

No. PC/SW/1-16(6)/2010-WCD  
 Government of India  
 Planning Commission  
 (WCD Division)

Yojna Bhavan, Sansad Marg  
 New Delhi  
 March 10th 2010

Office of Member, Dr. Syeda Hameed, Planning Commission requires services of two outside experts for appointment as Young Professionals with the following job description and educational qualifications:

1.	Job Requirement	<ol style="list-style-type: none"> <li>1. To advise and assist in the design, formulation and preparation of drafts on policy and planning in the areas of Health &amp; Family Welfare, Voluntary Action Cell, Women and Child Development and Minorities.</li> <li>2. To advise and assist in work related to the state plans of Haryana, Rajasthan and Andaman &amp; Nicobar Islands.</li> <li>3. To assist in the collection of data and inputs for the preparation of the Twelfth Five Year Plan.</li> <li>4. To prepare speeches, briefs and reports.</li> <li>5. Any other work which might come up in office and which the Member might assign.</li> </ol>
2.	Essential Qualifications	<ol style="list-style-type: none"> <li>1. Professionals having Masters Degree in Social Work, Sociology, Economics, Development Studies, Management or equivalent.</li> <li>2. Minimum of five years relevant experience for one post. For the second post some prior work experience with Planning Commission/Government.</li> <li>3. Knowledge of computer applications like MS Office, Excel, Powerpoint and Access is a must.</li> </ol>
3.	Desirable Qualifications	<ol style="list-style-type: none"> <li>1. Candidates with research experience, published papers would be preferred.</li> <li>2. Good academic record</li> <li>3. Strong communication skills both written and oral</li> <li>4. Analytical and presentation skills with ability to generate well researched reports.</li> <li>5. Experience in collection, compilation and analysis of statistical data, preparation of project reports/reviews/notes/briefs etc.</li> </ol>
4.	Duration	<p>Candidates selected will be appointed on contract basis for an initial period of two years. This term can be extended up to a maximum of five years depending on the performance of the candidate and need of the Planning Commission. However, the maximum duration of the contract will not be extended beyond five years.</p>

5.	Fee	A consolidated fee ranging between Rs. 25,000/- and Rs. 40,000/- per month depending on qualifications and relevant experience
6.	Local conveyance	The Young Professionals will be paid an additional amount of Rs. 1500/- per month as local conveyance.

Interested candidates may send their CV in the enclosed format by e-mail post within 15 days from the publication of this vacancy in newspaper at the following address.

Ruth Zothanpuii  
P.A.  
O/o Member Dr. Syeda Hameed  
Room No. 118 A Yojna Bhavan  
Sansad Marg,  
New Delhi  
Email: [ruth.zothan@gmail.com](mailto:ruth.zothan@gmail.com)

**Application format for appointment as Consultant/Young Professional in the Planning Commission**

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Mailing address (with Tel/Mob. No. and Email address) \_\_\_\_\_  
\_\_\_\_\_
7. Permanent address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Educational Qualification:

S.No	Course	Subject	University/Institute	Year of Passing	Division / Class

9. Work Experience

S.No	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

10. Whether SC/ST/OBC: \_\_\_\_\_

11. Any other specific information (in relation to essential / desirable qualifications and experience).

12. References:

- (i)
- (ii)

(Signature)  
Date \_\_\_\_\_