



MINISTRY OF TRIBAL AFFAIRS

ENGAGEMENT OF CONSULTANTS UNDER NATIONAL EDUCATION SOCIETY OF TRIBAL STUDENTS, MINISTRY OF TRIBAL AFFAIRS

Ministry of Tribal affairs was set up in 1999 with the objective of providing a more focused approach towards the integrated socio-economic development of the Scheduled Tribes (the most underprivileged section of the Indian Society) in a coordinated and planned manner. To provide the best quality education to the tribal children in their own environment, it has been decided that by the year 2022, every block with more than 50% ST population and at least 20,000 tribal persons, will have an Eklavya Model Residential School. In order for EMRS to function effectively, an Autonomous Society as National Education Society for Tribal Students (NESTS) has been set up at the Central level under society registration act 1860. Further details may be seen at <https://tribal.nic.in>.

To achieve the above objective, this Ministry is engaging qualified and experienced professionals for following posts purely on contractual basis. The incumbent shall not have any claim for regular appointment under the Ministry.

S. No.	Position	Specialization	No. of Posts
1	Consultant – Grade II	Monitoring & Evaluation (M&E)	01
2	Consultant - Grade I	Human Resource (HR)	01
3	Consultant - Grade I	Information Technology (IT)	01
4	Consultant - Grade I	Procurement Specialist (Service & Goods)	01
5	Consultant - Grade I	Finance	01
6	Young Professional	Data Manager	01
7	Consultant - Retired	Examination and Processing of Proposals	01

Interested candidates may apply online at <https://tribal.nic.in/NESTS>. Applications will not be accepted through any other mode. Job description may be seen at Annex I. In case of any query, please contact, Sh. K C Meena, Addl. Commissioner at 011-23380068. The last date of receipt of applications will be 30 days from the publication of this advertisement in the News Paper. Applications received after last date will not be considered.

Annex I

Required Qualification / Experience, job profile and remuneration of the Consultants (NESTS)

S.No	Position	No. of Position	Academic Qualifications	Post qualification experience *	Upper AGE(limit)	Remuneration	Job Profile
1	Consultant – grade II – Monitoring & Evaluation(M&E)	01	Master’s Degree in development studies, social sciences, international relations or other fields related to the scope of the assignment.	8-15 years of relevant experience in conducting research, policy development, Monitoring and evaluation methodologies in Government /Social / Development sector.	50 years	Rs.1,45,000 to Rs 2, 65,000	<ul style="list-style-type: none">• To assist in planning, scheduling and coordinating at Central Level.• To follow up with States / EMRS Schools for timely submission of data, evaluation, compile findings of evaluation reports and action taken reports.• To handle day to day correspondence at Central EMRS Division pertaining to EMRS Schools at District level evaluations and reviews.• Follow up of Supervision & Monitoring activities at the State/district levels and to follow on compliance of earlier evaluations.• To prepare periodic reports on the Monitoring and Evaluation.• To assist in coordination & compilation of feedback for updating Supervision & Monitoring strategy and program evaluation guidelines.• To facilitate trainings on data management strategy to State/districts.• Any other job assigned as per project need and assigned by the competent authority.

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2	Consultant – grade I – HR	01	Masters Degree in Human Resource Management OR PG diploma in Human Resources Management from a recognized University/Institution.	3-8 years of relevant experience in Government /Social / Education sector.	45 years	Rs 80,000 to Rs 1,45,000	<ul style="list-style-type: none"> • Conduct detailed analysis of existing staff in the schools with regard to their recruitment procedure, trainings undergone, vacancies, remuneration etc. • Perform need analysis regarding requirement of Teaching and Non-Teaching Staff for various schools. • Support in the recruitment process of teaching and non-teaching staff of schools. • Assist the State EMRS Societies in the recruitment process. • Support in developing a common framework for recruitment of teachers in different states keeping in mind the local conditions including reservation policies etc. • Maintaining all EMRS HR files and databases • Maintaining records related to grievances, performance reviews, and disciplinary actions • Perform any other tasks assigned from time to time by the Competent authority
3	Consultant – grade I – IT	01	M.Tech (Computer Sciences/ Information Technology) Masters in Computer Applications) or BE/B. Tech from a recognized University.	3-8 years of relevant experience in Government /Social / Education sector.	45 years	Rs 80,000 to Rs 1,45,000	<ul style="list-style-type: none"> • Technical assistance to translate Ministry's requirement by designing technology for the most efficient and cost-effective and sustainable IT solutions; • Developing a comprehensive EMRS Portal along with dashboard to capture information related to Students / Staff/ Infrastructure facilities etc and maintenance of online database of all EMRS • Ensure effective functioning of the EMRS portal and support in extraction of data to help in monitoring and decision making; • Regularly examine the existing IT system, track flow of data and recommend changes/Up gradation etc. to make the system more effective for its optimum utilization and in line with emerging technologies; • Liaise with NIC for smooth functionality of the IT systems at different levels, resolution of system related issues, and eradication of bugs, provide clarifications to the states on system-based queries etc; • Creation and management of database for student performance tracking • Liaise with the NIC on the system maintenance and Up

