

**Independent Evaluation Office**  
Planning Commission, Government of India

**Subject:-** Engagement of Young Professionals in IEO

The Independent Evaluation Office, Planning Commission requires the services of Young Professionals on contract basis with the following job descriptions, educational qualification and terms and conditions:

1. **Job Description:** Refer to the Annexure-1

i. **Essential Qualifications:**

- a. Interested candidates should have Master's Degree in Economics, Statistics, Finance, Sociology and Environment & Resource Management. Candidates with M. Phil. and PhD Degrees in the relevant field or with post qualification experience of 2-3 years in the requisite field as mentioned in the detailed Terms of Reference would be given preference.
- b. Knowledge of computer applications such as SPSS, MS Office, etc.

ii. **Desirable Qualifications:**

- a. Good Academic Record
  - b. Strong communication skills, both oral and written
  - c. Ability to generate a well-researched and written report
  - d. Experience in collection, compilation and analysis of data
  - e. Candidates having additional qualifications, research experience and published papers in the relevant field would be preferred
2. **Period of Engagement;** Young Professionals selected will be appointed on contract basis for an initial period of one year. This term can be extended further depending on the performance of the candidate/need of IEO. However, the maximum duration of the contract will not be extended beyond five years.
3. **Age Limit:** Maximum 40 years.
4. **Fee:** Rs. 50,000/- per month. In addition to the Fee, Conveyance Allowance of Rs.1500 per month would also be paid.

Interested candidates may send their CV in the enclosed format by post or email (bodhca@cag.gov.in) by January 20, 2014 at the following address:

Shri RK Khare  
Under Secretary (A&F)  
Independent Evaluation Office  
R.No.222A, Vigyan Bhawan Annexe  
MA Road, New Delhi-110003  
Ph.No.: 011-23022393

## ANNEXURE-I

Terms of Reference for engagement of Young Professionals in the Independent Evaluation Office

### **1. Statement of Objectives:**

To assist IEO in framing the evaluation studies of major programmes including the flagship programmes of the Government of India.

### **2. Outline of the tasks to be carried out:**

- i. To help the Directors and the Research Coordinators in preparing the framework of the evaluation studies;
- ii. To identify, collect and carry out data and then also their analysis and research to help the evaluation study activities in IEO;
- iii. To help the Research Coordinators in monitoring the evaluation studies being carried out by the outsourced/outside agencies;
- iv. To assist in drafting, editing and finalization of the Evaluation Study Report(s);
- v. To help the Directors in organizing workshops and conferences;

### **4. Schedule for completion of tasks:**

Schedule to be decided on case to case basis by the Director and the Research Coordinator.

### **4. Output to be required:**

Final output that will be required from YPs on completion of each task, would be determined by the Director and the Research Coordinator.

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### Format

Application for engagement as Young Professionals in the Independent Evaluation Office, Planning Commission, New Delhi.

1. Name Mr./Mrs./Ms./Dr.....
2. Father's Name .....
3. Date of Birth .....
4. Domicile.....
5. Nationality.....
6. Mailing Address (with Tel./ Mob. No. & Email address).....  
.....
7. Permanent Address.....

#### 8. Educational Qualification

Sl. No	Course	Subject(s)	University/ Institute	Year of Passing	Division/ class

#### 9. Work Experience (from latest)

Sl. No	Organization/ Institute	Period	Work experience

10. Details of Publications, if any
11. Knowledge of computer applications used for statistical & data analysis  
.....
12. Knowledge of other computer applications.....
13. Whether SC/ST/OBC.....
14. Two References with names, contact number and email IDs:
  - i. ....
  - ii. ....

Date.....

Signature

Place.....