

F No.1/1/2013-IR  
Department of Personnel and Training  
Information Rights (IR) Division

North Block, New Delhi-1  
Dated: 15/04/2013

**Subject: Hiring of Personnel for Project Monitoring Unit.**

The Department of Personnel and Training is setting up a Project Monitoring Unit (PMU) under IR Division to assist in the proposed RTI web Portal, monitoring of Plan scheme and other RTI related projects. The following Personnel are required to be hired for the said PMU:

|       |                              |   |        |
|-------|------------------------------|---|--------|
| (i)   | Management Consultant        | - | 1 No.  |
| (ii)  | Senior Management Associates | - | 2 No.s |
| (iii) | Management Associates        | - | 4 No.s |
| (iv)  | Senior Programmer            | - | 1 No.  |
| (v)   | Junior Programmer            | - | 1 No.  |

2. The PMU would be headed by the Management Consultant and supported by Senior Management Associates, Management Associates and Programmers. The engagement shall initially be for a period of one year on contract basis, which may be extended subject to the approval of the competent authority. The engagement shall be purely temporary and may be terminated at any time without assigning any reason by giving a notice of 30 days. The candidate shall not have any claim for any regular appointment under the Government.

3. The personnel in PMU are expected to perform the following tasks:

- i. Coordination with the Public authorities, training institutes, NIC, SBI and other agencies etc.,
- ii. Mechanisms to be put in place to ensure the quality of service to the stakeholders.
- iii. Review the deliverables from time to time.
- iv. Constitute and monitor the helpdesk to provide end-user support.
- v. To devise the capacity building strategies for smooth implementation of Web Portal and other RTI related projects.
- vi. Evaluation of the feedback from the end-users in consultation with the technical team of NIC.
- vii. Arrange for training/workshop of Nodal officers, Central Public Information Officers and First Appellate Authorities of the Public authorities of Main Ministries/Departments located at New Delhi, to appraise them about the portal.
- viii. Forecasting and monitoring all spending under the Plan Scheme.
- ix. Follow up on grants given and utilization certificates.
  - x. To help IR division in preparing Terms of References for various components, briefing and debriefing, circulation of reports, etc.
  - xi. Any other relevant task assigned by the IR division of DOPT.

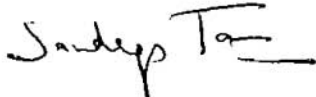
4. The necessary qualification, experience and the maximum gross salary of the above mentioned personnel is as under:

|   | Designation                 | Qualification*                      | Experience      | Gross monthly salary (in Rupees, all inclusive) |
|---|-----------------------------|-------------------------------------|-----------------|---|
| 1 | Management Consultant       | MBA /PG Diploma in Management       | Atleast 5 years | 1,00,000  |
| 2 | Senior Management Associate | MBA /PG Diploma in Management       | Atleast 2 years | 70,000  |
| 3 | Management Associate        | MBA /PG Diploma in Management       | Desirable       | 50,000  |
| 4 | Senior Programmer           | MCA or BE/B Tech in IT/Comp Science | Atleast 2 years | 60,000  |
| 5 | Junior Programmer           | MCA or BE/B Tech in IT/Comp Science | Desirable       | 40,000  |

\* The required educational qualification should be from a reputed University/ Institution.

5. Selection of the personnel would be undertaken based on their educational qualifications, experience and performance in the interview. The gross monthly salary indicated in para 4 is the maximum that could be offered. However the gross salary in each case would be decided based on the experience, qualification and performance in the interview.

6. Candidates who satisfy the above qualifications may submit application in the format attached with this advertisement, by post / email. The applicants shall also submit alongwith the application, photocopies of their certificates as proof of their educational qualifications and experience and one latest passport size photograph. The application should be addressed to Shri Sandeep Jain, Deputy Secretary, Department of Personnel and Training, North Block, New Delhi-1. The application submitted through email should be sent to [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in). The last date for receiving the applications in Department of Personnel and Training is 6th May, 2013.

  
(Sandeep Jain)  
Deputy Secretary

Application for engagement as ..... for the PMU in DOPT (Please mention the post for which applying. Separate application may be filled for each post)

Reference : Advertisement on DOPT website dated 15/04/2013

Please paste self attested latest passport size photograph

|   |   |                      |                 |                            |
|---|---|----------------------|-----------------|----------------------------|
| 1 | Name  |                      |                 |                            |
| 2 | Date of Birth   |                      |                 |                            |
| 3 | Complete postal address   |                      |                 |                            |
| 4 | Telephone / Fax Nos (including STD code)  |                      |                 |                            |
| 5 | Mobile No   |                      |                 |                            |
| 6 | E-mail Address  |                      |                 |                            |
| 7 | Educational Qualifications  | Academic Degree      | Year of Passing | Name of College/University |
|   |   |                      |                 |                            |
|   |   |                      |                 |                            |
| 8 | Experience  | Name of Organisation | Period          | Job Profile                |
|   |   |                      |                 |                            |
|   |   |                      |                 |                            |
| 9 | Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet if necessary |                      |                 |                            |

**Declaration:**

I affirm that the information given in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my employment shall be terminated without any notice.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name of candidate: \_\_\_\_\_