

F. No. 3(22)/2012-CBSP
Government of India
Ministry of Tourism

C-1 Hutments,
Dalhousie Road
New Delhi 110 011
Dated the February 1, 2016

1. Applications are invited for the following position in the Programme Monitoring Unit Skill Development (PMUSD) of the Ministry of Tourism on payment of consolidated remuneration:

Project Manager – on a consolidated monthly payment between Rs. 40,000/- to Rs.50,000/-

2. Candidate selected will be engaged on contract basis for a period upto 22/10/2016 of one year or for the period of the PMUSD, whichever happens to be the shorter. The engagement can be terminated by the Ministry of Tourism at any time without any reason whatsoever.
3. Continuance of the person engaged beyond the period of initial engagement will depend on the continuance of the PMUSD itself and on his / her satisfactory performance.
4. The person engaged shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement etc. No TA / DA shall be admissible for attending the interview or for joining the assignment. He / She however be allowed TA /DA as per rules for official tour within the country.
5. Qualification / Eligibility: -

(i) Eligibility : A retired government servant not exceeding 65 years in age who held the position with a Grade Pay of Rs. 7600/- or Rs. 8700/- or in intermediate Grade Pay at the time of retirement.

(ii) Educational qualification : Atleast a graduate

(iii) Experience : 5 years experience of handling Government projects related to Service or Social Sectors including health, education, tourism and culture.
Knowledge of computer operations including MS Word, MS Power Point and ability to handle email communication.

6. Function / Duties of the PMUSD

- (a) Academic audit of the training programmes sanctioned for skill development including Hunar se Rozgar Tak initiative and orientation courses conducted under the National Skill Testing and Certification Programme;
- (b) Maintenance of a computer-aided information separately for the HSRT Initiative and the National Skill Testing and Certification Programme;
- (c) Direct or third party inspection of projects;
- (d) Training of trainers;
- (e) Development of a Management Information System in collaboration with the NIC;
- (f) Processing of requests for financial assistance;
- (g) Launch of new need-based programmes;
- (h) Review of implementation of programmes;
- (i) Conducting sensitization programmes;
- (j) Preparation of reports; and
- (k) Any other work that may be assigned, whether connected directly or indirectly with the skill efforts of the MoT.

The last date for the receipt of applications is 22nd February, 2016 and shall be posted / hand delivered / e-mailed (scanned application) to the following in the format prescribed.

Project Manager
Programme Monitoring Unit- Skill Development
Ministry of Tourism
C-1 Hutments, Dalhousie Road
New Delhi 110 011
e-mail: pmuhsrt@gmail.com

APPLICATION FORMAT

(Strike off whichever is not applicable)

APPLICATION FOR ENGAGEMENT AS PROJECT MANAGER

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Date of retirement on superannuation _____
5. Domicile: _____
6. Nationality: _____
7. Mailing Address: _____

_____ Pin _____
- i) Tel. /Mob. No: _____
- ii) E-mail address: _____
8. Permanent address _____

_____ Pin _____
9. Educational Qualification: _____



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

10. Work Experience:

S.No.	Organisation / Institute	Designation	Period		Govt. projects/ Schemes/Initiative handled (Given details)	Nature of Work	Remarks
			From	To			

11. Whether SC/ST/OBC: _____

12. Whether any penalty (major/minor) imposed during the career. If yes, please give details:

13. Address including telephone number of the last employer

Signature of the applicant