



# Ministry of Human Resource Development

## Technical Support Group

### Sarva Shiksha Abhiyan (SSA)

**Advertisement No.TSG/SSA/2016/01 dated 22.12.2016**

#### **RECRUITMENT OF CONSULTANTS, SR. CONSULTANTS AND CHIEF CONSULTANTS ON CONTRACT BASIS FOR SSA (TECHNICAL SUPPORT GROUP)**

SARVA SHIKSHA ABHIYAN (SSA) is a National Programme for universalisation of elementary education and is implemented by Ministry of Human Resource Development (MHRD) in partnership with State Governments. EdCIL is providing its services to MHRD for implementation of the said programme/project. It is among the largest national level social programmes aiming to provide elementary education for all children in the age group of 6-14 years. Details of SSA Programme are available on website: [www.mhrd.gov.in](http://www.mhrd.gov.in)

Services of Consultants are required for the SSA programme on contract basis, initially for a period of one year, in the following areas:

<b>Sl. No.</b>	<b>Area / Discipline and name of the position</b>	<b>Minimum qualification</b>	<b>Experience</b>
1.	<b>Pedagogy Unit</b>  <b>Chief Consultant (1 post)</b>  <b>Senior Consultant (2 posts)</b>	(i) Bachelor Degree and Post Graduate Degree in Education with at least 60% marks in aggregate at each level, from a recognized University.	<b>Essential:</b>  10 years' (for Chief Consultant) and 05 years' (for Senior Consultant) post-qualification experience in a Government Organization/University/Institute/ Autonomous Body in execution of national level schemes of Government of India/State Government in the area of: (i) designing and implementing curricular and Pedagogical interventions for improvement in quality education in schools, including development of teaching learning material, (ii) training of teachers and development of teachers training modules. (iii) educational research. (iv) Ability to collect and analyze databases.  <b>Desirable:</b>  Experience at grassroots level with schools and education research training/planning organization.

2.	<p><b>IT / MIS Unit</b></p> <p><b>Senior Consultant (3 posts)</b></p> <p><b>Consultant (4 posts)</b></p>	<p>Graduate Degree in Computer Science/ Information Technology OR B.Tech (IT/CS) from a recognized University with at least 55% in aggregate.</p> <p>Technical Knowledge: Power Builder, ASP.Net, SQL Server/Oracle, HTML, CSS, JQuery, Java Script, Crystal Report, SRS Reports</p>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>05 years' (for Senior Consultant) 02 years' (for Consultant) Post-qualification experience in reputed Private Organization/PSU/Institute of Higher Learning / University / Autonomous body with the following experience: <ol style="list-style-type: none"> <li>Development of web based Monitoring Tool, Management of Database and Implementation of Data Based Application.</li> <li>Data Capture, Analysis, Management Reporting and Performance Monitoring.</li> <li>Developing/Modifying MIS System and other softwares.</li> </ol> </li> <li>The Candidate should have strong analytical skill with thorough and excellent working knowledge of computers &amp; information technology.</li> <li>Good Presentation Skill &amp; and Strong written &amp; oral communication skill.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>Experience in the field of development of Monitoring &amp; Management Tool on ASP.NET, JAVA and other commonly used database. Working in the field of education is preferred.</li> </ol>
3.	<p><b>Planning Unit</b></p> <p><b>Chief Consultant (1 post)</b></p> <p><b>Consultant (1 post)</b></p>	<p>Post Graduate Degree in Social Science/ Education/ Statistics/Management Studies / Public Administration / Educational Planning &amp; Administration from a recognized University with at least 55% marks in aggregate.</p>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>10 years' (for Chief Consultant) and 02 years' (for Consultant) relevant post qualification experience in the field of educational management, planning/urban planning of project plans in execution of various national level schemes of Govt. of India / State Govt. The applicant should have worked in</li> </ol>

			<p>a Govt. Organization / University/ Institute of Higher Learning / Autonomous body / reputed organization.</p> <ol style="list-style-type: none"> <li>2. Knowledge of use of computers (MS Word, Excel &amp; Power Point etc) is prerequisite.</li> <li>3. Good Presentation Skill and Strong written &amp; oral communication skill.</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Preference shall be given to candidates having experience in</p> <ol style="list-style-type: none"> <li>1. Latest developments in Educational Technology / Technology in social and allied areas and experience from reputed educational research training/planning organizations.</li> <li>2. Experience of working in Education Sector at appropriate level.</li> </ol>
4.	<p><b>Access, Equity &amp; Special Training Unit</b></p> <p><b>Senior Consultant (1 post)</b></p>	<p>Post Graduate Degree in Social Science/ Sociology/ Humanities from a recognized university with at least 55% in aggregate.</p>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 05 years' post-qualification experience in a Govt. Organization/ University/Institute of Higher Learning/Reputed NGOs / Autonomous bodies in gender issues, disability education, research, rehabilitation, integration of disabled children, distance education, out of school children, etc.</li> <li>2. Ability to collect and analyse database.</li> <li>3. The Candidate should have strong oral &amp; written communication skill with excellent working knowledge of computer (MS Word, MS Excel &amp; Power Point etc) &amp; presentation skill.</li> </ol>

