DGT-A-12011/02/2021-Misc. (Pt.)
Directorate General of Training
Ministry of Skill Development and Entrepreneurship

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Old Employment Exchange Building, PUSA CAPMUS,
New Delhi 110012
Dated 20th May, 2021

VACANCY CIRCULAR

Subject: Engagement of retired Government officers Consulting Adviser for Director General on contract basis in Directorate General of Training, Ministry of Skill Development and Entrepreneurship. New Delhi — inviting applications therefore.

Applications are invited from retired Government Officers of the rank of Addl. Secretary equivalent or above and retired from any Central Government offices Attached/ Subordinate offices, having considerable experience in functioning of Central Government Ministries/ Departments with fluent English and Hindi for engagement as Consulting Adviser on contract basis with following context and scope.

TERMS OF REFERENCE

I. POSITION INFORMATION	
Designation	Consulting Adviser (CA) to DG
Organization	Directorate General of Training
Duration	2 Years

II. CONTEXT AND SCOPE
Under the overall supervision of the, "Consulting Adviser (CA) to DG" the training for Indian Skill Development Services will be conducted. He will be responsible for a widerange of issues RELATED with development, implementation, monitoring and quality assurance of capacity building and training components of the training for ISDS cadre. Also, CA would be responsible for advising in policy, regulatory and other issues pertaining to long term ecosystem.

III. Responsibilities and Accountabilities

a. ISDS Training related responsibilities

1. Training content development and training management through a day-to-day interaction with Industries, Specialist Institutes, government and non-government partners, external experts and other stakeholders.
2. Ensure needs assessments and capacity reviews precede the formulation of training plans and allocation of related project resources.
3. Advise on building synergies and complementarity between multiple training.
4. Work very closely with Training institutes and assist in day to day activities including programming of the capacity building activities and sourcing of expert speakers.
5. Prepare schedule for field demonstrations, surveys and training programmes, including identification of institutes, government & NGOs
6. Coordination with training establishments, develop and maintain a training database; contribute, as necessary, to the design and maintenance of databases and other information systems related to ISDS training activities and other capacity building initiatives of the training.
7. Ensure proper quality control is provided to all training and capacity building undertakings under the ISDS training through regular monitoring and evaluation, in- process and after-action reviews and by obtaining feedbacks from officer trainees.
8. Serve as a primary focal point for NGO/ Management Institutes/administrative institutes capacity building component of the training; assist in identifying the developmental needs, and designing and implementation of customized trainings for them.
9. Liaise with other training stakeholders and units on admin/logistics/operations matters in support of training activities of ISDS officers.
10. Provide inputs to the project progress, interim and final reports.
11. Perform such other duties as may be assigned by the DG/AS.

b. Advising responsibilities

1. Ensuring quality assurance mechanism in long term ecosystem
2. Policy matters advise to DG
3. Integration of Vocational education
4. Developing research capabilities in the long-term ecosystem to ensure standards, market relevance, continuous curriculum development and industry institute linkages
5. Any other work assigned by Director General (Training) from time to time.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioral competencies

Behavioral

Accountability

- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

Communication

- Actively shares relevant information
- Writes clearly and effectively, adapting wording and style to the intendedaudience
- Listens effectively and communicates clearly, adapting delivery to theofficer trainees

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, andpromotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

Teamwork

- Actively contributes to an effective, collegial, and agreeable environment
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions

Technical

- Effectively applies specialized knowledge skills in designing,implementation, monitoring and reporting of training initiatives.

V. EDUCATION AND EXPERIENCE

- Having served in Government at Additional Secretary or equivalent posts;
- Sound experience in working with/in capacity building projects;
- Proven skills in designing, implementation, monitoring and reporting oftraining initiatives;
- Experience in Skill Development Programmes.

VI. LANGUAGES

Required	
English & Hindi	Fluent

VII. Terms & Conditions

- The remuneration and other benefits will be governed by DOE O.M F.No 3-25/2020-E.IIIA on regulation of renumeration in case of contract appointment of retired central Government employees dated 09.12.2020
- The consulting adviser would be provided vehicle for commuting
- TA/DA may also be paid at level of post from which CA retired
- Consulting adviser shall be provided with supporting staff to execute the work
- Provision of mobile & broadband as per last pay drawn entitlement

- Working Hours shall normally be from 09.00 a.m to 05.30 p.m during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturday / Sundays or other holidays. No compensatory leave will be granted for working during holidays.
- He will be governed by the Official Secrets Act ,1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as Project Manager in the Ministry. All such documents will be the property of the Government.
- He will not utilize or publish or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of assignments or during the course of, assignment for the Department without the express written consent of the Department.

- The Consulting Adviser so appointed shall in no case represent or give opinionor advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment. Attention is drawn to Central Vigilance Commission Circular No. D1/0/2017 dated 23.01.2017 and circular No. 08/06/2011 dated 24.6.2011.
- He will be completely accountable for any advice or any service rendered by him during his engagement in this Department in view of norms of ethical business and professionalism.

- **Tax Deduction** at Source (TDS): - TDS as admissible shall be deducted from the monthly remuneration. A TDS certificate shall be issued by the concerned DDO on demand.
- The initial engagement of a person as Consulting Adviser will be for the period of one year. After expiry of initial term, engagement may be extended, basedon requirement of the Department, with the approval of competent authority, for a maximum period of one year at a time. The appointment of Consulting Adviser is of a temporary (non-official) nature against the specific jobs/assignments. Termination of Consultancy.
- The engagement of Consulting Adviser can be terminated by the Department any time without assigning any reason thereof. However. Consulting Adviser will have to give 30 days advance notice or remuneration in lieu thereof before resigning from the engagement. The appointed Consulting Adviser too may resign from the job after giving 30 days advance notice.

Interested retired Central Government officers may submit their application in the enclosed format along with a copy of PPO to the Director (General Admin), Directorate General of Training, Ministry of Skill Development and Entrepreneurship, Old Employment Exchange Building, PUSA CAPMUS, New Delhi 110012, up to 5:00 PM on or before 14.06.2021. The applications can be also sent by email address: sathyashankar.bp@gov.in .

Incomplete applications or applications received after the due date will be rejected.

(Sathyashankar B.P.)
Director

To,

All Ministries / Department of Government of India

NIC, Ministry of Skill Development and Entrepreneurship, for uploading the same in the Ministry's website.

Copy to:

Under Secretary (CS.I), Deptt. of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with the request for wider publicity and uploading the Circular/Advertisement on DoPT's website.

Annexure

Application for the post of Consulting Adviser under the Directorate General of Training, Ministry of Skill Development and Entrepreneurship, New Delhi.

Recent passport size photograph

1. Full Name
2. Father's. Name
3. Date of Birth
4. Date of Retirement
5. Office where last worked
   - Name of Office
   - Whether main Ministry/Attached/Subordinate Office
6. Designation last held
7. Last Pay/ Pension drawn
8. Aadhaar No.
9. Mobile No.
10. Address
11. Educational Qualification
12. E-Mail Id
13. Work Experience (Add separate sheet if required)

Ministry/ Department	Post-held	Period		Nature of work	Remarks,
		From	To		

DECLARATION:

I solemnly declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incompleteOR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected. In case there is any default in information, my Consultancy may be disengaged without giving any notice. I shall be bound by the decision of the Ministry of Women and Child Development. I fully understand that deviation or violation of the terms and conditions mentioned in para 2 of the advertisement will result in termination of my engagement without giving any notice.

Place:

Date:

(Signature of applicant)