

No. NNM/12/2017-CPMU
Government of India
Ministry of Women and Child Development
(National Nutrition Resource Centre-Central Project Management Unit)

*3rd Floor, Jeevan Vihar Building,
Sansad Marg, New Delhi
Dated the 22nd November, 2018*

CORRIGENDUM

Hiring of Consultants for the National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU), under the IBRD assisted POSHAN Abhiyaan.

The undersigned is directed to refer to this Ministry's Vacancy Circular of even number dated 9th November, 2018 and to say that number of vacancy in respect of Project Associate may please be read **as 5 (five) instead of 1 (one)**. Other Terms and References remain unchanged.



(Dr. Prabha Arora)
Deputy Director, POSHAN Abhiyaan

F.No. NNM/12/2017-CPMU
Government of India
Ministry of Women and Child Development
(National Nutrition Resource Centre-Central Project Management Unit)

*3^d Floor, Jeevan Vihar Building,
Sansad Marg, New Delhi
Dated the 9th November, 2018*

Vacancy Circular

Hiring of Consultants for the National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU), under the IBRD assisted POSHAN Abhiyaan.

Ministry of Women and Child Development has set up POSHAN Abhiyaan with a three year budget of Rs. 9046.17 crore commencing from 2017-18. There are a number of schemes directly/indirectly affecting the nutrition status of children (0-6 year's age) and pregnant women and lactating mothers. In spite of these, level of malnutrition and related problems in the country is high. There is no dearth of schemes but lack of creating synergy and linking the schemes with each other to achieve common goal. The POSHAN Abhiyaan through robust convergence mechanism and other components would strive to create the synergy, ensure better monitoring, issue alerts for timely action, and encourage States/UTs to perform, guide and supervise the line Ministries and States/UTs to achieve the targeted goals.

2. Malnutrition is multi-dimensional and inter-generational in nature. There are complex factors that affect the nutritional status of people and in particular children. Being multi-factorial in nature, well-coordinated efforts are necessary for making an impact on nutrition outcomes. In order to ensure regular monitoring and review of all the sectoral programmes, especially those directly affecting malnutrition and to provide knowledge management on nutrition actions, a single unified technical set-up, namely a National Nutrition Resource Centre – Central Project Management Unit (NNRC-CPMU) has been set up at national level within the Ministry of Women and Child Development led by Executive Director.

3. For the above purpose, the Ministry seeks to hire 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:


SI. No.	Name of the Positions	No. of Positions	Consolidated remuneration per month	Terms of Reference
I	Consultant (Monitoring & Evaluation)	01	Rs. 80,000/-	Annexure-I
II	Consultant (System Analysis/Data Management)	01	Rs. 60,000/-	Annex-II

III	Consultant (Financial Management)	01	Rs. 60,000/-	Annex-III
IV	Consultant (Procurement)	01	Rs. 60,000/-	Annex-IV
V	Accountant	04	Rs. 30,000/-	Annex-V
VI	Project Associate	01	Rs. 30,000/-	Annexure-VI

4. Application from eligible candidates for the aforesaid positions is invited in the enclosed Pro-Forma (**Annexure- VII**) along with self attested copies of the certificates/mark sheet of essential qualification and experience. The application may be addressed to the Deputy Director (**WB**), **National Nutrition Resource Centre-Central Project Management Unit, POSHAN Abhiyaan, Ministry of Women and Child Development, 3rd Floor, Jeevan Vihar Building, Sansad Marg, New Delhi 110001**. Duly filled up application form along with following documents would be submitted within one month from the date of its publication in the Employment News.

- a. Self attested copies of Certificates/Mark Sheets in support of the educational qualifications.
- b. Self attested copies of Experience Certificate from respective Employer clearly indicating the date of joining, nature of works done and date of relieving. For the current employment, a copy of employment letter issued by the Employer indicating the date of joining.

5. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason.


(Dr. Prabha Arora)
 Deputy Director (WB)
 Tel: 2336 2376/8202

Annexure-I

Name of position: Consultant (Monitoring and Evaluation):

Essential Qualification and experience:

- PG degree in Computer Applications or B. Tech/ BE in IT/ Computer Engineering or PG in Science with formal training on IT/ computer with at least 60 % marks.
- At least 3 years experience in IT/ ICT Systems implementation and analysis.
- Project management experience.
- Planning and organizational skills that result in successful implementation and follow through on project-based work.
- Proficient in M&E techniques and methodologies.
- Expertise in MS Office including word, Excel and PowerPoint.
- Good oral and written communication skills both in English and Hindi
- Age should be below 55 years.

