

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi - 110016

Dated : 09.08.2017

Vacancy Circular

Applications for hiring of Consultant purely on contractual basis for the project entitled "Monitoring and Supervision of ICDS" under the Central Monitoring Unit are invited in the prescribed attached proforma (Annexure-I).

Consultant @ Rs. 45,000/- per month (consolidated)

No. of Post: 25 (Twenty Five)

(i) Qualification and Experience:

a. Essential

Officers who are retired at the level of Director/ Deputy Secretary from Central/ State Government/ Public Sector Undertakings

Or

Candidates with Master's Degree in Science/ Commerce/ Social Science or equivalent from a recognized university with High 2nd class (55% & above).

b. Desirable :

- (a) Experience of at least 5 years in related field viz. monitoring and supervision in any developmental programme.
- (b) Candidates with Ph.D./ M.Phil/ professional/ technical qualification will be preferred.

(ii) Age Limit: 65 Years

(iii) Method of Selection : Shortlisted candidates will undergo :

- a. Written Test;
- b. Skill Test : Proficiency in working on Computers like MS Word, Excel and Powerpoint; and
- c. Interview

(iv) Period of engagement & Remuneration etc.:

- a. The engagement of Consultants would be initially for a period of three months, which may be terminated or extended as per requirement on performance basis
- b. Selected candidate, on engagement, shall enter into contract with NIPCCD and a consolidated amount of Rs.45,000/- per month would be provided as Consultancy charges
- c. Selected candidate to visit to States/ Districts extensively.

Note : Director (NIPCCD) reserves the right to accept or reject any application without assigning any reason.

Instructions:

- i. Interested candidates who fulfill the above conditions may download the Application Form (available at ANNEXURE-I) and send the same to Deputy Director (Admin.) before last date of receipt of application i.e. 31.08.2017 along with a recent self-attested passport size color photograph and self-attested copies of testimonial/certificates.
- ii. It is the responsibility of the candidates to ensure that they fulfill the eligibility conditions in terms of i) Educational Qualifications and ii) Experience.
- iii. Mere satisfying the essentially required minimum qualification and experience does not entitle an applicant to be called for test/interview/appointment.
- iv. The Institute reserves the right to call only limited number of persons for written test/interview, as the case may be. Applicants short-listed for test/computer skill test/interview will be informed at appropriate time. No further correspondence/query will be entertained.
- v. Applications lacking all the supporting evidential documents or certificates etc or applications lacking any of the information mentioned herein, or applications received late shall be similarly rejected.
- vi. The institute reserves the right to cancel the requirement of these posts at any stage/time.
- vii. Canvassing in any form will be a disqualification.

- Note:**
- i. **Date of uploading on Website of the Institute is 09.08.2017.**
 - ii. **The last date for submitting the applications is 31.08.2017.**

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT
5-Siri Institutional Area, Hauz Khas, New Delhi-110 016**

Application form for Consultant under the Project entitled "Monitoring and Supervision of ICDS under Central Monitoring Unit" on Contractual Basis

Recent Passport size Photograph

NAME OF THE POST APPLIED FOR : **CONSULTANT**

1.	Full Name (in Capital letters)	:			
2.	Father's Name	:			
3.	Mother's Name	:			
4.	Husband's Name (In case of female married candidates)	:			
5.	Nationality	:			
6.	(a) Address for communication	:			
	(b) Permanent Address	:			
	© e-mail ID	:			
	(d) Mobile phone No.	:			
	(e) Telephone No.	:			
7.	Date of Birth	:			
8.	Details of Educational Qualifications				
Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

9.	Details of Professional / Technical Educational Qualifications Additional Sheet may be added, if required:					
Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks	
10.	Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Additional sheet may be added, if required.					
Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular or adhoc	Remarks
			From	To		
11.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					
12.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.					

Place :

Date :

Signature of the Applicant