

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

C-1 Hutments,
Dalhousie Road
New Delhi 110 011
Dated the February 26, 2020

1. Applications are invited for the position of Project Manager in the Programme Monitoring Unit Skill Development (PMUSD) of the Ministry of Tourism on payment of consolidated remuneration:
2. Candidate selected will be engaged on contract basis for a period of one year or upto 31/03/2021 is earlier whichever. 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. 6600/- and above or in intermediate Grade Pay at the time of retirement.
 - (ii) Educational qualification : Graduate from any recognized University.
 - (iii) Experience : 5 years combined experience of handling Government related projects related to Service or social Sectors such as health, education, tourism, culture etc.
Knowledge of computer operations including MS Word, MS Power Point , Excel, Social Media, Portals and ability to handle email communication.
 - (iv) Remuneration: Last pay drawn (including Grade pay) minus pension (without commutation). DA as admissible from time to time and transport allowance admissible at the time of retirement will be additional.

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 21 days from date of advertisement i.e. 26th February, 2020 and shall be posted / hand delivered to the following in the format prescribed.

Under Secretary
Human Resource Development
Ministry of Tourism
7th Floor, West Wing, Chandralok Building,
36 Janpath Road, New Delhi – 110001

APPLICATION FORMAT

(Strike off whichever is not applicable)

APPLICATION FOR ENGAGEMENT OF PROJECT MANAGER

1. Name: _____
2. Father's Name: _____
3. Date of Birth and age on date: _____
4. Date of retirement on superannuation _____
5. Post held and Grade pay on date of retirement _____
6. Domicile: _____
7. Nationality: _____
8. Mailing Address: _____

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

_____ Pin _____
10. Educational Qualification: _____



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

11. Work Experience:

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

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