Desirable

- 5 years of experience of working in IT system implementation and analysis.
- Experience in managing large scale technology implementation in Government.
- Experience of working with Government/ Government organizations.
- Experience in implementation of mobile technology for community health or nutrition (Health) programs.
- Knowledge on working on statistical software packages (e.g. SPSS, STATA, etc.)
- Knowledge of project management techniques.
- Knowledge of Big Data Analysis.

Scope of work:

1. Support for the rollout of POSHAN Abhiyaan.
2. Work along with the States to ensure that the activities are completed as per the timelines.
3. Support the Ministry in monitoring the rollout in all the states.
4. Support Ministry in managing risks, issues and bottlenecks in implementation of POSHAN Abhiyaan.
5. Export and analyze data for the Ministry, including providing it with the answers to questions pose, based on the data.
6. Stakeholder and Partner management related activities.
7. Support Ministry in analysis of impact of rollout of POSHAN Abhiyaan.
8. As directed by the Ministry, make updates of elaborations to guidelines and standard operating procedures that guide states in rollout and management of the NNM, if needed.
9. Any other activity, identified by the Executive Director, as relevant to the Mission (POSHAN Abhiyaan).

Duration and type of contract:

The position of Consultant is purely on contractual basis upto 31.03.2020. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Reporting arrangement:

The Consultant will report to the Project Manager (S) and also to the Executive Director (s).

Remuneration and payment terms:

Consolidated remuneration will be Rs. 80,000/- per month. Annual increase of Rs. 5000/- in remuneration may be granted, subject to performance of the Consultant. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Reimbursement of TA/DA on outstation official duty:

Reimbursement of TA/DA when deputed outstation on official duty may be regulated as per the following:

1. The Consultant getting remuneration of Rs. 60,000/- and above may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 5400/6600/- (pre-revised).
2. The Consultant getting remuneration of below Rs. 60,000/- may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 4200/4600/- (pre-revised).

Name of position: Consultant (System Analysis/Data Management)

Essential Qualification and experience:

- PG Degree in Computer Applications or B. Tech/ BE or PG Degree with formal training on IT/ computer with at least 60% marks.
- At least 3 years experience in IT/ICT Systems implementation.
- Should have experience in development and implementation of web based applications and mobile applications.
- Expertise in MS Office including Word, Excel and PowerPoint.
- Good oral and written communication skills both in English and Hindi
- Age will be below 35 years as on the last date of receipt of application.

Desirable

- 5 years of experience in IT system implementation.
- Experience in managing large scale technology implementation or health programs in Government.
- Experience of working with Government/ Government organizations.
- Experience in mobile technology for community health or nutrition (Health) programs.
- Experience in managing a technical team.

Scope of work:

1. Lead the L-2 Support team, provide directions to the team members for ensuring technical support issues are addressed satisfactorily and promptly.
2. Support Ministry in technical discussions and technical analyses.
3. Support in resolving complex problems.
4. Interface with NIC/NICSI and Infrastructure team in regards to implementation of ICT –RTM.
5. Monitor the work being done by the Infrastructure team.
6. Support the NNRC-CPMU in planning for scale up of ICT-RTM.
7. Support the NNRC-CPMU in creating complex custom data analyses.
8. Conduct refresher trainings of Central-government-level and State-level CAS users, as needed.
9. Support the maintenance of the CAS system and certain, minor updates of CAS content enabled through the CAS web administration site like updating text or translations of the CAS software.
10. Manage Central-government level users of CAS system, using the CAS web administration site.
11. Any other related activities of the project that may be assigned by the Executive Director.

Duration and type of contract:

The position of Consultant is purely on contractual basis upto 31.03.2020. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Reporting arrangement:

The Consultant will report to the Project Manager (S) and also to the Executive Director (s).

Remuneration and payment terms:

Consolidated remuneration will be Rs. 60,000/- per month. Annual increase of Rs. 5000/- in remuneration may be granted, subject to performance of the Consultant. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

Reimbursement of TA/DA on outstation official duty:

Reimbursement of TA/DA when deputed outstation on official duty may be regulated as per the following:

The Consultant getting remuneration of Rs. 60,000/- and above may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 5400/6600/- (pre-revised).

