

20001/01/2014- NSDA
National Skill Development Agency
Government of India

1. Background

The National Skill Development Agency (NSDA) was notified through a gazette notification dated 6th June, 2013. NSDA is an autonomous body of the Ministry of Skill Development and Entrepreneurship, which is mandated to coordinate and harmonize the skill development efforts of the Government and the private sector to achieve the skilling targets of the 12th Plan and beyond with an endeavour to bridge the social, regional, gender and economic divide.

Functions of NSDA include the below:

- Operationalise and implement National Skills Qualification Framework (NSQF)
- Establish and operationalise a QA framework embedded in NSQF to improve consistency of outcomes in the skills landscape, which will include laying down a framework for training,
- Assessment and certification processes and agencies in the country .
- Operationalise National Skills Qualification Committee (NSQC) to meet its objectives
- Design and implement the National Labour Market Information System
- Develop national protocols for registration and accreditation of private training providers.
- Promote use of 'Skill India' logo on skill certificates by SSCs/Agencies adhering to the QA framework.
- Anchor Prime Minister's Skill Development Fellow Programme
- National Skill Research Division would also be set up under the NSDA to serve as the apex division for providing technical and research support to the National Skill Development Mission.

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2. Hiring of Consultant(Budget & Accounts) for NSDA (01 nos)

Application is invited from retired Government officials to work as Consultant (Budget & accounts) with the National Skill Development Agency.

The maximum age of the applicants at the time of application should not exceed 62 years.

The selected candidates would report to the Director General, NSDA, Government of India, and deliver on the assignments allocated as per the scope of work.

The engagement of consultants is on full time basis and they shall not be permitted to take up any other assignment during the period of consultancy with the NSDA.

3. Scope of Work/engagement:

- All budget and account related matters in NSDA
- Preparation of Budget estimates (BE& RE) including outcome budget document.
- Filing of IT returns and handling other income tax issue.
- Handling of NSDA accounts.
- Any other budgetary and accounting assignment given by DG-NSDA
- General Administration related matters

4. Essential Qualifications and Experience

Graduate from recognised University in any stream. Government servant retired at the level of Deputy Secretary, Director, Pay & Accounts officer and having experience of handling budget and accounts in double entry system and tally are eligible to apply. Knowledge of General Financial Rules is a must.

5. Fee/ Honorarium

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The range of fee for selected candidate will be Rs 35000/- to Rs 55000/ and Rs 1500/ for local conveyance.

The amount of fee for the selected retired Government official shall not exceed the ceiling (Last Pay+ DA drawn)- (Basic Pension) and it will have to be within the remuneration band prescribed above. The retired government officials engaged as consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as consultant and engagement as consultant shall not be considered as a case of re-employment.

6. Local Conveyance & TA/DA

The selected consultants will be entitled to mode and class of travel, hotel accommodation while on tour etc as applicable to officers of central government officers drawing grade pay of 6600/-.

The selected consultants shall not be entitled for any other allowances such as dearness allowance, residential telephone, transport facility, residential accommodation, personal staff, CGHS, medical reimbursement etc. No TA/DA shall be admissible for joining the assignment or on its completion.

7. Tenure

The initial term of engagement shall be for maximum one year and subsequent extension(s), if any, shall be considered on case to case basis depending upon the requirement, work performance and quality output of the consultant(s).

8. Leave

Consultant engaged on contract shall be granted 8 days casual leave in a calendar year. If he/she works for less than a year, leave eligibility up to 8 days or less will be worked out on pro rata basis in that year. No other kind of leave shall be granted to them.

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9. How to Apply:

Interested candidate may send their curriculum vitae (CV) in the enclosed format via email at hiring.nsd@gmail.com within 21 days from the date of publication of the advertisement in newspaper for this engagement and a hardcopy along with supporting documents may be sent to below address, super scribing the envelope as Application for Consultant (Budget & Accounts)

To,
Director General
National Skill Development Agency
Kaushal Bhawan
B-2 Pusa Road
New Delhi-110005

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Application format

Post Applied for: Consultant (Budget & Accounts)

Affix recent
passport size
photograph

1. Name: _____

2. Father's / Mother's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Aadhar No (if available) _____

7. Mailing address (with Tel/Mob. No. and e-mail address) _____

8. Permanent address

9. Educational Qualification (12th Standard onwards):

S.No	Course/ Degree name	Subjects	College/University/ Institute	Year of Passing	% age of marks obtained	Division/Class

(Attach self-attested photocopies of certificates)

10. Computer Proficiency:

Computer Filed	Excellent	Good	Average	Not Conversant
MS Word				
MS Excel				
MS Power Point				
Internet				
Any other Skill				

(Please tick)

11. Work Experience:

S.No	Organization/	Period	Nature of	Specific
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	Institute			Work	reasons for leaving
		From	To		

(Attach self-attested photocopies of supporting documents/certificates)

12. Last Drawn Salary:

(Attach PPO of retired Govt. servant)

13. References with complete details (other than relatives)

(i) _____

(ii) _____

14. 250 words write up (listing areas of proficiency, special skills and forte and why you consider yourself suitable for the position applied for?)

(Signature of Applicant)

Date_____

UNDERTAKING: The information given above is true and correct to the best of my knowledge and belief.

(Signature of Applicant)

Date_____