

[To be uploaded on MWCD's website]

F.No.11/8/2018-GB
Government of India
Ministry of Women and Child Development
(Gender Budgeting Division)

1st Floor, Jeevan Tara Building,
Parliament Street, New Delhi – 110001

Dated: 7th June, 2018

VACANCY CIRCULAR

Subject: Appointment of 03 Consultants in the Gender Budgeting, Research, Publication & Monitoring (GB) of the Ministry of Women & Child Development – reg.

The Ministry of Women and Child Development (MWCD) as the nodal agency for gender budgeting adopted the mission statement of 'Budgeting for Gender Equity' in 2004-05 to institutionalise GB within the Centre and across States. The Gender Budgeting Scheme was launched in 2008 to carry forward the institutionalisation of GB from policy formulation to outcome achievement in the Centre and across State Governments. By strengthening internal and external capacities, MWCD undertakes several programmes and provides financial support to Central/ State Government agencies for imparting training to different stakeholders to strengthen the process of gender budgeting.

2. The Statistics Bureau of the Ministry has been entrusted to look after the collection and compilation of statistics, to sponsor meaningful research in the fields of welfare and development of women and children, and, to handle the mechanism of redressal of public grievances and complaints. The issue of gender equality has taken a centre stage in the agenda for the development of our country, as this needs to be reflected through the set of goals and targets of Sustainable Development Goals which are officially known as "Transforming our World: the 2030 Agenda for Sustainable Development". The Ministry of Women and Child Development is concerned with the SDGs in respect of empowerment of women and development of children. MWCD has been made the nodal Ministry for the SDG-5 which says "Achieve Gender Equality and Empower all Women and Girls", and thereby, emphasizes on ending all forms of discrimination and violence against women and girls, provide equal opportunities, equal rights to economic resources, access to ownership and control over land and other forms of property.

3. For the above purpose, the Ministry seeks to engage a team of Consultants with expertise in the specific technical areas to provide technical and management support in the implementation of the project. Details of the positions are as follows:

Sl. No.	Name of Post	Kind of work	Number of post	Terms of Reference
1.	Junior consultant	Gender Budgeting	01	Annexure-I
2.	Junior Consultant	Sustainable Development Goals (SDG)	01	Annexure-II
3.	Junior Consultant	Programme Implementation	01	Annexure-III

4. Application from eligible candidates for the aforesaid positions is invited in the enclosed Pro-forma (**Annexure- IV**) along with self attested copies of the certificates/mark sheet of essential qualification and experience. The application may be addressed to the Deputy Director (**GB**), **Ministry of Women and Child Development, 1st Floor, Jeevan Tara Building, Sansad Marg, New Delhi - 110001**. The last date of submitting duly filled in application form along with relevant documents is **22nd June, 2018 5.30 p.m.**

5. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. **A superscription shall be made clearly for the post applied for on the top of the envelope.** Only the **applications received through Registered post or Speed Post shall be accepted.** Please note that **applications sent by hand or through courier shall NOT be accepted.** Also, **applications received after the last date shall NOT be accepted by the Ministry.** The MWCD reserves the right to reject any or all applications without assigning any reason.

-Sd-
Deputy Director (GB)

1. JUNIOR CONSULTANT – GENDER BUDGETING (01 POSITION)

Remuneration:

The Junior Consultant would be entitled to a consolidated monthly remuneration up to Rs. 60,000/- (inclusive of Transport Allowance of Rs. 5000/- month) depending on the qualifications and experience of the candidate. Services of a highly qualified, experienced and dynamic person are required for strengthening the current processes of Gender Budgeting at the Ministry. The position is for an initial contract of one year and is subject to renewal on an annual basis on the basis of performance and requirement of GB Section.