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							gradation, if required; <ul style="list-style-type: none"> • Manage and track data, backup and ensure data security adhering to the policy/guidelines; • Perform the role of the Administrator for the EMRS Portal in consultation with the concerned departments; • Undertake the training need assessment and support required for effective and timely implementation of the IT systems at national and state level; • Prepare User Manuals, training module, plan and organize training of various stakeholders at national and state level for effective use of the IT solutions; • Assist in generating reports to meet the reporting requirements of various stakeholders. • Perform any other tasks assigned from time to time by the competent authority.
4	Consultant – grade I – Procurement Specialist (Service & Goods)	01	Master’s Degree in Procurement, Business Administration, Supply chain, Economics from a recognized University.	3-8 years of relevant experience in Government /Social / Education sector.	45 years	Rs 80,000 to Rs 1,45,000	<ul style="list-style-type: none"> • Support in development of Procurement Plan for EMRS on an annual basis, keeping in view the technical requirements, available budgets etc. • Coordination with Staff to provide all supporting documents/ detail regarding grant related activities, getting Invoices from the Suppliers etc. • Provide assistance to State societies in procurement as and when needed. • Providing support/ data inputs to EMRS officials in respect of procurement and quality assurance of goods and services. • Resolving issues relating to excise, custom duty and other documentation related to procurement of Goods under EMRS, M/o Tribal Affairs. • Support in obtaining information on centralized and decentralized procurement. • Constant follow up with Procurement Division, MoTA, attend meetings with Procurement Agencies for updation of procurement status. • Develop Monthly/Need-based reports on Procurement Status, Supply of goods, Quantity Supply Status etc. • Any other work assigned by the competent authority.

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5	Consultant – grade I (Finance)	01	Chartered Accountant	3-8 years of relevant experience in Government /Social / Education sector.	45 years	Rs 80,000 to Rs 1,45,000	<ul style="list-style-type: none"> To ensure day to day accounting of financial transactions To ensure processing of vendor , contractor and service provider bills To prepare annual budget for submission to Ministry of Tribal Affairs To ensure timely preparation of financial statements viz, Balance Sheet, Income and Expenditure Account and Receipts and Payments Account To ensure compliance under Income Tax Act,1961 relating to TDS , Annual Return Filing etc. To ensure compliance under Goods and Services Act To co-ordinate and facilitate C&AG audit within stipulated timelines To co-ordinate and facilitate Statutory and Internal Audit within stipulated timelines To prepare MIS reports as required To ensure fund management including investment of surplus funds as per stipulated guidelines Any other assignment given by the Competent Authority from time to time
6	Young Professional – Data Manager	01	Master’s Degree in Statistics, Economics, Data Science, Computer Science from a recognized University/Institution. And other fields related to the scope of the assignment.	01 Years and above of relevant experience in Database management/data analysis in Government /Social / Development sector.	32 years	Rs. 60000 (Fixed)	<ul style="list-style-type: none"> Performing data analysis, researching/data gathering, data input and manipulation, validating and reviewing complex information. Creating quantitative models, comparative analysis, charts and graphs, and proposal templates utilizing EMRS data Supporting workshops, assisting in the preparation of presentations and reports, and to a lesser degree Providing project management- support to EMRS teams, such as updating of project plans, preparing project status reports and maintaining risk and issues logs. Communicating clearly and concisely in written and oral formats. Attending meetings and at all times maintaining the utmost professional demeanor.

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7	Consultant - Retired (Examination and Processing of Proposals)	01	Retired Government employees with Grade pay of Rs. 5400 and above.	Experience in Administration/Record Management/Procurement/Parliament matters/Legal matters/RTI & Grievances/Proposal processing.	65 years	The remuneration of such Consultant may be fixed in manner so as to ensure that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn by him calculated at the current rate of Dearness allowance.	<ul style="list-style-type: none"> Examination and processing of proposals received from various field units. Advice and ensure compliance of General Financial Rules and Delegation of Financial Power Rules Advice and ensure compliance of extant Govt. orders/instructions applicable to Autonomous bodies. Processing of Bills and vouchers and maintain account of the society. Preparation of fund requirements for various activities of NESTS and field units. Deal with the Administrative Matters of the employees of NESTS. Upkeep and maintenance of records. Deal with important issues like Parliament Question, VIP References, RTI applications etc. Deal with Miscellaneous issues like Public Grievances and other representation received from employees of EMRS/Society or any other persons/organization. Deal with the issues relating to Court Cases of EMRS or related issues. Any other work assigned by the competent authority

*Post qualification experience includes up to 3 years for PhD holder, provided no work experience is counted during those 3 years.

Desirable - Persons with M. Phil, PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be Preferred.