The Consultant getting remuneration of below Rs. 60,000/- may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 4200/4600/- (pre-revised).

Position: Consultant (Financial Management)

Essential Qualification and experience:

- CA/CS/CMA (CWA) or MBA (Finance) from reputed institute with at least 60 % marks.
- Post qualification experience of 3 years in finance management out of which 1 year should be in Government/ PSU/ international agencies.
- Age should be below 35 years as on the last date of receipt of application.
- Expertise in MS Office including Word, Excel and PowerPoint.
- Good oral and written communication skills both in English and Hindi

Or

Government employees retired as Under Secretary (Pay Level-11) or equivalent with at least 5 years' experience of financial management/budget/Government treasury accounting and age below 65 years as on the last date of receipt of application.

Desirable:

- 5 years of experience in finance management.
- In- depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement.

Scope of work:

1. Preparation of annual budgets: provide support to timely preparation of Mission's annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission, revised estimates (if any). This will include obtaining budget/revised estimates from states in timely manner so as to feed into the budget for the project at the Ministry level.
2. Release of funds to the States: Process timely release of funds to States; keep track and maintain database of funds released and the yearly utilization certificates submitted by the States; process timely revalidation of unspent balances, if any;
3. Prepare and submit interim Unaudited Financial reports (IUFR)/ Financial Monitoring Report (FMR) to the World Bank and CAA&A, Ensure timely (quarterly) receipt of the financial reports from the States; review and consolidate the State IUFRs/ FMRs and submit in the prescribed format to the World Bank and to CAA&A, (electronically or otherwise as required) on periodic basis;
4. Keep track of disbursement under the project-category-wise, maintain record of the same, using the World Bank's Client Connection website and CAA&A website.
5. Liaison with the IFD/ Budget Section / Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.
6. Keep track and maintain ledger book of all expenditures incurred in the CPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.
7. Consolidate and control advance contingency bills/ receipt of utilization certificates (UC) from NGOs/ other agencies where funds are released to NGOs/ other agencies from NNRC-CPMU budget.
8. Liaison with the AGCE at the central level for annual audit of the project financial statements for expenditures at the NNRC-CPMU level: this will involve preparation of annual financial statements based on reconciled expenditure with the PAO, schedules of pending AC Bills and UCs as to March 31 and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to World Bank by September 30 of each

year. Responsibility will also include liaison and follow up with the project States for timely completion of audit for expenditures at the state level.

9. Addressing audit objections: Coordinating with the States to address the audit objection/ internal control weakness, issues of disallowances, if any.
10. Provide financial and commercial advices and assistance in various procurement proposals for goods and services as per the World Bank Procurement Guidelines.
11. Provide orientation training as required to the SNRC-SPMUs/District Project Teams on the Financial Management Manual prepared for the Mission. This will involve periodic visits to the States.
12. Coordination with the World Bank, DEA and CAA&A: Maintain close coordination with the Financial Management Specialist in the World Bank, concerned Officials in the CAA&A and the DEA on matters related to funds disbursement under the Mission;
13. Any other finance related activities to the Mission that may be assigned by the Executive Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.

Duration and type of contract:

The position of Consultant is purely on contractual basis upto 31.03.2020. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Reporting arrangement:

The Consultant will report to the Project Manager (S) and also to the Executive Director (s).

Remuneration and payment terms:

Consolidated remuneration will be Rs. 60,000/- per month. Annual increase of Rs. 5000/- in remuneration may be granted, subject to performance of the Consultant. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

In case of retired Government employees engaged as Consultant, the remuneration of such Consultant may be fixed in manner so as that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

Reimbursement of TA/DA on outstation official duty:

Reimbursement of TA/DA when deputed outstation on official duty may be regulated as per the following:

The Consultant getting remuneration of Rs. 60,000/- and above may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 5400/6600/- (pre-revised).

The Consultant getting remuneration of below Rs. 60,000/- may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 4200/4600/- (pre-revised).

If a retired government officer is engaged as Consultant, his/her TA/DA shall be as per the Rules, i.e. as per his/her entitlement immediately before retirement.

