

No.-3/1/2010-Tpt.
GOVERNMENT OF INDIA
Planning Commission
National Transport Development Policy Committee (NTDPC)

Capital Court, Olof Palme Marg
Munirka, New Delhi-110067
Dated: 28th July, 2010

The office of the High Level Committee on National Transport Development Policy requires services in the following categories:

1. **Consultant,**
2. **Administrative Officer, and**
3. **Secretarial Staff**

1. The Consultants will be hired under three categories as mentioned below:

- (a) **Young Professionals:** Rs.25,000/- to Rs.40,000/- depending upon educational qualification and experience plus Rs.1500/- p.m. as local conveyance.
- (b) **Consultants:** Rs.40,000/- to Rs.70,000/- depending upon educational qualification and experience plus Rs.3000/- p.m. as local conveyance.
- (c) **Senior Consultants:** Rs.70,000/- to Rs.100,000/- depending upon educational qualification and experience plus Rs.10,000/- p.m. as local conveyance.

Desirable:

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

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 Chairman/Member Secretary of the Committee, without assigning any reason whatsoever, by giving prior one month's notice.

Job Requirements:

- Provide research and technical assistance to the Committee in different areas of Transport by way of analysis of reports, data, baseline documents, action plans, strategy and policy documents and other required documentation.
 - Assist and co-ordinate the task of working groups constituted by the Committee for various sub-sectors of Transport.
 - Carries out specific studies.
 - Facilitate and assist the Committee in the preparation of Report.
 - Assist the Chairman/Member Secretary on any other work.
2. The Committee requires one **Administrative Officer** to look after the administrative as well as financial matters and other day-today matters related to the Committee. Preference will be given to candidates having experience in their area of specialization and with working knowledge of Computers. Remuneration will be given according to the qualification and experience. Retired Government employees will be given preference.

3. The Committee will also require **secretarial staff** to assist the committee. Candidate should be Graduate with speed of not less than 100 w.p.m. in English shorthand and English typing speed of 40 w.p.m. on computer. Proficiency in computer is must. Remuneration will be given according to the qualification and experience.

Interested candidates may send their CV in the enclosed format (Annexure I) by e-mail/ registered post within 15 days from post of this vacancy at the website at the following address:


Sugan Singh
Director (Transport)
Room No. 359
Yojanaq Bhawan, Sansad Marg
New Delhi-110 001
e-mail: ntdpc.goi@gmail.com

**APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT/ADMINISTRATIVE
OFFICER/SECRETARIAL STAFF IN THE OFFICE OF THE NTDP**

1. Name: -----
2. Father's Name:-----
3. Date of Birth-----
4. Domicile:-----
5. Nationality: -----
6. Mailing Address(with tel./Mobile No. and email)address:
7. Permanent address: -----
8. Educational Qualification:

Sl. No.	Course	Subject	University/Institute	Year of Passing	Division/ Class

9. Work Experience Period From To

Sl.No.	Course	Subject	University/ Institute	Year of passing	Division/ class

10. Reference:

- (i)
- (ii)

Signature

Date: