

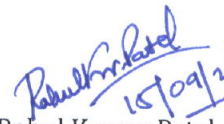
File No: SU/1/2020-O/o DD-Part(1)
Government of India
Ministry of Women and Child Development
(Statistics Bureau)

Ground Floor, Jeevan Tara Building
Sansad Marg, New Delhi-110001
Dated: 15/09/2020

VACANCY CIRCULAR
Engagement of Two Young Professional (YPs) and One Consultant

The Ministry of Women and Child Development (MoWCD) invites applications from willing and eligible candidates for 2 positions of Young Professionals (YPs) and 1 position of Consultant. Terms and Conditions of engagement and other relevant information are given in annexed advertisement.

2. Application from eligible candidates for the aforesaid position is invited in the enclosed Pro-forma **(Annexure- II)** along with self-attested copies of the certificates/mark sheet of essential qualification and experience. The application may be addressed to the Deputy Director **(Statistics Bureau), Ministry of Women and Child Development, Ground Floor, Jeevan Tara Building, Sansad Marg, New Delhi-110001**. The last date of submitting duly filled in application form along with relevant documents is **15th October, 2020 by 5:30 PM** through Online/Offline mode. For online mode, the duly signed application along with self-attested relevant documents may be sent through email at email id rahul.iss@gov.in.
3. Candidates would be required to furnish original documents for verification before the selection process/interview. In absence of original documents and if any of the information furnished in application is found to be false at any stage candidature would be cancelled.
4. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated accordingly. The MWCD reserves the right to reject any or all applications without assigning any reason.


Rahul Kumar Patel
Deputy Director
Email: rahul.iss@gov.in

To
NIC for uploading on Ministry's website

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Advertisement

Ministry of Women & Child Development (MWCD) is looking for engaging a pool of 02 talented Young Professionals (YPs) from disciplines of Statistics, Economics, Mathematics, Management, Demography, Social Work and/or Sociology, Computer Science etc., from prestigious academic and professional institutes across the country, who have passion to perform tasks on statistical activities, data analytics using census and sample surveys data, policy research, global indices, and should have good knowledge in ICT applications.

- 2) The Ministry is also looking for hiring of 01 Consultant having academic or professional degree and/or working experience for a specific job/project in the functional areas such as Gender Statistics, Demography, Global Indices related to women and child, Tracking global performance, Identifying of existing gaps and reform areas, Setting of targets and preparation of action plan, Coordination with various line Ministries/Departments and States/ UTs, Engagement with the publishing agencies for technical support and assistance, Report writing, presentation and dissemination of findings etc.
- 3) Brief job descriptions for each position of YPs and Consultant along with the terms of reference are given below and the last date for submission of application is 15th October, 2020.

Terms of Reference

Young Professional (Data Analyst)

Number of Positions & Place of Posting	01 MWCD , New Delhi
Essential Qualification	Bachelor's or Master's Degree in Statistics / Applied Statistics / Mathematical Science/Economics/ Operations Research/ Computer Science etc.
Desirable Qualification	Experience of 1-3 year with Good knowledge of MS Office, MS Access and Advanced Excel; Statistical Software viz. SPSS, STATA, R, etc.
Brief Job Description Areas	Maintenance of trend series of national, state, district, and sub district level data on women and children. Analysis and compilation of unit level data. Monitoring of Global Indices, preparation of National Indices in the view of Global Indices for assessment of women and child situation at national and sub-national level, ranking States/UTs on the basis of a National Indices.

Robul Karim

Young Professional(Policy and Research)

Number of Positions & Place of Posting	01 MWCD , New Delhi
Essential Qualification	Bachelor's or Master's Degree in disciplines like Economics/ Public Policy/Demography/Sociology/Finance/ Public Administration/ Management etc.
Desirable Qualification	1-3 year of work experience on Policy and research related matters and should have working knowledge of ICT tools etc.
Brief Job Description	To assist in the functional and technical requirement of the Ministry for tracking global performance of the Global Indices, identifying the existing gaps and reform areas, preparation of action plan, preparation of analytical and situational reports etc. and coordination with Line Ministries/Department regarding reform areas and action plans for reform growths.

