



**20001/01/2015-NSDA**  
**National Skill Development Agency**  
**Ministry of Skill Development & Entrepreneurship**  
**Government of India**



**Hiring of Consultants, Senior Consultants & Young Professionals in NSDA**

National Skill Development Agency (NSDA), an autonomous body of the Government of India Intends to hire Consultants, Senior Consultants & Young Professionals on Contractual Basis.

Retired Government Officers are also eligible for the posts of Consultant and Senior Consultant.

Last date for application is 31<sup>st</sup> August, 2018.

Interested candidates may refer NSDA's website [www.nsd.gov.in](http://www.nsd.gov.in) for detailed advertisement and application form.

**Director General**  
**National Skill Development Agency**

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F. No. 20001/01/2015-NSDA/855  
National Skill Development Agency  
Ministry of Skill Development & Entrepreneurship  
Government of India

Dated: 07.08.2018

**Subject: Procedure and guidelines for engagement of Consultants/ Senior Consultants in NSDA.**

In partial modification of guidelines on the above mentioned subject issued vide no. B-12016/08/2015-SDE dated 03.05.2015, the following guidelines and procedures are being prescribed for Consultants/Senior Consultants to be hence forth engage in NSDA until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1.1 It is essential to have the consultants who possess the requisite skill set. These consultants will be expected to deliver in such areas wherein house expertise is not readily available within the framework of NSDA. They should be high quality professionals capable of landing their expertise in the field such as economics, finance, education, public health, social sciences, engineering, urban planning and infrastructure as per the requirement of NSDA.

**2. General conditions for engaging Consultants:**

2.1 Consultants will be engaged for a fixed period for providing high quality services on specific projects.

2.2 Professionals with requisite qualification and experience as prescribed would be hired as Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.

2.3 The initial tenure of Engagement for a person as Consultant would be upto 3 years. Extension beyond three years will be considered under exceptional circumstances with the approval of Chairman, NSDA.

2.4 Consultants may be appointed on part-time or full time basis. Consultants appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with NSDA.

2.5 The appointment of Consultants is of a temporary nature and the NSDA can cancel the appointment at any time without providing any reason for it.

2.6 Part-time consultants will be appointed subject to the condition that they face no conflict of interest with respect to the work they are handling in NSDA.

**3. Number of Consultants:**

The total number of Consultants to be engaged by NSDA under the plan scheme shall depend on the actual requirement at a particular point of time.

**4. Qualifications and experience:**

4.1 Consultants should be professionals having a B.Tech/B.E./Master's/Ph.D Degree in the relevant subject with minimum post-qualification experience as prescribed in Table 1 below in the requisite field. The work experience requirement may be relaxed in exceptional cases in respect of deserving candidates. For post qualification experience, the competent authority may consider some



credit for period devoted to undertake Ph.D in comparison to Non Ph.D. Candidate such as 2-3 years' experience relaxation for Ph.D candidates.

4.2 Retired Government employees with grade pay of Rs. 7600 (pre-revised) and above or Level 12 in the Pay Matrix, having experience of 5 years in the required domain field would also be eligible for the position.

4.3 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

#### **5. Procedure for selection:**

(i) The selection of Consultants shall be made in accordance with the provisions contained in GFR 2005 Rule 163, 165, 166, 170 & 177 and Chapter 7 – Selection of Individual Consultants (para 1.21, para 7.1 and para 7.2) of Manual of Policies and Procedure of Employment of consultants.

(ii) The requirement of NSDA will be advertised from time to time on the website as well in at least one newspaper.

(iii) The applications received shall be placed before a screening committee headed by officer of the level of Chairman. (See para 9)

(iv) Shortlisted applicants shall be placed before a Consultancy Evaluation Committee headed by DG, NSDA. (See para 9)

(v) The committee shall prepare a panel of 3 names per vacancy which will include 2 persons in the waiting list. The panel would be valid for a period of one year.

(vi) In certain exceptional cases, with the approval of the Chairman, NSDA selection from a single source as per GFR may also be considered. However, full justification for this must be given by the Consultancy Evaluation Committee.