Name of position: Consultant (Procurement)

Essential Qualification and experience:

- PG degree/PG Diploma in supply chain management or MBA with specialization in Operations/ Materials Management/ Supply Chain & Logistics Management/ Procurement/ other related discipline with at least 60% Marks.
 - At least 3 years' experience in supply chain & logistics/ Procurement planning management out of which 1 year should be in Government/ PSU.
 - Expertise in preparation of ToRs for consulting services, RFP and bidding documents for procurement of goods and services.
 - Expertise in MS office including Word, Excel and PowerPoint.
 - Good oral and written communication skills both in English and Hindi.
 - Age should be below 35 years as on the last date of receipt of application.

Or

- Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years' experience in procurement and age below 65 years as on the last date of receipt of application.

Desirable:

- 5 years experience in procurement planning & management.
- In-depth knowledge of supply chain management/ logistics/ procurement.
- Good understanding of the ICDS scheme will be an added advantage.

Scope of work:

1. Support in preparation of annual action plan with inputs on procurement related activities.
2. Based on the approved annual plan, update procurement plan of NNRC-CPMU and consolidate the same for all project States periodically as required and share with the World Bank for their No Objection.
3. Share updated, approved procurement plan with all States and ensure its disclosure on the MWCD/State DWCD websites.
4. Ensure timely implementation of approved procurement plan: Support procurement of goods and services in the NNRC-CPMU as per approved procurement plan following World Bank procurement guidelines for good and consultancy services respectively.
5. Liaise with other Consultants/ Project Managers to develop expressions of interest, technical specifications for goods, bid documents, terms of reference (ToR) for non-consultant and consultant services, requests for proposals, evaluation criteria for goods, selection criteria for non-consultants and consultants, contract documents and amendments to contracts, where necessary.
6. Secure no objection from the World Bank for prior review procurements as well as for Terms of Reference, shortlist of consultants, recommendation for award of contract for consultancies, and amendments to contract, where necessary.
7. Support the SNRC-SPMUs in all procurement related activities and ensure strict adherence to the approved procurement plan and the Procurement Manual developed under the project.

8. Prepare and issue clarifications to bidder's queries in support of fair and transparent procurement processes.
9. Review quality of goods procured and disseminated through the Mission and recommend remedial actions where quality of goods are compromised.

Duration and type of contract:

The position of Consultant is purely on contractual basis upto 31.03.2020. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Reporting arrangement:

The Consultant will report to the Project Manager (S) and also to the Executive Director (s).

Remuneration and payment terms:

Consolidated remuneration will be Rs. 60,000/- per month. Annual increase of Rs. 5000/- in remuneration may be granted, subject to performance of the Consultant. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

In case of retired Government employees engaged as Consultant, the remuneration of such Consultant may be fixed in manner so as that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

Reimbursement of TA/DA on outstation official duty:

Reimbursement of TA/DA when deputed outstation on official duty may be regulated as per the following:

The Consultant getting remuneration of Rs. 60,000/- and above may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 5400/6600/- (pre-revised).

The Consultant getting remuneration of below Rs. 60,000/- may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 4200/4600/- (pre-revised).

If a retired government officer is engaged as Consultant, his/her TA/DA shall be as per the Rules, i.e. as per his/her entitlement immediately before retirement.

Name of position: Accountant

Essential Qualification and experience:

- PG degree in Commerce/ Accounting/ CWA-Inter/CA- Inter with at least 50% marks
- At least 3 years' experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU.
- Expertise in MS Office including Word, Excel and PowerPoint.
- Good oral and written communication skills both in English and Hindi.
- Age should be below 28 years as on the last date of receipt of application.

Or

- Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience and age below 65 years as on the last date of receipt of application.

Desirable:

- 5 years experience in accounting with exposure in budgeting & auditing.
- Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.
- Strong computer skills, especially in the use of MS Word and Excel.

Scope of work:

1. Provide support to preparation of Mission's annual budget estimate keeping in view of the approved allocations and past expenditure under the project, revised estimates (if any) and ensure its submission to the Plan Unit.
2. Provide support to process release of funds to the States; keep track and maintain database of funds released and the yearly utilization certificates submitted by the States; process timely re-validation of unspent balances, if any;
3. Coordinate with the States for timely (quarterly) receipt of the financial reports(IUFRRs/ FMRs); provide support to review and consolidate the State IUFRRs/ FMRs and submit in the prescribed format to the World Bank and to CAAA (electronically) on periodic basis;
4. Process bills for timely payment/re-imbusement of all expenditures incurred in the NNRC-CPMU/ World Bank Unit including monthly remuneration of the Consultants and other project staff, ensuring adequate internal controls to support the payments.
5. Maintain record of the disbursement under the project – category-wise, using the World Bank Client Connection website.
6. Liaison with the IFD/Budget Section/ Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.
7. Keep track and maintain ledger book of all expenditures incurred in the NNRC-CPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.
8. Consolidate and control over advance contingency bills and receipt of utilization certificates (UC) from NGOs/other agencies where funds are released to NGOs/other agencies.
9. Liaison with AGCE for annual audit of the financial statements of the NNRC-CPMU.
10. Any other financial related activities of the Mission that may be assigned by the Executive Director.

