

**No O-11013/1/2008-TRP
Planning Commission
(TRP Cell)**

Tsunami Rehabilitation Programme (TRP) Cell of Planning Commission requires one suitable candidate for the post of Young Professional for undertaking work relating to the TRP. The Cell services Empowered Group of Ministers (EGoM) on the TRP. Area of work involves good communication skills, both oral and written, analytical skills with ability to generate good reports, background notes and evaluate proposals from Tsunami affected States/UTs.

1. Essential Qualifications:

- Masters' Degree in any discipline from a recognized university/institute
- Knowledge of computer application, MS Office including Excel, Access etc

2. Desirable Qualifications & Experience:

- Good academic record
- Strong communication skills, both oral and written
- Analytical and presentation skills with ability to generate a well researched and written report
- Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Review/Notes/Briefs etc

3. Terms of Reference (TOR):

- (i) To Prepare Background note for meeting of EGoM on the financial and physical progress of Tsunami affected States/UTs on quarterly basis,
- (ii) To evaluate proposals from Tsunami affected States/UTs
- (iii) To Prepare briefs in respect of TRP prior to Annual Plan discussions.
- (v) To Prepare of replies to Parliament questions and RTI enquiries.
- (vi) To assist senior officers of the Cell in drafting any reports/presentation materials etc

4. Period of Engagement:

The period of engagement of young professional in TRP shall be up to March, 2012.

5. Remuneration: Between Rs. 25, 000 – Rs. 40, 000/p.m depending on qualifications and experience + Rs. 1500/pm as local conveyance allowance.

Suitable candidates may respond in the prescribed format (at Annexure) within 15 days of release of this advertisement by post or E-mail (jr.meena@nic.in) to the undersigned.

(J.R.Meena)
Sr. Research Officer(SRO)
Room No - 312, Yojana Bhawan,
Sansad Marg, New Delhi
Tel: 011 2304 2304

Annexure

**Application Format for Appointment as Young Professional in the TRP Cell,
Planning Commission.**

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing address (with Tel./Mob. No. and E-mail 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		

11. Whether SC/ST/OBC: _____

12. Reference:

(i)

(ii)

(Signature)

Date _____

GOVERNMENT OF INDIA
PLANNING COMMISSION

Applications are invited for (One) Young Professionals in TRP Cell of the Planning Commission on payment of consolidated monthly fee ranging between Rs.25,000/- to Rs.40,000/- plus Rs.1,500/- p.m. as Local Conveyance for Young Professionals. Full details of the vacancy circular are available on Planning Commission website www.planningcommission.gov.in under the link 'Circular'.

The last date for receipt of applications is 15 days from the date of publication of this advertisement in the newspaper.