

No. VSE/17 (15)/2007  
**Government of India**  
**Planning Commission**  
**(VSE Division)**

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New Delhi, dated 6th June, 2012

Village & Small Enterprises (VSE) Division, Planning Commission requires services of one Outside Expert/Retired Government Servant for appointment as **non-official Consultant (Young Professional)** with the following job description and educational qualifications:-

**1. Job Requirements:**

- (i) Will deal with issues related to Handlooms, Handicrafts, Sericulture, Jute, Coir, Wool, Food Processing, MSMEs and other Village & Agro Industries.
- (ii) Knowledge of Government policies/regulations in regard to development/Promotion of Village & Small Industries.
- (iii) Examination and appraisal of proposals received from various Ministries/States/Public sector Undertakings/Industry Associations/Individuals etc. concerning policies, programmes and investments in the above industries.
- (iv) Maintaining coordination with and reviewing and monitoring of programmes of concerned Ministries/Departments etc.
- (v) Assisting Senior Officers in the Commission in the formulation of Annual, Five Year and Long-term Perspective Plans including policies thereto and such other work as may be assigned from time to time e.g. in connection with Parliament and its Committee, VIP references etc.

**2. Essential Qualifications:**

- (a) Professionals having Master's Degree in Economics, Management, Commerce or Statistics or technical qualifications like B-Tech, MBA or equivalent in the relevant field as mentioned in the Job requirements. Persons with M-Phil or additional qualifications, research experience, published papers and post-qualifications experience in the relevant field as per the job requirements would be preferred.
- (b) Retired Government employees with (i) Grade Pay of Rs. 6600/- and above & (ii) at least 5 years' experience in the relevant field as per the job requirements would be preferred.
- (c) Knowledge of Computer application, MS Office, including Excel Access and E mail etc.

**3. Desirable :**

- 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/Reviews/Notes/Briefs etc.

**4. Duration:**

Candidate selected will be appointed on contract basis for an initial period of one year. This term can be extended up to maximum 5 years depending on the performance of the candidate/need of the Planning Commission. However, the maximum duration of the contract will not be extended beyond five years.

**5. Age Limit :**

The maximum age limit for Consultant shall be 65 years.

**6. Fee:**

**For outside experts:**

The consolidated fee shall range between Rs. 25,000/- to Rs. 40,000/- per month depending on the qualification and work experience of the selected candidate.

**7. For Retired Govt. Servants:**

The amount of fee shall be decided in such a way that the fee plus pension drawn by them shall not exceed the last pay drawn. However, they will continue to draw pension and Dearness relief on pension during the period of their engagement as Consultant.

**8. Local conveyance:**

The Consultant will be paid an additional amount of Rs. 1500/- per month as local conveyance. Interested candidates may send their CV in the format given below by e-mail/post within 15 days from publication of this vacancy in the newspaper at the following address.

**(A.K.Khullar)**

Joint Adviser (VSE)  
Room No. 346, Yojana Bhawana,  
Planning Commission,  
Sansad Marg, New Delhi-110001.  
Telephone : 2375 3166  
E mail : [akkhullar@nic.in](mailto:akkhullar@nic.in)

Details are also available on the Planning Commission website:

[www.planningcommission.govt.in](http://www.planningcommission.govt.in) under the sub-section Appointments /Job.

**APPLICATION FORMAT FOR APPOINTMENT AS NON-OFFICIAL CONSULTANT (YOUNG PROFESSIONAL)  
IN THE VILLAGE & SMALL ENTERPRISES (VSE) DIVISION, PLANNING COMMISSION**

1. Name : \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Mailing Address (with telephone/mobile No. and e-mail) address \_\_\_\_\_

7. Permanent Address: \_\_\_\_\_

**8. Educational Qualifications:**

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

**9. Work Experience:**

Serial No.	Organisation/Institute	Period		Nature of Work	Remarks
		From	To		

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

11. Reference:

(i)

(ii)

Signature

Date: \_\_\_\_\_