Duration and type of contract:

The position of Consultant is purely on contractual basis upto 31.03.2020. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Reporting arrangement:

The Consultant will report to the Project Manager (S) and also to the Executive Director (s).

Remuneration and payment terms:

Consolidated remuneration will be Rs. 30,000/- per month. Annual increase of Rs. 5000/- in remuneration may be granted, subject to performance of the Accountant. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

In case of retired Government employees engaged as Accountant, the remuneration of such Accountant may be fixed in manner so as that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

Reimbursement of TA/DA on outstation official duty:

Reimbursement of TA/DA when deputed outstation on official duty may be regulated as per the following:

The Consultant getting remuneration of Rs. 60,000/- and above may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 5400/6600/- (pre-revised).

The Consultant getting remuneration of below Rs. 60,000/- may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 4200/4600/- (pre-revised).

If a retired government officer is engaged as Consultant, his/her TA/DA shall be as per the Rules, i.e. as per his/her entitlement immediately before retirement.

Name of position: Project Associate

Essential Qualification and experience:

- Graduate degree with at least 50 % marks.
- At least 3 years of work experience in Government/ Private organizations.
- Expertise in MS Office including Word, Excel and PowerPoint.
- Good oral and written communication skills both in English and Hindi
- Age should be below 28 years.

Desirable:

- MBA or equivalent (with minimum 50 % marks).
- Understanding of social sector programmes relating to health, nutrition & public health.

Scope of work:

1. Correspondence with the SNRC-SPMUs for providing relevant information and data.
2. Analysis of state and district level data for effective monitoring and decision making.
3. Compilation of State/ district- wise quarterly progress reports and preparation of the central-level monitoring reports.
4. Organizing and facilitating Mission review meetings with States and consultations with other stakeholders.
5. Facilitating meetings during the World Bank Supervision Missions.
6. Regular updating/ uploading of project data/ information on the project website.
7. Maintenance of all Mission documents and records in both soft and hardcopies.
8. Processing/ examining of cases/files in NNRC-CPMU/World Bank Unit.
9. Any other activity relevant to the project as assigned by the Project Managers/Executive Director.

Duration and type of contract:

The position of Consultant is purely on contractual basis upto 31.03.2020. However, an annual performance appraisal mechanism will be in place, which will determine further continuation of the Contract.

Reporting arrangement:

The Consultant will report to the Project Manager (S) and also to the Executive Director (s).

Remuneration and payment terms:

Consolidated remuneration will be Rs. 30,000/- per month. Annual increase of Rs. 5000/- in remuneration may be granted, subject to performance of the Accountant. No other allowances would be reimbursed except reimbursement of TA/DA claims on outstation official duty. TDS will be deducted as per the Income Tax law.

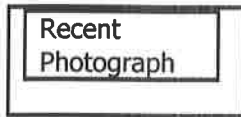
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The Consultant getting remuneration of below Rs. 60,000/- may be entitled to reimbursement of expenditure when on official tour outstation at par with the government employees in the grade of Rs. 4200/4600/- (pre-revised).

Application Form



Recent Photograph

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/ University	Institution/ 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/ University	Institution/ Institution/	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)	(5)

(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.

2. Marks must be provided in % form in column 4. 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 / Organisation	Designation	Description of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: 1. Exact dates of employment has to be filled in clearly in Columns 2 & 3.

2. 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:
- Year: Location:
- Client
- Main project features: Positions held:
- Activities Performed:

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 wilful 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 copies of Certificates/Mark Sheets in support of the educational qualifications.
- b. Self attested copies Experience Certificate from respective Employer clearly indicating the date of joining, nature of works done and date of relieving. For the current employment, a copy of employment letter issued by the Employer indicating the date of joining.

2. Applications with insufficient information/without copies of self-attested certificates are liable to be rejected.