			<p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Experience at the grassroots level with schools and educational research training /planning organisations/ teaching dealing with Inclusive Education.</li> </ol>
5.	<p><b>Appraisal &amp; Supervision Unit</b></p> <p><b>Senior Consultant (1 post)</b></p> <p><b>Consultant (1 post)</b></p>	<p>Post Graduate Degree in Social Science/Statistics/ Management Studies from a recognized University with at least 55% in aggregate.</p>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 05 years' (for Senior Consultant) and 02 years' (for Consultant) post-qualification experience in Handling project management of National Level in Govt. or Non-Govt. agency.</li> <li>2. Knowledge of use of computers (MS Word, Excel &amp; Power Point etc) is prerequisite.</li> <li>3. Good Presentation Skill and Strong written &amp; oral communication skill.</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Experience in Social Sector Project Management.</p>
6.	<p><b>Civil Works Unit</b></p> <p><b>Chief Consultant (1 post)</b></p> <p><b>Consultant (1 post)</b></p>	<p>Graduate in Civil Engineering / Architecture from a recognized University with at least 55% marks in aggregate.</p>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 10 years' (for Chief Consultant) and 02 years' (for Consultant) relevant post-qualification experience in a Govt. Organization / reputed private organization / Autonomous body in Civil Construction/Architectural Designs.</li> <li>2. The Candidate should have strong analytical skills with ability to collect and analyze database.</li> <li>3. Knowledge of use of computers (MS Word, Excel &amp; Power Point etc) is a prerequisite.</li> <li>4. Good Presentation Skill and Strong written &amp; oral communication skill.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Experience in Building construction &amp; in Formulation,</li> </ol>

			Implementation/ Construction of school or educational or community Building and sufficient knowledge of dealing with National/State Level Programs.
7.	<b>Inclusive Education Unit</b>  <b>Consultant (1 post)</b>	<ol style="list-style-type: none"> <li>1. Post Graduate Degree in Social Sciences/ Humanities/Education with 55% mark in aggregate from a recognized university; and</li> <li>2. Degree/Diploma in special education/ disability management from a recognized institution viz. Rehabilitation Council of India</li> </ol>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 02 years' post-qualification experience in research / teaching / consultancy experience in a Govt. Organization / University / Institute of Higher Learning/Reputed NGO / Autonomous body in gender issues, disability education, research, rehabilitation, inclusion of disabled children, out of school children, etc.</li> <li>2. The Candidate should have strong oral &amp; written communication skill with excellent working knowledge of computer (MS Word, MS Excel &amp; Power Point etc) &amp; presentation skill.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. M.Phil / Ph.D in Education/Special Education.</li> <li>2. Experience at the grassroot level with schools and educational research training/ planning organisation/ Teaching dealing with Inclusive Education.</li> <li>3. Publications in the area of Inclusive Education.</li> </ol>
8.	<b>Procurement, Disbursement &amp; Financial Management Unit</b>  <b>Chief Consultant (FM) (1 post)</b>	Post Graduate Degree in Accounting or Business Administration (Finance) with at least 55% marks I in aggregate or ICWA/CA from a recognized university / Institute or Subordinate Accounts Service (SAS) Examination of organised accounting organisations.	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 10 years' relevant (post qualification) experience in a Govt. Organization / University/ Institute of Higher Learning / PSU/ Autonomous body.</li> <li>2. Excellent knowledge of computer (particularly MS Excel) with ability to use MIS system for Financial Management (FM) and Accounting with ability to use FM</li> </ol>