Consultant (Policy & Research)

Number of Positions & Place of Posting	01 MWCD , New Delhi
Essential Qualification	Post Graduate Degree in Statistics/ Applied Statistics/ Mathematical Science/Economics/ Demography/ Operations Research/ Computer Science/ Management/ Social Work/ Sociology/Public Administration
Desirable Qualification	3-7 year of work experience on Policy and research related matters and having proficiency in MSOffice, presentation and Project management skills, high analytical skill and should have working knowledge of ICT tools etc.
Brief Job Description	<ol style="list-style-type: none">1) Tracking global performance of the Global Indices related to women and child; utilize these indices as tools for bringing about reforms in the policies and processes of Government agencies and financial institutions.2) Identifying of existing gaps and reform areas, setting of targets and preparation of action plan, ranking states on the basis of a National performance in Global Indices, and also engagement with the publishing agency for technical support and assistance.3) Preparation of analytical papers based on survey data, presentation and dissemination of findings.4) To assist in the functional and technical requirement of the Ministry. Conduct meetings, preparation of the minutes, report writing, presentation, any other work within the scope of engagement and undertaking co-ordination activities with other stake holders.

Resubmitted

Conditions for the service:

Age limit	Candidates applying for Young Professionals (YPs) should be below 28 years of age and candidates applying for the Consultants should be 35 years as on 1 st October, 2020.
Remuneration	The range of monthly consolidated remuneration for YPs and consultant would be as under: Young Professionals: ₹30,000/- inclusive of Transport Allowance of ₹5000/- month. Consultant: ₹60,000/-inclusive of Transport Allowance of ₹5000/- month.
Periods of engagement	The engagement shall be for a period not exceeding one year. A further fresh contract for engaging the same person for a further period of not more than one year, with an increase of ₹5000/- in the remuneration shall be permissible, subject to the performance of the consultant as certified satisfactory by the Bureau Head, in consultation with IFD and with the prior approval of Secretary (WCD).
Entitlement of Allowances	These are consolidated emoluments and no other allowances viz. DA, Accommodation, Residential Phone, Conveyance /Transport, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible.
Admissibility of Travelling Allowance(TA)/Daily Allowance (DA)	TA/DA will not be admissible either for joining or on expiry of the contract or attending selection process etc. However, after selection/recruitment while travelling inside the country in connection with the assigned work during the period of the consultancy, TA/DA would be allowed. YPs would be entitled for reimbursement of TA & DA as per entitlement of officers of level 7 in pay matrix of 7 th CPC in Government of India and Consultant would be entitled for reimbursement of TA & DA as per entitlement of officers of level 10 in pay matrix of 7 th CPC in Government of India.
Tax Deduction at source	Remuneration to YPs and Consultant will be paid as professional services and Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment, for which the MWCD will issue TDS Certificates as applicable.
Termination of Contract	The appointment of YPs and Consultant will be temporary in nature and either party may terminate contract by giving one month's notice without assigning any reason for it.
Leave	YPs and Consultant will be entitled for 12 days leave in a calendar year on pro-rata basis. Therefore, YPs and Consultant shall not draw any remuneration for absence period beyond the entitled leave in a year. Un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year. A female YP or Consultant would be entitled for maternity leave as per the provisions contained in Maternity Benefit (Amendment) Act 2017 and communication No. S-36012/03/2015-SS-1 dated 12 th April,

