division, Planning Commission requires the services of one outside expert for appointment as non-official Young Professional, on contract basis with the following job description and education qualification:-

- (i) Job Requirement : As per detailed Terms of Reference at Annexure I.
- (ii) Essential Qualifications: **Young Professional:-**
- Master's Degree in Science/Information Technology/Computer Applications/Economics /Statistics/Econometrics/Mathematics or B.Tech. in Electronics/Communications and IT/Computer Science with or equivalent in relevant field.
 - Computer skills in word processing, spread sheet operations and Power Point presentations.
- (iii) Desirable :
- Person with MBA/Ph.D or having research experience in the relevant field will be preferred.
 - Good Academic record and strong communication skills.
 - Prior experience of the Communications and IT Sector.
 - Analytical and presentational skills with ability to generate a well-researched report.
 - Experience in collection, compilation and analysis of analytical data and preparation of Project Reports/ Reviews/Notes/Briefs etc.
- (iv) Process of selection : The screening/selection process may include written test/personal talks.
- (v) Duration : Candidates selected will be appointed on contract basis normally for an initial period of one year. This term can be extended for a maximum period of five years on year to year basis depending upon performance/need of the Planning Commission.
- (vi) Fee : The consolidated fee shall range between Rs. 25,000/- and Rs. 40,000/- per month depending upon educational qualification and work experience.
- (vii) Local Conveyance : An additional amount of Rs. 1,500/- per month will be paid as local conveyance.

- (viii) TA/DA (on Tour) : TA-Reimbursement of Second AC Train Fare.
DA- Reimbursement for Hotel accommodation of upto Rs. 500/- per day; reimbursement of travel charges of upto Rs. 100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.
- (ix) Age Limit : Maximum age limit for appointment of Young Professional shall be 40 years.

2. Other aspects of the contract:-

Allowances:-

- (i) The Young Professional 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" as per the rates prescribed at S.No. (vii) above.

Leave:-

- (ii) The Young Professional shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to the next calendar year. The Commission would be free to terminate the services in case of absence of a Young Professional by more than 15 days beyond the entitled leave in a calendar year.

TA/DA:-

- (iii) No TA/DA shall be admissible for joining the assignment or on its completion. Young Professional will not be allowed foreign travel at Government expenses. However, Young Professional shall be allowed TA/DA for their travel inside the country in connection with official work as per details specified in S. No. (viii) above.

3. Interested candidates may send their CV as per the prescribed format by e-mail/ post within 15 days from publication of this vacancy in the newspaper/circulated on the Planning Commission website at the following address:-

S. Bose
Deputy Secretary (CIT&I)
Room No. 2, Library 1st Floor,
Planning Commission, Yojana Bhawan,
Sansad Marg, New Delhi - 110001.
Tel. No. 011-23096513,
E-mail: sharmistha.bose@nic.in

Terms of Reference for engagement of Young Professional in Communication. IT & Information (CIT&I) Division

(i) Precise statement of Objectives:

CIT&I Division, Planning Commission deals with the formulation of policies, Five Year Plans, Annual Plans and Mid-Term Appraisal of Five Year Plans pertaining to Telecommunications, Posts, Information Technology and Information & Broadcasting sectors. The work also involves examination/appraisal of the plan schemes/projects of the above mentioned sectors including the PSUs/Autonomous organizations under them. The Planning Commission proposes to engage a full time Young Professional to assist the Senior Officers in the CIT&I Division in the aforesaid work.

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

- Preparation of reports and background material on the subject matter being handled in the Division;
- Examination of Plan proposals (Five Year Plan/Annual Plan), Appraisal of Plan schemes/projects of the above mentioned sectors and the PSUs/Autonomous Organizations under them;
- Examination of various policy documents/papers and preparation of comments as required by the Commission and Government from time to time;
- Participation in various inter-ministerial committee meetings set up by the Government for these sectors as required from time to time;
- Coordination with various Ministries/Departments of the Government of India, State Governments and UT Administrations in respect of various policy matters/programmes, formulation of State Plans etc.
- Handling Parliamentary matters pertaining to the CIT&I Division
- Assist Senior Officials of the Division in the work being handled by the Division.

(iii) Schedule for Completion of Tasks

The work relating to preparation of Five Year Plans/Annual Plans, Preparation of reports and examination of various plan proposals is required to be executed in a time bound manner and will need to be processed by the Young Professional keeping the relevant timelines in mind for appropriate decision by the superior authorities.

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

The Young Professional will be required to work under the guidance of Sr. Adviser (CIT&I).

(v) The final outputs that will be required of the Young Professional at the end of the consultancy period should be specified:

The Young Professional will have to comply with the work items allotted and deliver output as per the Commission's needs from time to time.

**Format for Application for the Post of Young Professional in Communication, IT & Information
(CIT&I) Division of the Planning Commission.**

Yoiana Bhavan, Parliament Street. New Delhi.

1. Name Mr./Mrs./Ms./Dr.: _____
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(s)	University/Institute	Year of Passing	Division/Class

9. Experience (from latest)

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

10. Details of publications, if any:

11. Knowledge of statistical/data analysis/computer application in software packages:

12. Whether SC/ST/OBC:

13. Any other relevant Information:

14. References:

(i)

(ii)

Date

(Signature)