

No.11017/02/2013-PC  
Government of India  
Planning Commission

Plan Coordination & Management Division(PCMD), Planning Commission requires services of 2 (two) Outside Experts for appointment as non-official Young Professionals on contract basis with the following job description and educational qualification:-

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|---------------------------------------|--|
| <b>(i) Job Requirement</b>            | <b>As per detailed Terms of Reference (at Annexure I)</b>  |
| <b>(ii) Essential Qualifications</b>  | <b>Young Professionals :</b><br>(a) Professionals having Masters Degree in relevant subjects or technical qualifications like B.Tech, MBA or Bachelor's degree in communications, marketing, journalism or related field. Persons with post qualification experience in the relevant field would be preferred.<br>(b) Knowledge of computer application, MS Office including Excel, Access etc.                  |
| <b>(iii) Desirable</b>                | <ul style="list-style-type: none"><li>▪ Good Academic Record.</li><li>▪ Strong communication skills, both oral and written.</li><li>▪ Analytical and presentation skills with ability to generate a well researched and written report.</li><li>▪ Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes/Briefs etc.</li></ul> |
| <b>(iv) Duration</b>                  | Candidates selected will be appointed on contract basis for a period of one year.  |
| <b>(v) Fee</b>                        | The consolidated fee shall range between Rs.25,000/- and Rs.40,000/- per month (for Young Professionals)/ between depending on the qualification and work experience of the selected candidate.  |
| <b>(vi) Local Conveyance</b>          | An additional amount of Rs.1500/- per month (in case of Young Professionals)/ will be paid as local conveyance.  |
| <b>vii)TA/DA entitlements for YPs</b> | TA - Reimbursement of Second AC Train Fare.<br>DA - Reimbursement for Hotel accommodation of upto Rs.500/- per day; reimbursement of travel charges of upto Rs.100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.150/- per day.   |

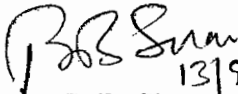
(viii) **Age Limit**

Maximum age limit for appointment of Young Professionals shall be 40 years.

2. **Other aspects of the contract:**

- i. The YPs shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. However, they will be entitled for "local conveyance" as per the rates prescribed **in table at vi above.**
  - ii. The YPs shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Commission would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.
  - iii. No TA/DA shall be admissible for joining the assignment or on its completion. YPs will not be allowed foreign travel at Government expenses. However, YPs shall be allowed TA/DA for their travel inside the country in connection with the official work as per details specified **in table at vii above.**
3. Interested candidates may send their CV in the **enclosed format** by e-mail/post within 15 days from publication of this vacancy in newspaper at the following address:

Shri B.B. Sharma, Director  
Room No. 466, Yojana Bhawan,  
Sansad Marg,  
New Delhi- 110 001  
Tele. No.: 23096548  
Email address: [bb.sharma@nic.in](mailto:bb.sharma@nic.in)

  
13/9/13  
(B.B. Sharma)  
Director  
Tele No:23096548

**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./Mob. No. and E-mail address) \_\_\_\_\_
7. Permanent address \_\_\_\_\_

8. Educational Qualification:

S.No	Course	Subject	University/Inst itute	Year of Passing	Division/ Class

9. Work Experience

S.No	Organization/ Institute	Period From To	Nature of Work	Remarks

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

11. Reference:

- (i)
- (ii)

(Signature)

Date \_\_\_\_\_

**Terms of Reference for engagement of Young Professionals under the Plan Formulation, Appraisal and Review Scheme**

**(i) Precise statement of Objectives:-**

To assist in the Planning Commission's communication activities on various Media platforms.

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

- Tasks to be carried out as per direction of the Plan Coordination & Management Division. Tasks may include but are not limited to:

- Develop, format, and manage online content under guidance of Adviser (PCMD)
- Aggregate feedback from online audience
- Develop communication strategies under guidance of Adviser (PCMD)

**(iii) Schedule for completion of Tasks:-**

Schedule to be determined on a per-task basis by Plan Coordination & Management Division

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

YP will report to Director (PCMD).

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

Final outputs that will be required of the Consultant to be determined as per direction of Adviser (PCMD).

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