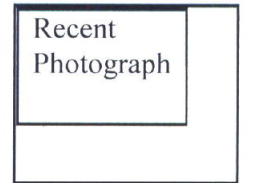
Rahul Patel

	2017 issued by the Ministry of Labour & Employment.
Working hours	Normal working hours would be Monday to Friday as per stipulated office hours except designated holidays by Government of India. However, if work exigencies required, the YPs and Consultant may be required to attend office on Saturdays, Sundays and designated holidays by controlling officer without any additional remuneration and allowances/compensation.
Confidentiality	YPs and Consultant may not, except with the prior approval of competent authority in writing, in the bona-fide discharge of duties, publish a book or research paper or a compilation of articles or participate in a radio/TV broadcast or contribute an article or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of the assignment. During the period of engagement with MWCD, the YPs and Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not reveal any information gathered by his/her during the period of his/her engagement to anyone who is not authorized to know. The YPs and Consultant engaged by the MWCD shall in no case represent or give opinion or advice to others in any matter which is contrary to the stated position of Government of India. Any violation may lead to discontinuation of engagement.
Use of Name, Emblem or Official Seal of MWCD	The YPs and Consultant shall not advertise or otherwise make public for purposes of commercial advantage that he/she has a contractual relationship with MWCD, nor shall the YPs and Consultant, in any manner whatsoever, use the name, emblem or official seal of MWCD, or any abbreviation on the name of MWCD, in connection with its business or otherwise without the written permission of MWCD.
Police Verification	Police verification of the selected YPs and Consultant shall be done as per the latest instruction issued by MHA. In case negative police verification is received, the contract of YP/individual consultant shall cease to exist with immediate effect without any notice.
Revision of Terms & Conditions of Engagement	Notwithstanding any provision of this advertisement, where it is necessary to do so, the Ministry may revise any of Terms and Conditions of engagement of YPs and Consultant.
Legal provision	All disputes are subject to Delhi jurisdiction only.

Rahul K. Patel

Annexure-II

Format for Application Form



Recent Photograph

1. Name of Position applying for:
2. Name of the candidate:
3. Father/ Spouse/ Guardian's Name:
4. Address:
 - a) Permanent:
 - b) Present:
- c) (i) Telephone/Mobile:
(ii) Email:
5. Date of Birth and Nationality:
6. Educational Qualifications: (from graduation to professional qualification)

Sl. No.	Name of Degree	Board/ University	Institution/	Year of Passing	% of marks obtained
(1)	(2)	(3)		(4)	(5)

7. One relevant Degree that needs to be considered as qualifying educational qualification in reference to the position applied for:

Name of Degree	Board/ Institution/ University	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)

(Note: 1.Candidate is required to mention one of the degrees from amongst mentioned under Educational Qualifications that he/she wants to be considered as qualifying degree in reference to the position being applied for in the application.

2. Marks must be provided in % form in column 3. If marks obtained are in the form of CGPA/GPA etc. then either proper conversion formula of the concerned university/institution must be given or marks must be mentioned as converted into percentage form. Marks given in CGPA/GPA form in application will be rejected).

8. Other Trainings [Indicate significant training since degrees under Sl. No. 6– Education]

9. Work experience/Employment Record [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

S. No	From (Date)	To (Date)	Duration (Years. Months)	Employer/ Organization	Designation	Description of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: (i). Exact dates of employment has to be filled in clearly in Columns 2 & 3. (ii) Duration in a particular employment has to be given in Years. Months e.g. If a candidate has worked for 2 years and 6 months in an organization it has to be filled as 2.6 in column 4 and if it is 2 years and 11 months then it has to be filled as 2.11 in column 4.

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

S. No.	Language	Read	Write	Speak

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]

- Name of assignment or project:
- Location:
- Year:
- Client
- Main project features: Positions held:
- Activities Performed:

12. Brief description about your suitability for the applied position (Max 200 words)

13. Certification : *

I, the undersigned, certify that to the best of my knowledge and belief, this Application Form correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, at any stage.

Date:

[Signature of applicant]

*Application with certification as above not duly signed by the candidate will be rejected at the outset.

Note:

1. Candidates must attach:-
 - a. Self-Attested Certificates/Mark Sheets in support of the educational qualifications.
 - b. Self-Attested Experience Certificate from respective Employer clearly indicating the date of joining and date of relieving. For the current employment, a copy of employment indicating the date of joining.
2. Applications with insufficient information/ without copies of certificates are liable to be rejected.