Role & Responsibilities

- i. Provide support in reviewing Gender Budgeting action plans and training programmes/workshops as per the scheme components and guidelines.
- ii. Assist in tracking the implementation as per the action plan, budget and monitorable targets on a regular basis, identify bottlenecks and suggest measures for improvement.
- iii. Coordinate with Nodal Departments in the UTs/State Governments, National and State Training Institutes, and State Nodal Centres for Gender Budgeting trainings and procure requisite documents and ensure utilization of funds as allocated.
- iv. Conduct frequent visits to training programmes/workshops being organised to monitor and supervise the efficiency of the trainings.
- v. Providing support to the Division for coordination with other Ministries towards mainstreaming gender concerns in their budgets and providing support to Gender Budgeting Cells.
- vi. Collate and consolidate monthly/quarterly progress report, best practices etc
- vii. Any other work assigned by senior officers/reporting authority.

Required Qualifications, Experience and Skills

- i. Master's Degree in Development Studies/ Gender Studies/Social Sciences/Social Work or any other related field.
- ii. Minimum of 3-7 years of progressively responsible professional experience. Previous experience of working with the Government/NGO/International Organizations is highly desirable.
- iii. Proven experience of programme design, implementation, monitoring and evaluation
- iv. Age should not exceed 35 years as on date.
- v. Good understanding and knowledge of women's issues, policies and programmes of Government at national level.
- vi. Ability and Willingness to extensively travel to states/districts

vii. Ability to work individually as well as in Team.

Note: Leave and other entitlements (TA/DA) will be as per the Guidelines dated 2nd June, 2017 issued by Ministry of Women and Child Development

Annexure-II

1.	Name of the posts	Junior Consultant (SDG)
2.	Number of posts	One
	Essential qualification (s)	a. At least Master Degree in the field of Economics/ Statistics from a reputed Institute/University. b. Proficiency in writing reports.
4.	Desirable	i. 3-7 years of progressively responsible professional experience. Previous experience of working with the Government/NGO/International Organizations. ii. Good understanding and knowledge of women's issues, policies and programmes of Government at national level. iii. Good working Knowledge of MS office, Excel Power point and other statistical packages like SPSS, Stata, R etc. iv. Excellent Communication skills including writing and editing skills required. v. Ability to work individually as well as in Team.
5.	Scope of work:	vi. All the matters related to implementation of SDG-5 vii. Assist the Bureau in the preparation of strategy/vision/policy document for the 2030 agenda of SDGs. viii. To coordinate with other Ministries/Departments/NITI Aayog, on SDG related matters. ix. Coordinate with the States/UTs/Districts for assessing the preparedness for achieving SDGs and getting progress report at regular interval. x. Collate and consolidate State/UT wise data related to various indicators of SDGs for which the Ministry is concerned. xi. Assist in tracking the implementation as per the action plan, budget and monitorable targets on a regular basis, identify bottlenecks and suggest measures for improvement. xii. Maintaining the records regarding meetings/correspondence, with the NITI Aayog, nodal or other Ministry for the implementation of identified targets of SDGs. xiii. Assist in organizing Workshops, consultations etc. by the Ministry for the implementation of SDGs. xiv. Any other work assigned by senior officers/reporting authority. xv. Assist in building a repository of documents and data related to SDGs.
6.	Method of recruitment	Short term on contract.
7.	Period of contract	The appointment to the above posts will be purely on contract basis initially for a period of one year. Further extension will be considered based on the work performance and on need basis.
8.	Age limit	Upto 35 years
9.	Remuneration (per month)	Consolidated remuneration of Rs.60,000/- (Rupees Sixty thousand only) on monthly basis.
10.	Other	The Consultant will not be entitled for any monthly allowances including conveyance. However, in case he/she is required to travel outside Delhi in the context of the work/assignment, the Ministry shall reimburse the actual cost as per the Rules/regulations of the Central Government.

The Consultant will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.

The Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he/she is on official tour.

The Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.

The Consultant will be required to discharge the duties as assigned to him/her by the Ministry.

The 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 Ministry will issue TDS Certificate (s). Service Tax, as applicable shall be payable extra at the prevalent rates.

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Ministry shall remain with the Ministry.

No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Ministry without written consent of the Ministry. The Consultants shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry of the contract and before the final payment is released by the Ministry.

The appointment to this Ministry, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry.

The Competent Authority reserves the rights to terminate the contract without giving any explanation or whatsoever on the following grounds:

- If the Consultant unable to address the assigned work.
- Quality of the assigned works is not to the satisfaction of the Ministry.
- If the Consultant is found lacking in honesty and integrity.
- The Competent Authority in the Ministry reserves the right to terminate the contract by giving fifteen days notice.

