

GOVERNMENT OF INDIA
PLANNING COMMISSION

Applications are invited for one Consultant in Communication and Information Division of the Planning Commission on payment of a consolidated monthly fee ranging between Rs.40,000/- to Rs.70,000/- plus Rs.3,000/- p.m. as Local Conveyance. 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 application is 15 days from the date of publication of this advertisement in the newspaper.

No.M-13040/11/2009-C&I
Government of India
Planning Commission
(Communication and Information Division)

New Delhi, dated: 15th December, 2009

Communication and Information Division, Planning Commission requires services of one Outside Expert/retired Government servant for appointment as non-official Consultation with the following job description and educational qualification: -

(i) Job Requirement **As per detailed Terms of Reference at Annexure-I**

(ii) Essential Qualifications: (a) Professionals having Ph. Degree in Economics or Information Technology or equivalent and minimum post qualification experience of 10 years in the requisite field,

(b) Retired Government employees with (i) grade pay of Rs.7600 and above and (ii) at least 10 years experience in the required domain field would also be eligible for this position.

(iii) 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.
- Knowledge of computer application, MS Office including Excel, Access etc.

(iv) Duration

The selected Candidate will be appointed on contract basis for an initial period of one year. This term can be extended up to a maximum period of 5 years depending on the performance of the candidate/need of the Planning Commission. However, the maximum

APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN THE
PLANNING COMMISSION

1. Name : _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing Address(with tel./mobile 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

Sl. No.	Organisation/Institute	Period		Nature of work	Remarks
		From	To		

10. Whether SC/ST/OBC _____

11. Reference:

(i)

(ii)

Signature

Date: _____

Terms of Reference for engagement of Consultant in Communication & Information Division under the Plan Scheme – 06.00.28 – Expertise for Planning Process.

(i) Precise statement of objectives:

Communication & Information Division, Planning Commission deals with the work relating to formulation of policies, Five Year Plans, Annual Plans, Mid-term Appraisal of Plans pertaining to Telecommunications, Posts, Information Technology and Information & Broadcasting Sectors of the economy. Examination of Plan schemes/ projects of the above mentioned sectors including the PSUs/ Organizations under them is also handled by the Division. The Planning Commission proposes to employ a full time Consultant to handle the work in the Division.

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

- Preparation of reports and background material on the subject matter being handled in the Division.
- Examination of Plan schemes/ projects of the above mentioned sectors including the PSUs/Organizations under them.
- Examination of various Policy documents/papers and preparation of comments as required by the Commission and Government from time to time.
- Participation in various inter-ministerial Committees and Commissions set up by the Government for these sectors as required by the Division.

- Coordination with Ministries/Departments of the Government of India and UT Administrations for dealing with policy matters relating to them.
- Handling Parliamentary matters.
- Assist Senior Officials of the Division in the work being handled by the Division.

(iii) Schedule for completion of Tasks:

The work relating to preparation of reports and examination of various Plan proposals is required to be executed in a time bound manner and will need to be processed quickly by the Consultant for appropriate decision by the superior authorities. The Consultant will work under the guidance of Adviser(C&I).

(iv) The support or inputs to be provided by Planning Commission to facilitate the Consultancy:

The Consultant will work under the guidance of Adviser(ICT).

(v) The final outputs that will be required of the Consultant at the end of the consultancy period should be specified.

It is difficult to specify the final output of the Consultant. However, the Consultant would have to comply with the work items allotted and deliver output as per the Commission's needs.