			<p>Databases.</p> <ol style="list-style-type: none"> <li>3. The candidate should be well versed with GFR Rules and Government of India financial and accounting Procedures.</li> <li>4. Working experience of computerized accounting and auditing techniques, strong oral and written communication and project management skill, knowledge of providing training, evidence of holding workshops/conferences for knowledge sharing, knowledge of finance and accounts using web interface, etc.</li> <li>5. Presentation Skill and strong oral &amp; written communication skill. 5.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Preference shall be given to candidates who have experience of working with the Government in the area of Financial/Accounting/ Auditing.</li> <li>2. Candidates having experience of Financial Management at the National Level and in PSUs and have been responsible for overall FM/Accounting/Auditing according to GFR/Government of India rules at a senior management level.</li> <li>3. Experience of Financial Management with external funding agencies.</li> <li>4. The incumbent should be holding/have held a responsible position in a Govt. Organization / University/ Institute of Higher Learning / PSU/ Autonomous body / reputed organisation.</li> </ol>
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<p><b>9.</b></p>	<p><b>Procurement, Disbursement &amp; Financial Management Unit</b></p> <p><b>Senior Consultant (Proc. &amp; Disbs.)</b></p> <p><b>(1 post)</b></p>	<p>Post Graduate Degree in Science / Accounting/ Commerce / Material Management or Engineering Graduates from a recognized University with 55% marks in aggregate.</p>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 05 years' post-qualification experience in a Govt. Organization / University/ Institute of Higher Learning / PSU / Autonomous bodies/ reputed organization in dealing and handling public procurement at national/state level with exposure to e-procurement.</li> <li>2. The Candidate should be well versed with GFR Rules and other rules of Government of India relating to Procurement.</li> <li>3. Knowledge of use of computers (MS Word, Excel &amp; Power Point) is a prerequisite.</li> <li>4. Good Presentation Skill &amp; Strong written &amp; oral communication skill.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. Preference shall be given to candidates having minimum one year experience in Procurement using World Bank or any multilateral funding agency procurement/ selection guidelines with considerable knowledge of purchasing methods and procedures.</li> <li>2. The incumbent should be holding/have held a responsible position in a Govt. Organization / University/ Institute of Higher Learning / PSU/ Autonomous body / reputed organisation.</li> </ol>
<p><b>10.</b></p>	<p><b>Research Unit</b></p> <p><b>Consultant (2 posts)</b></p>	<p>A Post Graduate Degree in Social Sciences/ Education with 55% mark in aggregate from a recognized university.</p>	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. 02 years' post qualification experience in conduct of Educational Research, Management of research projects, evaluation and monitoring of research projects/studies.</li> <li>2. Knowledge of use of computers (MS Word, Excel &amp; Power Point etc) is prerequisite.</li> </ol>

		<ol style="list-style-type: none"><li>3. Sound knowledge of statistics and research methodology.</li><li>4. Good Presentation Skill and Strong written &amp; oral communication skill.</li></ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"><li>1. Experience of Teaching &amp; Training. Experience at grassroots level with schools and educational research training/planning organization.</li><li>2. Experience of working with school system or with organization dealing with school education.</li></ol>
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## **GENERAL INFORMATION**

1. **Only on-line applications will be accepted. For online application, please log on to [www.edcil.co.in](http://www.edcil.co.in). Candidates applying for more than one post should submit separate application for each post.**
2. Only Indian Nationals are eligible for applying.
3. Engagement of Consultant will be on full time basis and their place of work will be New Delhi.
4. The prescribed qualification and experience should be acquired on or before date of advertisement. Qualifications should be from recognized institutions.
5. The selection process will be based on academic qualifications and experience and interview as may be decided depending on the total number of eligible applicants.
6. Candidates working in Government organization / PSE must route their application through proper channel, if their department rule requires so.
7. Documents to prove Qualification, Experience, Age etc have to be produced in original as and when called for interview.
8. Age limit: not more than 65 years as on 01.01.2017 or date of advertisement, whichever is earlier.
9. The experience and age will be counted as on 01.01.2017 or date of advertisement, whichever is earlier.
10. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
11. Candidates are informed that mere submission of applications shall not give them any right to be called for interview / selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by e-mail only. Applicants should ensure that the e-mail id given in the online application is maintained active.
12. **The Advertisement Number and Online Application Number may be noted for future reference.**
13. Merely fulfilling the eligibility criteria does not entitle candidate to be called for Interview.
14. The appointment of consultant is purely on contractual basis for the period of one year. It may be extended for further period after reviewing the professional skills and overall performance of the individual.
15. The present consolidated range of consultancy fee for the post of Consultants is given below:

(i) Chief Consultant	-	Rs. 60,000/- to Rs. 90,000/- per month
(ii) Senior Consultant	-	Rs. 50,000/- to Rs. 70,000/- per month
(iii) Consultant	-	Rs. 40,000/- to Rs. 60,000/- per month
16. The above ranges of the consultancy fee are on consolidated basis and are inclusive of all allowances, etc.
17. **The last date of receipt of application is 16.1.2017.**
18. Short-listed candidates will be called for interview on 30<sup>th</sup> & 31<sup>st</sup> January, 2017.

**MHRD/EdCIL reserves the right to cancel / withdraw / postpone this recruitment notice.**