

**File No.HC/05/2010-PIII**  
**Government of India**  
**Planning Commission**  
**Office of Adviser to PM on Public Information Infrastructure and Innovations**

Office of Adviser to PM on Public Information Infrastructure and Innovations requires services of one consultant. The consultant will be hired under either of the two categories depending upon qualification and experience as mentioned below:

(i) Consultant A:-

Professionals with academic qualification of Masters' Degree or above, in relevant subject or technical qualifications such as B.Tech, MBA or equivalent in relevant field/subject; with work experience in research/policy domain of minimum 2-3 years, will be paid consolidated fee, ranging from Rs. 20,000/- to - Rs. 60,000/- per month.

(ii) Consultant B:-

Professionals with academic qualification of Masters' Degree or above, in relevant subject or technical qualifications such as B.Tech, MBA or equivalent or Ph.D in relevant field/subject, with work experience in research/policy domain of minimum 5-6 years, will be paid consolidated fee, ranging from Rs. 40,000/- to Rs. 90,000/- per month. In this category, candidates having experience of 'out of box thinking' on policy issues, focused on research work, will be accorded priority. Retired Government employees may also be hired in this category, who will be paid remuneration as per relevant Government rules.

**Desirable**

- Outstanding Academic Record
- Strong communication skills, both oral and written
- Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes Briefs etc.
- Ability to take initiative

## **Duration**

Consultants will be appointed on temporary (non-official) basis for a period of one year which may be renewed on the basis of performance evaluation. The appointment of Consultants, can be terminated, by the office of Adviser, without assigning any reason whatsoever, by giving one month's notice.

(i) Precise Statement of Objectives:-

The Consultant is required to provide specific inputs on research, coordination and implementation of various projects and initiatives under the mandate of the Adviser to the Prime Minister.

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

1. Provide research and technical assistance to the Adviser to PM in different areas of Public Information Infrastructure and Innovations by way of preparing white papers, baseline documents, action plans, strategy papers and other required documentation.
2. Facilitate and assist working groups constituted by the Adviser to PM for various projects under the area of Public Information Infrastructure and Innovations by way of organizing consultative meetings with working groups, recording proceedings of consultation, preparing or editing reports to be submitted to the Government.
3. Facilitate and assist Adviser to PM in the implementation process of specific projects under the area of Public Information Infrastructure and Innovations by way of assisting in project planning and formulation, in line with international best practices.
4. Assist in planning and coordination of outreach activities for specific projects as designated by the Adviser to PM under the area of Public Information Infrastructure and Innovations.
5. Assist the Adviser on any other projects and items of work related to the office.

(iii) The Support or inputs to be provided by Office of Adviser to facilitate Consultancy:-

Adviser/ OSD will guide the Consultant depending upon the category of consultants recruited.

(iv) The final outputs that will be required of the Consultant at the end of the Consultancy period:

1. White Papers, background documentation and complete report on the relevant subject matter
2. Preparation of Action Plans/ data bases on specific projects
3. Preparation of analytical reports and detailed presentations
4. Coordination of projects as designated by the Adviser

Interested candidates may send their CV in the enclosed format with at least one reference letter preferably by e-mail or alternatively by post within 30 days from the date of publication of this vacancy in the newspaper at the following address:-

**SRO, Office of Adviser to PM on  
Public Information Infrastructure and Innovations**

Room 124  
Planning Commission  
Yojana Bhavan  
Sansad Marg  
New Delhi- 110001  
E-mail ID: [officepii@nic.in](mailto:officepii@nic.in)

Shortlisted candidates will be informed by email and would have to appear for a panel-based interview. No phone calls or emails will be entertained during this process.

**Application format for appointment as Consultant in the Office of  
Adviser to the PM on Public Information Infrastructure and Innovations**

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		Nature of Work	Remarks
		From	To		

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

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

12. References:

(i)

(ii)

Please attach relevant documents (reference letters, recommendations)

(Signature)

Date \_\_\_\_\_