(vii) NSDA may also hire consultants on secondment basis under Rule 176 of GFR, 2005 from establishment Research Organisations e.g. NIPFP, IEG, NCAER, Universities, Educational Institutes, including but not limited to IITs, IIMs, AIIMS and other Research Institutions like ICAR, PSUs and Government Organisations. In exceptional cases, individuals can also be hired on secondment basis from Private Institutions/Organisations/Think Tank like ICRIER, FICCI, CII, Centre for Policy Research with the approval of Chairman.

(viii) This engagement will be based on payment of such monthly sum to the parent employers as would cover the cost of salary and other allowances due to the selected individual and additional expenditure in terms of approve of Department of Expenditure, Ministry of Finance, Government of India.

#### **6. Entitlements of Consultants:**

(i) The full-time candidates will be paid a monthly consolidated remuneration as per Table 1. In the case of retired Government Servants, the remuneration shall be as per prevailing DoPT norms.

(ii) The Consultants will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility etc.

(iii) The full-time Consultants will however be eligible for official email id, government identification card, internet connection, telephone, office with standard equipment, Library facility, etc.

(iv) Emoluments of Part-time Consultants will be decided on a case-by-case basis.

**Table 1**

Post Qualification Experience in Years	Remuneration Range in Rs. Lakhs Per Month
0-5	0.3 – 1.0
5-10	0.5 – 2.5
10+	1.7 – 5.0

(v) Based on the above, CEC headed by DG, NSDA shall recommend the initial remuneration and to re-look at their remuneration annually and this package may not be revised to the disadvantage of the Consultant.

**7. TA/DA:**

The Consultants shall be allowed to undertake domestic/foreign tours as required by their duties for which TA DA and Hotel Accommodation shall be paid as admissible to the Central Government employees drawing grade pay of Rs. 7,600(pre-revised) or Level 12 in Pay matrix for Category No. 1, Grade Pay of Rs. 8,700(pre-revised) or Level 14 in the Pay Matrix for Category No. 3. Tours will be subject to approval of the Competent Authority.

**8. Leave:**

The Consultants shall be entitled to leave of 8 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.

**9. Screening Committee & Consultancy Evaluation Committee (CEC):**

The composition of the Screening Committee for shortlisting of applications [ref. Para 5(iii)] and composition of the Consultancy Evaluation Committee [ref. Para 5(iv)] and the final approving authority are as under:

**Screening Committee for shortlisting the applications:**

	Chairman, NSDA
	To be mentioned by Chairman, NSDA
	To be mentioned by Chairman, NSDA

**Consultancy Evaluation Committee\* for selecting the candidates:**

	DG, NSDA <sup>#</sup>
	JS & FA or Representative of JS & FA
	JS (Admn) or Representative of JS (Admin)
	A Member to be nominated by DG, NSDA

\* The CEC may include an outside expert on case to case basis.

**10. Conflict of Interest:**

The Consultant shall be expected to follow all the rules and regulations of the Government of India as applicable to Group 'A' officers which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the

Consultant are not found satisfactory or found in conflict with the interests of the Governme hi/her services will be liable for discontinuation without assigning any reason.

**11. Termination Notice:**

The NSDA can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to the Consultant. The Consultant can also seek for termination of the Contract upon giving one month's notice to the NSDA.

**12. Relaxation:**

Under exceptional circumstances and in the case of meritorious candidates the above guidelines may be relaxed with the approval of Chairman, NSDA.

**13. Verification:**

The Police verification of the Consultants shall be done as per the latest instructions issued by MHA.

**14.** The Consultant shall not, except with the previous sanction of NSDA or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute and article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by NSDA.

**15.** Consultants engaged under the guidelines dated 03.06.2015 issued by M/o Skill Development & Entrepreneurship, shall continue to be governed by the terms and conditions of the guidelines dated 30.06.2015 of MSDE.

