

No. N-11016/1(1)/2012-PC
Government of India
Planning Commission

Yojana Bhawan, Sansad Marg,
New Delhi Dated: 07.11.2012

The Plan Coordination & Management Division of Planning Commission requires the service of one Young Professional/Consultant on contract basis, with the following job description and educational qualifications:

Job Requirement:

1. Preparations of Policy briefs, analytical notes, follow up notes.
2. Dealing with the matters related to Centre Sector Schemes and Centrally Sponsored Schemes.
3. Matters related to Parliament and its Committees.
4. Working on Macro Economic Data, Budget and Fiscal issues.
5. Arranging IPC, FPC and NDC meeting and drafting minutes.
6. Preparation of Cabinet notes
7. Assisting senior officers of the Commission in the formulation of Annual, Five Year and policies thereto and such other work as may be assigned from time to time.

Essential Qualifications and Experience:

- Professionals having Masters Degree in Economics/ Commerce / Statistics (minimum 55% marks in the aggregate) from a recognized University/Institute. Persons with M.Phil/Ph.D or additional qualifications, research experience, published papers would be preferred.
- Retired Government employees with (i) Grade Pay of Rs.6600/-and above and (ii) at least five years experience in the required domain field would also be eligible for this position.
- Knowledge of Computer application, MS Office, including Excel, Access, E-mail etc.
- Candidates should possess good academic record, communication, analytical and presentations skill with ability to generate a well researched written report. Candidates with suitable past experience in the collection, compilation and analysis of data, computer skills and experience in preparing project reports/reviews/notes/briefs etc. will be preferred. Exceptional fluency in English, both written and oral is essential.

Desirable:

- Good Academic Record
- Strong communication skills both oral and written
- Experience in the collection, compilation and analysis of Statistical data.
- Contemporary knowledge of Indian Economy and economics/ econometric literature.
- Knowledge of Budget and various Government schemes.

Duration:

- (i) The appointment of Young Professional/ Consultant would be on a full-time basis and he/she would not be permitted to take up any other assignment during the period of Consultancy with the Planning Commission. The appointment would be of a temporary (non-official) nature.
- (ii) Candidates selected will be appointed on contract basis for an initial period for one year. Further extension up to a maximum of five years will be considered as per the need of the Planning Commission and Performance of the Candidate. However, the maximum duration of the contract will not be extended beyond five years.

Fee & Local Conveyance:

(a) For Young Professionals:

The consolidated fee, inclusive of all allowances, shall range between Rs. 25,000/- to Rs. 40,000/- per month for Young Professional depending upon educational qualifications and work experience of the selected candidate. Young Professional will be paid an additional amount of Rs.1, 500/- per month as local conveyance.

(b) For Retired Govt. Servants:

- (i) Rs. 40,000 to Rs. 70,000/- depending upon educational qualification and experience plus Rs. 3000/- p.m. as local conveyance.
- (ii) The amount of fee in the case of retired Government officials shall not exceed the ceiling of (Last Pay + DA Drawn) – (Basic Pension) and it will have to be within the remuneration band, prescribed in the Consultancy Guidelines.

Age limit:

The maximum age limit for Young Professionals is 40 years and for consultant is 65 years.

Other Aspects of Appointment

1. The Young Professional/ Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc. However, they will be entitled for local conveyance as mentioned above.
2. Young Professional/ Consultant shall be eligible for 8 days leave in a calendar year on pro-rate basis. Therefore, he/she shall not draw any remuneration in case of his/ her absence beyond 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.
3. No TA/DA shall be admissible in joining the assignment or on its completion. Young Professional/ Consultant will not be allowed foreign travel at Government expenses. However, they will be allowed TA/DA for their travel inside the country in connection with the official work as per rules.
4. A retired Government official appointed as Consultant shall continue to draw pension and dearness relief on pension during the period of his engagement as Consultant. His / her engagement as Consultant shall not be considered as a case of re-employment.

Interested candidates may send their CVs in the enclosed format by e-mail/ post so as to reach the Planning Commission within 15 days from the publication of this vacancy in newspaper at the following address:

Shri A.K. Choudhary
Director (PCMD)
Planning Commission
Room No. 276, Yojana Bhavan
Parliament Street
New Delhi- 110001
E-mail: a.choudhary@nic.in

Application format for appointment as Young Professional/Consultant 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. References :

- (i)
- (ii)

(Signature)
Date : _____