

MANPOWER REQUIREMENT IN THE PROJECT MANAGEMENT UNIT (PMU) FOR IMPLEMENTING 'SKILL DEVELOPMENT IN ESDM'

Name of Post	Number of vacancies	Qualifications and Experience	Age limit	Consolidated remuneration (per month)	Expected Job Profile
Principal Consultant (Techno-Commercial)	01	<p>Essential: First class B.Tech/BE (Electronics/Electronics & Communications/ Electronics & Telecommunications). 12 years post qualification working experience.</p> <p>Desirable: M.Tech/ME in Electronics Engg. Experience in project formulation, handling government projects- their execution, monitoring and analysis</p>	Max 45 yrs. (For retired Sr Govt Officers 63 yrs) as on 31.12.2014	Rs 85,000/-	<ul style="list-style-type: none"> • To lead the PMU • Successful Implementation of the Scheme in the States and UTS across the length & Breadth of the country • Facilitate Impact Assessment of the Scheme • Any other work related to the scheme implementation
Consultant (Techno-Commercial)	02	<p>Essential: First class B.Tech/BE (Electronics/Electronics & Communications/ Electronics & Telecommunications). 07 years post qualification working experience.</p> <p>Desirable: Experience in project formulation, handling government projects- their execution, monitoring and analysis</p>	Max 45 yrs. (For retired Govt employees 62 yrs) as on 31.12.2014	Rs 72,000/-	<ul style="list-style-type: none"> • To create awareness and mobilization of various stakeholders • Coordinate the Scheme in all the States/UTs in the country • Organize workshops and seminars • Creation & maintenance of MIS for capturing data related to the scheme • Any other work related to the scheme implementation

Consultant (Finance & Administration)	01	<p>Essential: CA/ICWA or MBA (Finance). Six years post qualification experience. Knowledge of handling finance, training and administrative matters. Knowledge of Govt rules, regulations and procedures.</p> <p>Desirable: 10 years experience in handling project mode Govt schemes. Knowledge of GFR/CVC guidelines. Monitoring of expenditure under the budget heads of a project.</p>	Max 35 yrs. (For retired Govt employees 62 yrs) as on 31.12.2014	Rs 60,000/-	<ul style="list-style-type: none"> • To monitor the expenditure under the different budget heads • Administrative co-ordination of the Scheme in all the States/UTs in the country • Coordination with Auditors • Creation & maintenance of MIS for capturing data related to the scheme • Any other work related to the scheme implementation
Program Execution Assistant	01	<p>Essential: First class Graduate in any discipline. Knowledge of computer operation. Two years post qualification experience.</p> <p>Desirable: Experience in government projects and various roles like overall administrative duties Management of files and knowledge of Govt rules.</p>	Max 35 yrs (For retired Govt employees 62 yrs) as on 31.12.2014	Rs 30,000/-	<ul style="list-style-type: none"> • Maintaining file record of all the files under the Scheme • Preparation of agenda, Minutes of Meetings, Drafts etc. • Any other work related to the scheme implementation
Steno Typist	03 (out of this, 01 (one) vacancy is for the Head Quarters)	<p>Essential: First class Graduate in any discipline having 80 WPM in stenography and 30 WPM in typing. Knowledge of computer operation. Two years post qualification experience.</p> <p>Desirable: Experience in secretarial assistance in government projects and various roles like coordination of meetings, handling office communication etc.</p>	Max 35 yrs (for retired Govt. Employees 62 years) as on 31.12.2014	Rs 25,000/-	<ul style="list-style-type: none"> • Providing secretarial assistance to the PMU • Scheduling meetings, appointments, travel managements etc • Any other work related to the scheme implementation

Multi Tasking Staff (MTS)	03	<p>Essential: First class 10+2 from a recognized Board. Prior Work experience.</p> <p>Desirable: Minimum work experience of 2 years</p>	Max 35 yrs as on 31.12.2014	Rs 15,000/-	<ul style="list-style-type: none"> •Diary, dispatch and carrying of files •Photocopying and handling fax machine •Any other work related to the scheme implementation
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MANPOWER REQUIREMENT IN THE PROJECT MANAGEMENT UNIT (PMU) FOR IMPLEMENTING 'ICT AND ELECTRONICS ACADEMIES'

Name of Post	Number of vacancies	Qualifications and Experience	Age limit	Consolidated remuneration (per month)	Expected Job Profile
Sr. Consultant (Techno-Commercial)	01	<p>Essential: First class B.Tech/BE (Electronics/Electronics & Communications/ Electronics & Telecommunications / IT/ Computers Science). 10 years post qualification working experience.</p> <p>Desirable: Experience in project formulation, handling government projects- their execution, monitoring and analysis, knowledge of MIS creation and maintenance, Impact Analysis etc.</p>	Max 45 yrs. (For retired Govt employees 62 yrs) as on 31.12.2014	Rs 80,000/-	<ul style="list-style-type: none"> •To create awareness and mobilization of various stakeholders •Coordinate the Scheme in the identified States/UTs. •Organize workshops and seminars •Creation & maintenance of MIS for capturing data related to the scheme •Coordinating with 3rd Party for Impact Assessment •Any other work related to the scheme implementation

Executive Assistant	02	<p>Essential: First class Graduate in any discipline with knowledge of computer operation (and aware with Govt. procedures). Minimum 5 years of post qualification experience</p> <p>Desirable: Experience in handling government projects and various roles like overall administrative duties Management of files and knowledge of Govt rules.</p>	Max 35 yrs (For retired Govt employees 62 yrs) as on 31.12.2014	Rs 30,000/-	<ul style="list-style-type: none"> • Maintaining file record of all the files under the Scheme • Preparation of agenda, Minutes of Meetings, Drafts etc. • Preparation of reports related to the implementation of the scheme • Maintaining of accounts related data, generating UC in r/o GIA received. • Maintenance of Correspondence with the sponsoring department.
Multi Tasking Staff (MTS)	02	<p>Essential: First class 10+2 from a recognized Board. Prior Work experience.</p> <p>Desirable: Minimum work experience of 2 years</p>	Max 35 yrs as on 31.12.2014	Rs 15,000/-	<ul style="list-style-type: none"> • Diary, dispatch and carrying of files • Photocopying and handling fax machine • Any other work related to the scheme implementation

- Application fee of Rs. 1000/- will be charged for all the posts other than MTS for which a sum of Rs. 500/- will be charged.
- Application fee once paid in non-refundable. Applicants, in their own interest, should check their eligibility for specific post before remitting the application fee.
- Applicants applying for more than one post should remit the application fee separately for each post giving reference of each post applied for against this advertisement. Applicants so desire to apply for the posts in both the PMUs need to apply separately.
- The term of engagement will initially be for six months, which is extendable based on the performance of the candidate and requirement of the projects. However total term of contract would be co-terminus with the term of project.
- The post of the Steno-Typist for the Head Quarters is likely to continue based on the performance of the candidate.