

No. 12024/4/2020-Estt
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi- 01

Date: 20.04.2020

CIRCULAR

Subject: Engagement of Junior Consultant in the Ministry of Tribal Affairs reg.

Ministry of Tribal Affairs invites application from eligible candidates for engagement as Junior Consultant in Parliament and Co-ordination Division of this Ministry for an initial period of six months on contract basis. The details of engagement are as under:-

1.	Designation	Junior Consultant
2.	Period of engagement	Initially for a period of six months from the date of joining which may be extendable further on the basis of requirement of the Ministry and performance of the selected person.
3.	No. of Personnel required	One
4.	Place of posting	Parliament and Co-ordination Division of the Ministry of Tribal Affairs
5.	Remuneration per month	Rs 65000/- (consolidated).
6.	Age Limit	Not beyond 35 years
7.	Education Qualification	Master's degree from a recognized University
8.	Experience	Work experience of minimum five years in MS Word, MS Excel, MS power point
9.	Nature of work	Monitoring of web-portals and other Secretariat works as below: <ul style="list-style-type: none">• Provide secretarial assistance in preparation of documents, guidelines and follow up;• Assist in collation and compilation of data and information from the concerned central and state governments/departments;• Draft routine correspondence, making and responding to routine verbal/written enquiries;

		<ul style="list-style-type: none"> • Support organization of workshops, seminars and Project Steering Committee meetings including logistic assistance etc.; • Organize and systematize documentation and reference materials, including classifying and sorting important papers, locating new reference materials as required, preparing abstracts of reports and maintaining proper record of important files including project specific documentation and minutes of the project meetings; • Perform any other tasks assigned from time to time by the Supervisor
10	Closing date for submission of applications	Application in the prescribed proforma along with self-attested copy of educational certificates and mark-sheets may be submitted by 5.05.2020
11	Application to be forwarded to	Under Secretary (Establishment) Ministry of Tribal Affairs Room No 400 C, C-Wing, Shastri Bhawan, New Delhi E-mail: reema.sharma@nic.in , mk.yadav88@gov.in

2. The above said engagement is purely on temporary and on contract basis. The selected candidate will not have any right to seek regularization in any post in this Ministry. Further the selected person will be governed by the provisions contained in the guidelines for engagement of Consultants in this Ministry as amended from time to time.


(Mukesh Kumar)

Deputy Secretary to the Government of India
Tel: 011-23383303

To

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, New Delhi with request to upload DoPT's website.
3. NIC for publishing the vacancy in the Ministry's website.
4. Deputy Director (PC) for information
5. E-office Notice Board/ Guard File

APPLICATION PROFORMA FOR THE POST OF JUNIOR CONSULTANT
MINISTRY OF TRIBAL AFFAIRS, NEW DELHI

1. Name :
2. Date of Birth :
3. Gender ;
4. Address
5. Educational Qualifications ;
6. Mobile No. ;
7. Email ID :
8. Details of employment in the chronological order, if applicable. (enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of Duties Performed

9. Details of courses/ training programmes attended, if any :
10. Details of publication, in any :
11. Languages known :
12. Details of previous Consultancy, if any :
13. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
14. Remarks:

Paste your
passport size
photo here

(Signature of candidate)

Date :