

SD-21/7/2018-IC
Government of India
Ministry of Skill Development & Entrepreneurship
(NSDF Division)

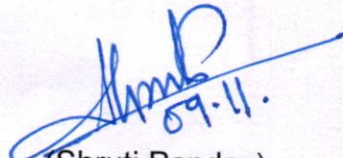
2nd Floor, PTI Building,
Sansad Marg, New Delhi
Dated: 09.11.2022

VACANCY CIRCULAR

Subject: Engagement of Senior Consultants in National Skill Development Fund / Trust on contractual basis – reg.

National Skill Development Fund / Trust proposes to engage 02 (two) Senior Consultants (One for CSR and One for Finance, Accounting and Administration) for attending to specific and time bound jobs on contract basis. Applications are invited from persons who possess the requisite qualification and experience as given in Annexure I. The period of engagement is initially for one year (from the date of appointment) which may be extended on year-to-year basis depending upon performance of consultants and requirement of the NSDF.

2. Interested and eligible candidates may submit their detailed application / bio-data in the enclosed format given at *Annexure II* alongwith all supporting documents through email to shruti.pandey07@gov.in and anirudh.kumar91@gov.in within 30 days of publication of this document (i.e. the last date is **08.12.2022** at 05:30 PM). The shortlisted candidates will be called for interview and no TA/DA will be payable by the NSDF to attend the interview. The details of the post and terms & Conditions as well as eligibility, required experience, etc. are given in *Annexure I*.


(Shruti Pandey)
Deputy Director
Tel: 011-23465908

1. All the Ministries and Department of the Govt. of India with the request to give wide publicity to the circular among the concerned; and
2. NIC Cell, MSDE with a request to upload the circular on the website and home page of e-office of this Ministry.

The details of the post and terms & Conditions as well as period of engagement, eligibility, experience etc. are as under:

a) Senior Consultants (CSR):

Position Title	Senior Consultant (CSR)
No. of Vacancies	01
Division	National Skill Development Fund (NSDF)
Mode of Recruitment	Contract Basis
Contract Duration	1 year
Place of Posting	New Delhi
Educational Qualifications	<u>Minimum Qualification:</u> Bachelor's degree (B.A. /B.Sc.) in business or a related discipline. Master's in Social Science from a reputed organization (desirable but not mandatory)
Eligibility Criteria	Retired Head (CSR) / Director in Public Sector Undertakings (PSUs) with at least 15 years post qualification experience.
Desired Experience	<ul style="list-style-type: none"> • Exposure in Policy formulation and design; • Experience in RFP and EoI Making and Evaluation; • Has worked in the development sector (not-for-profit or for-profit organizations) executing CSR programs for corporate/governmental institutions/bilateral funding agencies/ social impact management; • Experience in working with the Senior Management; • Experience in program management of projects in skill development/education/women empowerment/etc. is an added advantage; • Has thorough understanding of CSR compliance requirements as under the Companies Act, 2013 including statutory CSR mandate, and documentation; • Understands the core concept of impact in the development sector; • Has experience in drafting internal and external communication with respect to social initiatives of MSDE; • Has good networks within the NGO/development sector for proposal management; • Has good networks within the Industry partners for exploring avenues of CSR funding in skill development; • Experience in proposal development, project execution, monitoring and evaluation, content management, reporting;
Key Responsibilities	<ul style="list-style-type: none"> • Formulations of Policy for CSR activities; • Raising CSR funds for NSDF; • Follow up with parties on various deliverables (example-timely submission of report from CSR partners); • Limited review CSR projects including field visits; • Management of MOUs with CSR partners ensure their seamless implementation; • Drafting of Funding and other Agreements including preparation of RFP, Fund Management Agreement, Consultancy Agreement, Lease Agreement, etc.; • Provide legal inputs; • Any other work assigned by NSDF within domain knowledge; • Monitoring of projects - Ensure fund management as per the