**16.** This issues with the concurrence of DG, NSDA vide Dy. No. 3819 dated 30.07.2018 and approval by Chairman, NSDA.



(D.K. Goel)

Consultant (Admin & Finance)

F. No. 20001/01/2015-NSDA/855  
National Skill Development Agency  
Ministry of Skill Development & Entrepreneurship  
Government of India

Dated: 07.08.2018

OFFICE MEMORANDUM

**Subject: Procedure and Guidelines for engagement of Young Professionals in NSDA.**

The following guidelines and procedures are being prescribed for the Young Professionals program in NSDA w.e.f. August, 2018.

2. The NSDA – Young Professionals Programme (NSDA-YPP) seeks to provide a unique opportunity for persons below the age of 32 years of exposure to Public Policy, Planning and Development. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. The NSDA-YPP seeks to provide an opportunity to gain experience in NSDA of policies and programmes of the Government of India. Under this programme, highly qualified motivated individuals will work in the NSDA in areas that are relevant to development and will provide high quality professional inputs in Economics, Finance, Education, Public Health, Social Sciences, Engineering, Urban Planning and Infrastructure amongst others. This highly selective programme requires candidates to demonstrate proven academic, credentials, professional achievement and leadership qualities. Those who are interested in participating in the programme may apply in response to advertisements to be put in the public domain from time to time.

**3. Eligibility:**

**3.1 Qualifications:**

Essential: Persons having Master's Degree in relevant subject or technical qualifications like B. Tech, MBA or equivalent in relevant field/subject.

Desirable: Persons with M. Phil or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

4. **Work Experience:** Minimum of one year of Work Experience relevant to the job description. The broad work experience will be based on the functional areas assigned to NSDA. Preference will be given to persons with work experience in the relevant field supported by published work/policy papers/appraisal/monitoring of projects & schemes etc.

5. **Other Attributes:** Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

6. **Age limit:** Candidates should be below 32 years of age as on 1<sup>st</sup> July of the year of advertisement.

7. **Remuneration:** A consolidated amount of Rs. 40, 000 per month, with ceiling of Rs. 70, 000 per month, inclusive of Transport Allowance. There shall be an annual increase of Rs. 5,000/- subject to satisfactory performance.

8. **Job Description and Responsibilities:** NSDA-YPs will be required to provide high quality inputs in disciplines like Economics/Finance/Education/Public Health/Social



Sciences/Engineering/Urban Planning/Infrastructure etc. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of the aspirants.

9. **Rotation:** Depending on the requirements of NSDA and candidate's personal skills, can be rotated to other divisions within NSDA.

10. **Place of Posting:** The place of posting will be Delhi.

11. **Period of Engagement:** Initially for a period of 2 years, (can be extended upto 5 years – one year at a time, on the recommendations of Performance Appraisal Board). In case a person leaves before completion of one year, he/she will not get any work certificate.

12. **Performance Appraisal Board (PAB):** A Performance Appraisal Board to be chaired by Director General, NSDA with one outside expert will appraise the work and performance of the YP after two years before the term is extended to the third year & beyond. Administrative support to the Board shall be given by Administration Division, NSDA. The PAB will devise its own procedures based on Annual Performance appraisal of the YPs.

13. **Capacity Building:** NSDA – Young Professionals shall be provided orientation training for 4-6 weeks for acquiring job related skills.

14. **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis.

15. **TA/DA:** YPs shall be allowed to undertake domestic tours for which TA will be allowed for travelling by Air in Economy class or by Rail in AC Two Tier. In emergencies they will be allowed to travel by Air subject to approval of Director General, NSDA.

15.1 Reimbursement for Hotel accommodation of up to Rs. 1500 per day; reimbursement of taxi charges of up to Rs. 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200 per day shall be allowed.

16. **Number of Young Professionals:** The total number of Young Professionals under NSDA-YPP at any point of time shall not exceed 15. Whenever the total number crosses 15, consultation with IFD would be necessary on a case to case basis.

17. **Procedure of Selection:** Procedure to be followed for selecting candidates for engagement as Young Professionals shall be as followed:

17.1 NSDA desirous of utilising the YPs shall prepare term of reference for the work and output in the format prescribed at Annexure – I within the framework of professionals contained in GFR, 2005 (Rule 163, 165, 166, 170 & 177) (Annexure – II). Chapter VII selection of individual consultants (para 1.2.1, 7.1 & 7.2) of Manual Policies and Procedure of employment of Consultants (Annexure – III).

