

BBBP-18/3/2017-BBBP
Government of India
Ministry of Women and Child Development
(Beti Bachao Beti Padhao Division)

*1st Floor, Jeevan Tara Building,
Sansad Marg, New Delhi
Dated the 31st October, 2018*

Vacancy Circular

Engagement of Consultants for the Programme Management Unit- Beti Bachao Beti Padhao (PMU-BBBP).

Beti Bachao Beti Padhao is a flagship scheme of Government of India, launched by the Hon'ble Prime Minister on 22nd January, 2015 in Panipat, Haryana to arrest the declining Child Sex Ratio and related issues of empowerment of Women over a lifecycle continuum. It's a tri-ministerial, convergent initiative of Ministries of Women and Child Development, Health and Family Welfare and Human Resource Development.

2. For the above purpose, the Ministry seeks to engage one Consultant with expertise in the specific technical areas to provide technical and management support in the implementation of the project. The terms of Reference is attached herewith (**Annexure – I**).

3. Application from eligible candidates for the aforesaid positions is invited in the enclosed Pro-forma (**Annexure- II**) along with self-attested copies of the certificates/mark sheet of essential qualification and experience. The application may be addressed to the Deputy Director (**BBBP**), **Ministry of Women and Child Development, 1st Floor, Jeevan Tara Building, Sansad Marg, New Delhi 110001**. The last date of submitting duly filled in application form along with relevant documents is 15th November, 2018.

4. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated accordingly. The MWCD reserves the right to reject any or all applications without assigning any reason.

Name of Position: Junior Consultant: Programme implementation (01 Positions)

Remuneration: The Junior Consultant would be entitled to a consolidated monthly remuneration up to Rs. 60,000/- (inclusive of Transport Allowance of Rs. 5000/- month) depending on the qualifications and experience of the candidate. The position is for an initial contract of one year and is subject to renewal on an annual basis on the basis of performance and requirement of BBBP Section.

- i. Assist BBBP districts in preparation of District specific Action Plan as per the scheme components and guidelines.
- ii. Coordinate with the States/UTs/Districts for programme execution and getting progress report as per the format.
- iii. Provide support in reviewing work plans, activity reports, implement programme activities according to the technical and financial norms.
- iv. Assist in Follow ups with districts for timely submission of programme reports (monthly/quarterly).
- v. Collate and consolidate monthly/quarterly progress report, best practices etc.
- vi. Undertake monitoring visits to State/Districts and ensure utilization of funds as allocated.
- vii. Work on development of state and district specific resource directory for smooth coordination and implementation of the programme.
- viii. Assist in tracking the implementation as per the action plan, budget and monitorable targets on a regular basis, identify bottlenecks and suggest measures for improvement.
- ix. Any other work assigned by senior officers/reporting authority.

Required Qualifications, Experience and Skills

- i. Master's Degree in Development Studies/ Gender Studies/Social Sciences / Management or any other related field.
- ii. Minimum of 3-7 years of progressively responsible professional experience. Previous experience of working with Government/NGO/International Organizations desirable.
- iii. Proven experience of programme design, implementation, monitoring and evaluation
- iv. Age should not exceed 35 years as on date.
- v. Good understanding and knowledge of women's issues, policies and programmes of Government at national level.
- vi. Ability and Willingness to extensively travel to states/districts
- vii. Ability to work individually as well as in Team.

Format for Application Form

Recent Photograph	
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Recent Photograph

1. Name of Position applying for:
2. Name of the candidate:
3. Father/ Spouse/ Guardian's Name:
4. Address:
 - a) Permanent:
 - b) Present:
 - c) (i) Telephone/Mobile:
(ii) Email:
5. Date of Birth and Nationality:
6. Educational Qualifications: (from graduation to professional qualification)

Sl. No.	Name of Degree	Board/ Institution/ University	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)	(5)

7. One relevant Degree that needs to be considered as qualifying educational qualification in reference to the position applied for:

Name of Degree	Board/ Institution/ University	Year of Passing	% of marks obtained
(1)	(2)	(3)	(4)

(Note: 1.Candidate is required to mention one of the degrees from amongst mentioned under Educational Qualifications, that he/she wants to be considered as qualifying degree in reference to the position being applied for in the application.

2. Marks must be provided in % form in column 3. If marks obtained are in the form of CGPA/GPA etc. then either proper conversion formula of the concerned university/institution must be given or marks must be mentioned as converted into percentage form. Marks given in CGPA/GPA form in application will be rejected).

8. Other Trainings [Indicate significant training since degrees under Sl. No. 6– Education]

9. Work experience/Employment Record [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

S. No	From (Date)	To (Date)	Duration (Years. Months)	Employer / Organisation	Designation	Description of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: (i). Exact dates of employment has to be filled in clearly in Columns 2 & 3. (ii) Duration in a particular employment has to be given in Years. Months e.g. If a candidate has worked for 2 years and 6 months in an organisation it has to be filled as 2.6 in column 4 and if it is 2 years and 11 months then it has to be filled as 2.11 in column 4.

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

S. No.	Language	Read	Write	Speak

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]

- Name of assignment or project:
- Location:
- Year:
- Client
- Main project features: Positions held:
- Activities Performed:

12. Brief description about your suitability for the applied position (Max 200 words)

13. Certification : *

I, the undersigned, certify that to the best of my knowledge and belief, this Application Form correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, at any stage.

Date:

[Signature of applicant]

*Application with certification as above not duly signed by the candidate will be rejected at the outset.

Note:

1. Candidates must attach:-

- a. Self Attested Certificates/Mark Sheets in support of the educational qualifications.
- b. Self Attested Experience Certificate from respective Employer clearly indicating the date of joining and date of relieving. For the current employment, a copy of employment indicating the date of joining.

2. Applications with insufficient information/without copies of certificates are liable to be rejected.