

**11001/06/2017/NSDA**  
**National Skill Development Agency**  
**Ministry of Skill Development and Entrepreneurship**  
**Government of India**

**Hiring of Consultants/Principal Consultants in NSDA**

National Skill Development Agency (NSDA), an autonomous body of the Government of India intends to hire following **Consultants/Principal Consultants** for fixed term;

- ✓ **Consultant-Admin& Finance (for retired government servant– 01 Nos)**
- ✓ **Principal Consultant (01)**

The candidates willing to apply should visit the website of the Agency i.e [www.nsd.gov.in](http://www.nsd.gov.in) for detailed advertisement, eligibility criteria etc and application form. Last date of application is 21 days from the date of publication of the advertisement in the newspaper.

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

**11001/06/2017/NSDA**  
**National Skill Development Agency**  
**Government of India**

## **1. Background**

The National Skill Development Agency (NSDA) was notified through a gazette notification dated 6th June, 2013. NSDA is an autonomous body of the Ministry of Skill Development and Entrepreneurship, which is mandated to coordinate and harmonize the skill development efforts of the Government and the private sector to achieve the skilling targets of the 12th Plan and beyond with an endeavour to bridge the social, regional, gender and economic divide.

Functions of NSDA include the below:

- Operationalise and implement National Skills Qualification Framework (NSQF)
- Establish and operationalise a QA framework embedded in NSQF to improve consistency of outcomes in the skills landscape, which will include laying down a framework for training,
- Assessment and certification processes and agencies in the country.
- Operationalise National Skills Qualification Committee (NSQC) to meet its objectives
- Design and implement the National Labour Market Information System
- Develop national protocols for registration and accreditation of private training providers.
- Promote use of 'Skill India' logo on skill certificates by SSCs/Agencies adhering to the QA framework.
- Anchor Prime Minister's Skill Development Fellow Programme
- National Skill Research Division would also be set up under the NSDA to serve as the apex division for providing technical and research support to the National Skill Development Mission.

## 2. Hiring of “Consultants” for NSDA (02 nos)

Application are invited from interested candidates to work as Consultants with the National Skill Development Agency.

### (A) Consultant-Admin & Finance (for retired government servant– 01 Nos)

#### Qualification

Retired Government employees with (i) Grade Pay of Rs. 5,400/- in PB-3 (Rs. 15,400-39,100) and above would be eligible for this position.

#### Age

The maximum age of the applicants at the time of application should not exceed 65 years.

### (B) Principal Consultant (01 Post)

#### Qualification

Professionals having a Masters’ degree in relevant subject and minimum post-qualification experience of five years in the requisite field.

#### Age

The maximum age of the applicants at the time of application should not exceed 35 years.

#### Fee/Remuneration

<b>Consultant (Admin &amp; Finance)</b>	<b>Rs. 35,000/- To 55,000/- depending on educational qualification and experience, plus Rs. 1500/- p.m. as local conveyance</b>
<b>Principal Consultant</b>	<b>Rs. 55,000/- to 70,000/- depending on qualification and experience plus Rs. 3,000/- as local Conveyance</b>

The amount of fee in the case of retired Government Officials shall not exceed the ceiling of **(Last Pay + DA Drawn)- (Basic Pension)** and it will have to be within the remuneration band, prescribed above. The retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during

the period of his engagement as Consultant. His/ Her engagement as Consultant shall not be considered as a case of re-employment.

The selected candidates would report to the Director General, NSDA, Government of India, and deliver on the assignments allocated as per the scope of work.

The engagement of consultants is on full time basis and they shall not be permitted to take up any other assignment during the period of consultancy with the NSDA.

**Tenure:** The initial term of engagement shall be for maximum one years and subsequent extension(s), if any, shall be considered one case to case basis depending upon the requirement, work performance and quality output of the consultant(s).

**Leave:** Each Consultant/Principal Consultant/ engaged on contract shall be granted 8 days' casual leave in a calendar year. If he/she works for less than a year, leave eligibility up to 8 days or less will be worked out on pro rata basis in that year. No other kind of leave shall be granted to them.

**Allowances:** The Consultants/Principal Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, etc. However, they will be entitled for "local conveyance" as per the rates prescribed. No TA/DA shall be admissible for joining the assignment or on its completion.

**Local Conveyance & TA/DA:** The selected consultants will be entitled to mode and class of travel, hotel accommodation while on tour etc as applicable to officers of central government officers drawing grade pay of 6600/-.

**Performance Appraisal:** An Annual Performance Appraisal of the Consultants/Principal Consultants/Chief Consultants would be undertaken through an Annual Performance Report (APR) in the prescribed format. In order to bring objectivity, assessment of the APR would be done by the reporting officer of the Division and countersigned by the Head of the Division.

**How to Apply:**

Interested candidate may send their curriculum vitae (CV) in the enclosed format within 21 days from the date of publication of the advertisement in newspaper for this engagement to below address, super scribing the envelope as Application for Consultant (Admin & Finance) or Application for Principal Consultant.

**To,**

**Director General**

**National Skill Development Agency**

**Kaushal Bhawan**

**B-2 Pusa Road**

**New Delhi-110005**

## Application format

**Post Applied for: Consultant (Accounts & Finance)/ Principal Consultant)**

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 Skill				

(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:

(Attach PPO of retired Govt. servant)

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?)

(Signature of Applicant)

Date \_\_\_\_\_

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

(Signature of Applicant)

Date \_\_\_\_\_