

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

....
Yojana Bhavan, Sansad Marg,
New Delhi. September 13th 2012

Voluntary Action Cell, Planning Commission requires service of one Outside Experts for appointment as non-official Young Professional with the following job description and educational qualification. Terms of reference at annexure I.

(i)	Job Requirement	<ol style="list-style-type: none">1. Taking action to operationalize the National Policy for the Voluntary Sector and following up on the Expert Groups set up for the same.2. Organizing Meetings / Civil Society Window (CSW) Presentations / Seminar /Workshop and preparing minutes thereof.3. Analyzing data on Voluntary Sector Organizations and making the NGO partnership portal dynamic and interactive.4. Handling Works relating to RTI application.5. Attending work relating to Parliament Question / Parliament Matter and other Parliament related work.
(ii)	Essential Qualification	<p>(a) Professionals having Master's Degree in Social Science / Economics / Statistics or equivalent with good academic record. Persons with M. Phil or additional qualifications, research experience, published papers and post qualification experience in the relevant field 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">• Strong communication skills, both oral and written.• Analytical and presentation skills with

		<p>ability to generate well researched report and written report.</p> <ul style="list-style-type: none"> • 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 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)	Age Limit	Within 40 years of age.
(vi)	Fee	The consolidated fee shall range between Rs. 25,000/- and Rs. 40,000/- per month depending on qualifications and relevant experience of the selected candidate.
(vii)	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:-



E. Dasarathan

Adviser (VAC)

Room No. 246

Yojana Bhavan, Sansad Marg.

New Delhi.

Email: e.dasarathan@nic.in

**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: _____



Annexure I

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

1. To operationalize the National Policy on the Voluntary Sector, to create an enabling environment for VOs that stimulates their enterprise and effectiveness and safeguards their autonomy;
2. To identify systems by which the Government may work together with VOs, on the basis of the principles of mutual trust and respect;
3. To encourage VOs to adopt transparent and accountable systems of governance and management ; and
4. Preparation of chapter for inclusion in the Five Year Plan Document, Approach paper and conduct Mid-Term Appraisal of the Five Year Plan.