17.2 Base on their requirement, the concerned division will send a request to administration division on a half yearly basis i.e. by the February and August of every year. The administration division will invite application for the available slots and place the same on NSDA website i.e. [www.nsda.gov.in](http://www.nsda.gov.in) also in one national newspaper.

18. **Screening Committee:**

18.1 All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the administration division in accordance with eligibility and other conditions prescribed and in the light of consultancy guidelines.



18.2 This will be done by screening committee consisting of the following:

Head of the screening committee	-	Chairman
Director/Deputy Secretary level officer	-	Member

18.3 Thereafter, the screening committee would submit a proposal as prescribed in para 1.6 of Manual of Policies and Procedure of employment of consultants, which would recommended a panel of 03 names and may include a waitlisted of 02 person, per vacancy.

18.4 The panel would be valid for a period of one year.

18.5 There shall be at-least one women representative in the committee.

18.6 No reference to the IFD shall be required for case to case engagement of YPs unless there is a deviation/relaxation sought in respect of the guidelines.

19. **Annual Performance Report:** An annual performance appraisal of the young Professionals would be undertaken through an Annual Performance Report (APR) in the format prescribed at Annexure – IV. In order to bring objectivity, Assessment would be done by the reporting officer of the division and countersigned by the head of the division. The division shall forward the APR for the preceding assessment year to Adm. I within one month prior to complete of term for each year. In case of Young Professionals working with Chairman/Members, the assessment shall be conveyed by them to administration division. Thereafter, the APR will be communicated by Administration Division to the concerned Young Professionals.

20. This issues in consultation with DG, NSDA Dy No. 3819 dated 30.07.2018 and approval of Chairman.



(D.K. Goel)

Consultant (Admin & Finance)



## Application Format

Post Applied for: Consultant/Senior Consultant/Young Professional

Affix recent  
passport  
size  
photograph

1. Name: \_\_\_\_\_

2. Father's/Mother's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Domicile: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Aadhar No (if available) \_\_\_\_\_

7. Mailing address (with Tel/Mob. No. and e-mail address) \_\_\_\_\_

8. Permanent address \_\_\_\_\_

9. Educational Qualification (12<sup>th</sup> standard onwards):

S.No	Course/ Degree name	Subjects	College/ University/Institute	Year of Passing	% age of marks obtained	Division/Class

(Attach self-attested photocopies of certificates)

10. Computer Proficiency:

Computer Filed	Excellent	Good	Average	Not Conversant	
MS Word					
MS Excel					
MS Power Point					
Internet					
Any other skills					

(Please tick)

**11. Work Experience:**

S.No	Organization/ Institute	Period		Nature of Work	Specific reasons for leaving
		From	To		

(Attach self-attested photocopies of supporting documents/certificates)

**12. Last Drawn Salary per month:**

**13. References with complete details (other than relatives)**

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

**14. 250 words write up (listing areas of proficiency, special skills and forte and why you consider yourself suitable for the position applied for?)**

**UNDERTAKING:** The information given above is true and correct to the best of my knowledge and belief.

(Signature of Applicant)

Date \_\_\_\_\_

**Note:** Application for all above posts should be sent to "Director General, National Skill Development Agency, Kaushal Bhawan, B-2, Pusa Road, Opposite Metro Pillar No. 95, New Delhi – 110005".

**Terms of Reference for the work to be done**

- (i) Precise statement of Objectives:-**  
(Disciplines or the domains where engagement of Young Professionals is required should be indicated).
- (ii) Outline of the tasks to be carried out:-**  
(Details of work required to be carried out specific tasks/activities to be assigned to Young Professionals should be indicated).
- (iii) Schedule for completion of Tasks:**  
(This should be designed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).
- (iv) The Support or inputs to be provided by National Skill Development Agency to facilitate the Young Professionals:-**  
(Officer who will provide guidance to the Young Professionals and to who reporting is to be done should be specified here).
- (v) The final output that will be required of the Young Professionals at the end of the period should be specified.**

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