Termination shall be effected by written notice served to him/her and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

The Consultant is required to give one month notice to the Ministry in case he/she opts to quit the job or assignment.

Jurisdiction for legal disputes, if any, arising during the period of the contract, will be in Delhi Courts only.

Annexure-III

1.	Name of the posts	Junior Consultant (Programme Implementation)
2.	Number of posts	One
	Essential qualification (s)	<ul style="list-style-type: none">i. At least Master Degree in the field of Economics/ Statistics/ Social Sciences /Governance/Social work/ Gender Studies or any other related field from a reputed Institute/University.ii. Proficiency in writing reports.
4.	Desirable	<ul style="list-style-type: none">i. 3-7 years of progressively responsible professional experience.Previous experience of working with the Government/NGO/International Organizations.ii. Good understanding and knowledge of women’s issues, policies and programmes of Government at national level.iii. Good working Knowledge of MS office, Excel and Power point.iv. Excellent Communication skills including writing and editing skills required.v. Ability to work individually as well as in Team.
5.	Scope of Work	<ul style="list-style-type: none">i. Assist the Bureau in the preparation of policy documentsii. To coordinate with other Ministries/Departments/NITI Aayog.iii. Coordinate with the States/UTs/Districts for monitoring of implementation of schemes and getting progress report at regular interval.iv. Maintaining the records regarding meetings/correspondence,v. Assist in organizing Workshops, consultations etc. with different stakeholders as and when required by the Ministry.vi. Any other work assigned by senior officers/reporting authority.vii. Creating a data base for the Ministry on the basis of status reports/field reports from different sources on programmes and schemes of the Ministry.
6.	Method of recruitment	Short term on contract.
7.	Period of contract	The appointment to the above post will be purely on contract basis initially for a period of one year. Further extension will be considered based on the work performance and on need basis.
8.	Age limit	Upto 35 years
9.	Remuneration (per month)	Consolidated remuneration of Rs.60,000/- (Rupees Sixty thousand only) on monthly basis.
10.	Other	The Consultant will not be entitled for any monthly allowances including conveyance. However, in case he/she is required to travel outside Delhi in the context of the work/assignment, the Ministry shall reimburse the actual cost as per the Rules/regulations of the Central Government.

The Consultant will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.

The Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he/she is on official tour.

The Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.

The Consultant will be required to discharge the duties as assigned to him/her by the Ministry.

The 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 Ministry will issue TDS Certificate (s). Service Tax, as applicable shall be payable extra at the prevalent rates.

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Ministry shall remain with the Ministry. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Ministry without written consent of the Ministry. The Consultants shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry of the contract and before the final payment is released by the Ministry.

The appointment to this Ministry, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry.

The Competent Authority reserves the rights to terminate the contract without giving any explanation or whatsoever on the following grounds:

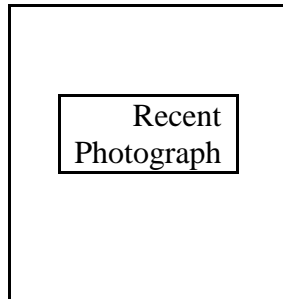
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- If the Consultant is found lacking in honesty and integrity.
- The Competent Authority in the Ministry reserves the right to terminate the contract by giving fifteen days notice.

Termination shall be effected by written notice served to him/her and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

The Consultant is required to give one month notice to the Ministry in case he/she opts to quit the job or assignment.

Jurisdiction for legal disputes, if any, arising during the period of the contract, will be in Delhi Courts only.

Format for Application Form



1. Name of Position applying for:
2. Name of the candidate:
3. Father'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/ Institution/ University	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. Information mentioned here will be considered for short listing purpose as far as qualifying educational qualification is concerned.

8. 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).

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

10. 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]:

SL. No.	From (Date)	To (Date)	Duration (Years. Months)	Employer / Organisation	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 organisation 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]:

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. Suitability for this post: Describe in 200 words why you are the best suited candidate for this post.

12. 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.