

**Ministry of Skill Development & Entrepreneurship
Directorate General of Training**

Directorate General of Training (DGT), under Ministry of Skill Development & Entrepreneurship invites application for two no. consultant to support DGT for the way of Grading of ITIs.

Interested candidates may send their resume within 15 days from the publication of this advertisement to the Director (Project), Directorate General of Training, 1st Floor, Kaushal Bhawan, B-2 Pusa Road, Karol Bagh, New Delhi -110005

For further details like qualification, nature of experience, remuneration etc., please visit website: www.dgt.gov.in

No. DGT-35(4)/Consult-DGT/ITI Grading/2019- NPIU
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
National Project Implementation Unit
Kaushal Bhawan, New Delhi

ENGAGEMENT OF 02 (TWO) CONSULTANT ON CONTRACT BASIS

Directorate General of Training under Ministry of Skill Development & Entrepreneurship, Government of India intends to engage 02 Consultants purely on contact basis.

Term of Reference:-

A. Essential Eligibility Criteria for Hiring of Consultant : Bachelor of Engineering/ Bachelor of Technology with 03 years post qualification working experience in industries or Teaching or MBA with 02 years post qualification working experience

- Having knowledge of good documentation
- Sound knowledge of computers is essential.

B. Consultancy Term: The assignment is for a period of 12 months on purely contact basis. The tenure may vary at the discretion of the DGT on the basis of project requirement and the performance of the individual consultant.

C. Emoluments: The fixed emoluments shall be Rs. 50,000/- per month.

D. General information : -

- The consultant will report to the DDG (C, P & Admin.) / Director (Project) or any other authorized representative.
- Engagement of Consultant will be purely on contract & full time basis. The place of work will be New Delhi. However, travelling to State/UTs may be required. TA/DA for such travelling shall be paid / reimbursed as admissible as per rules for Training officers of DGT, MSDE.
- Candidates reporting for test / interview should make their own arrangement for stay. No TA/DA will be paid for appearing in the interview.
- Consultants will be eligible for 12 days of casual leave in one year.

E. Scope of work:

- Coordination of physical visits by 3rd party agency
- Monitoring of online reports
- Grading of ITI data analysis
- Coordination with M/s Wipro for bug fixing
- Hiring of grading agency
- Monitoring of update Grading scores of ITIs
- Maintenance of Data base
- IT management in Grading System

- Implementation of innovations in Grading of ITIs
- Data Analysis
- Co-ordination with State Nodal officers
- Staff rating report compilations
- Any other work assigned by the designated officer from time to time
- RTI
- Court Cases
- Any other job as & when assigned by authorized officers
- Head Quarter: New Delhi

CURRICULUM VIATE (CV) FOR PROPOSED CONSULTANT

1. **Proposed Position:** _____
2. **Name:** _____
3. **Date of Birth:** _____ **Nationality:** _____
4. **Postal Address:**
5. **Present Residential Address** (if not same as above):
6. **Telephone No.:** _____ **Mobile No.:** _____
7. **E-mail:**
8. **Education** [Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of declaration of degree]:



Sl. No.	Educational Qualification	College/University	Year of Passing	Subject's /Courses

9. **Membership of Professional Associations:** _____

10. **Other Trainings** [Indicate significant trainings since last qualification under Colum 8]:

11. **Employment Record** [Starting with present position, list in reverse order every employment since graduation.

Sl. No.	Designation	Name of Organisation	Address of Organisation	*Type of Organisation	**Nature of Appointment	Period of Service			Nature of work and level of responsibilities
						From	To	Period	

*CentralGovernment /State
 Government/GovernmentaidedDepartmentorCentralGovernment /State
 Government/GovernmentaidedInstitute orCentralGovernment /State
 Government/GovernmentaidedUniversity orCentralGovernment /State
 GovernmentAutonomousInstituteor CentralGovernment /State
 GovernmentAutonomousbodyorAnyother(pleasespecify)
 ** Regular/Contractual /Adhoc / Anyother(pleasespecify).

12. Detailed Work Experience

[List all tasks as per Scope of Work to be performed under this assignment]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point E.]

Name of assignment or project: _____

Year : _____

Location : _____

Client : _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly described myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of Candidate]

Day/Month/Year

- Enclose certificates for Date of Birth, last qualification other significant training & work experience claimed.
- The documents will be verified at the time of interview.