

Q-19019/4/11-LEM/LP
Planning Commission
Labour Employment & Manpower Division

Subject: Requirement of two Research Assistants in the Office of Shri S. Ramadorai on Adviser to PM on PM's National Council on Skill Development.

The Labour Employment and Manpower (LEM) Division in Planning Commission which is the coordinating Division for the work relating to setting up of Office of the Adviser to PM on Skill Development, needs services of two Research Assistants for the Office of the Adviser to PM on Skill Development. The job description for the post of Research Assistant inter-alia is as under:

- i. To manage correspondence, reports, forms, work orders and specialized documents related to the functions of the organizational units from drafts, notes or brief instructions using a word processor.
- ii. To handle correspondence and proof reading etc. to ensure their correctness, completeness and compliance with departmental policies.
- iii. Proper maintenance of files, records relating inter-alia to personnel management and purchases etc.
- iv. To manage schedule of Adviser to Prime Minister on Skill Development.

Desirable:

- a) Should be able to type correspondence and check typed materials for accuracy, completeness, format
- b) Should be able to manage schedule of the Adviser to Prime Minister on Skill Development, set up meetings, coordinate preparation for meetings and conferences from time to time
- c) Receive and screen telephone calls, schedule telecons and follow up on various issues till closure.
- d) Operate standard office equipment like FAX, Zerox etc. and provide support to office managers.
- e) Knowledge of English stenography work with speed of 80 words per minute. English typing speed of atleast 40 words per minute on computer.

The guidelines for appointment of Research Assistants in the said office are available on Planning Commission's Website <http://www.planningcommission.nic.in/news/cirbody.html> under the link Notices.

A retired Govt. official appointed as Research Assistant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Research Assistant. His / her engagement as Research Assistant shall not be considered as a case of re-employment.

No TA/DA shall be admissible for joining the assignment or on its completion. They will be allowed TA/DA for their travel inside the country in connection with the official work as per rules.

Interested candidates may send their CVs as per the attached proforma by e-mail or post or even delivery by hand. The last date for receipt of applications is 15 days from the date of publication of this advertisement in the newspaper.

Apply to:

The Branch Officer
Labour Employment & Manpower Division
Room No.563
Yojana Bhavan,
Sansad, Marg,
New Delhi – 110 001.

E-mail: jeewan.sharma@nic.in

**Format for the Application for the Post of Research Assistants in the Office
of the Adviser to PM on PM's National Council on Skill Development.**

Passport Size
Photograph

1. Name
2. Father's Name
3. Date of Birth
4. Mailing Address
5. Permanent Address
6. Academic Qualifications
(in chronological order starting from
The most recent)
7. Technical skills acquired, if any
8. Computer Knowledge
9. Present Employment and Details
10. Past Experience, if any
11. Research Outputs
12. Please provide (in 200 words)
Statement of Purpose
13. Name, Address and Contact Number
Of two references with whom the
Candidate has worked.

1.

2.