

Terms of Reference

1. Name of the position:

Intern

2. Duration:

2 to 3 months (starting between April 2016 to June 2016)

3. Place of Reporting:

New Delhi, National Skill Development Agency

4. Background of NSDA:

The National Skill Development Agency (NSDA), an autonomous body, (registered as a Society under the Society's Registration Act 1860) was created with the mandate to coordinate and harmonise the skill development activities in the country, is now part of the Ministry of Skill Development & Entrepreneurship (MSDE).

As per the Gazette Notification dated 6th June 2013 the functions assigned to the NSDA include:

- a. Take all possible steps to meet skilling targets as envisaged in the 12th Five Year Plan and beyond
- b. Ensure that the skilling needs of the disadvantaged and the marginalized groups like SCs, STs, OBCs, minorities, women and differently abled persons are taken care of
- c. Nodal agency for State Skill Development Missions
- d. Coordinate and harmonize the approach to skill development among various central Ministries and departments, State Governments. NSDC and private players
- e. Anchor and operationalize the NSQF
- f. Raise extra-budgetary resources for skill development
- g. Evaluate existing skill development schemes to assess their efficacy, and to suggest corrective action
- h. Create and maintain a national data base related to skill development including development of a dynamic Labour Market Information System (LMIS)
- i. Affirmative action for advocacy
- j. Discharge any other function entrusted by the Government

5. Background of the project - Evaluation of Pradhan Mantri Kaushal Vikas Yojana (PMKVY):

PMKVY is the flagship outcome-based skill training scheme of the new Ministry of Skill Development & Entrepreneurship (MSDE). The objective of this skill certification and reward scheme is to enable and mobilize a large number of Indian

youth to take up outcome based skill training and become employable and earn their livelihood. Under the scheme, monetary reward would be provided to trainees who are successfully trained, assessed and certified in skill courses run by affiliated training providers. The Cabinet approved the scheme on 20th March 2015. The scheme is implemented through the National Skill Development Corporation (NSDC).

NSDA is designated as the third party agency, which will carry out the third party evaluation of PMKVY.

6. Duties and Responsibility:

- a. Analysis of the data pertaining to PMKVY as available on their portal SDMS
- b. Develop methodology and sampling plan for the evaluation study
- c. Develop Questionnaire for the telephonic verification and field visit, relevant for the evaluation study
- d. Carry out telephonic verification
- e. Carry out field visit to the training centre (on the need basis)
- f. Preparation of relevant reports and presentations
- g. Complete the task assigned in the timely manner
- h. Perform other duties as required

7. Minimum Qualification and Experience

a. Mandatory:

- Education: Final year of Graduate degree
- Field of study: Development-related fields such as economics, international relations, sociology, public or business administration, or environmental studies.
- Language skills: Written and spoken proficiency in English
- Proficiency in MS Office (Word, Excel, PowerPoint) is required. ☑

b. Desirable:

- Prior experience in the field of the study will be desirable

8. Internship Stipend:

Rs. 10,000/- per month

9. General Terms and Conditions:

- a. The Internship at NSDA will be on a non-remunerative basis. Costs and arrangements for travel, accommodation and living expenses are the responsibility of the intern. However on account of Field visits boarding, loading and travel expenses will be reimbursed as per the policy of NSDA.

- b.** The purpose of the Internship Programme is not to lead to further employment with NSDA but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.
- c.** NSDA accepts no responsibility for the intern's medical insurance or for costs arising from illness during the internship.
- d.** Only short-listed candidates will be contacted and a telephonic or skype interview will be conducted for final selection.
- e.** Please also refer to NSDA website – nsda.gov.in for further queries

10. Application Procedure:

Instead candidate may send their curriculum vitae (CV) in the enclosed format via email at hiring.nsda@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 Intern.

To,

Director General

National Skill Development Agency

Kaushal Bhawan

B-2 Pusa Road

New Delhi-110005

Application format

Post Applied for: Intern

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/Classes

(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 skills				

(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 per month:

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_____