

National Skill Development Agency (NSDA)
Ministry of Skill Development and Entrepreneurship, Govt of India
Kaushal Bhawan , B-2,Pusa Road, Metro Pillar No.95,New Delhi-110005

Engagement of Research Director, Team Lead and Research Analyst

NSDA an autonomous body of the Government of India invites applications for the post of Research Director, Team Lead and Research Analyst on contract basis for **National Skill Research Division (NSRD)**.

S.no	Name of the post	Consolidated Remuneration per month	Number of post
1	Research Director	Rs 1,50,000	1
2	Team Lead	Rs 1,20,000	2
3	Research Analyst	Rs 90,000	2

The details are available on the website www.nsd.gov.in under the tab of "Notices".

Last date of application is 10th October, 2016 by 5:00 pm.

Sd/-
(Assistant Administrative Officer)

25003/07/2015-16/ NSDA
National Skill Development Agency
Government of India

Background

The National Skill Development Agency (NSDA) was notified through a gazette notification dated 06.06.2013. 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 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 Quality Assurance framework embedded in NSQF to improve consistency of outcomes in the skills landscape, which will include laying down a framework for accreditation protocols of training providers, auditors, assessment and certification in the country.
- Operationalise National Skills Qualification Committee (NSQC) to meet its objectives.
- Design and implement the National Labour Market Information System.
- 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.

Hiring of Research Staff for NSRD (05 Nos)

NSDA intends to engage interested candidates to work as per the scope of work defined below, in National Skill Research Division (NSRD) under National Skill Development Agency (NSDA).

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 selected candidates is on full time basis and they shall not be permitted to take up any other assignment during the period of their engagement with the NSRD. The terms of reference for the various positions are as given below:

About NSRD

The National Skill India Mission announced the establishment of National Skill Research Division under the aegis of National Skill Development Agency to serve as a think tank for inputs on research and evolve as a credible research organization in the field of skill development at the national level. The NSRD envisions becoming an authentic, qualitative and accessible think tank for skill development related research in India.

1. Scope and Work/engagement of Research Director

Designation: **Research Director**, National Skill Research Division (NSRD)

Location: New Delhi, India

Number of Positions: 1

1.1 Job Description:

- To provide strong leadership and supervise teams across different verticals
- To conduct regular review of project reports, case studies, assessments and facilitate access to different platforms for dissemination
- To promote and facilitate research, including collaborative and interdisciplinary, in areas related to the goals of the organization
- To oversee the proper discharge of administrative duties of the research centre including supervising personnel, financial management and operations
- To supervise the research staff by setting departmental and individual employee goals, provide routine evaluations of progress toward the same and ensure adherence to professional standards and ethics of the research division
- To establish networks between the research centres in the field in the skill development, locally, nationally and internationally
- To lead strategic planning for the research division to ensure that its objectives are aligned with overall mission objectives

- To ensure the hiring and retention of top quality technical, management and research staff
- To provide strategic directions, facilitate design of new interventions keeping in mind overall project objectives
- To provide leadership to NSRD and also showcase its projects achievements in various forums within India and outside
- To monitor and review the progress of different projects being undertaken by the division regularly

1.2 Essential Qualifications and Experience:

- Ph.D degree in a field relevant to technical and /or vocational education or skill development or Labour market economics
- 15 years minimum experience (post qualification) in field of Vocational education & Training as well as relevant experience in designing & implementing research projects
- Proven ability in managing and leading a team of 25- 30 people
- Academic experience of issues concerning vocational education, industrial relations, labour market analysis, economic development, international collaboration ,skill development, research guidance and revenue generation etc.
- Experience of dealing with consultants of national and international repute
- Knowledge or experience of modern research methodology, survey methods, sampling techniques and application of econometric tools
- Demonstrated skills in networking and leveraging relationships across a range of stakeholders including donors, governments, experts and partners
- Proficiency in conceptualizing and developing proactive prospecting methodologies using such tools as constituent list segmentation, data mining and electronic and peer screenings
- Excellent written and verbal communication skills
- Willingness and ability to travel occasionally on short notice both nationally and internationally
- Domain expertise and in-depth knowledge of social sector issues in India with specific focus on skill development
- Knowledge and ability to implement principles of management, leadership, conflict resolution, negotiation and motivation

- Strong communication and collaboration skills. He/ she should be comfortable working independently and have experience designing effective work-flow management policies
- Ability to think strategically, delegate responsibility, listen carefully, build consensus and communicate and advocate effectively

1.3 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 candidate(s). It is a full time assignment and the candidate will not be allowed to take up any other assignment during the tenure.

1.4 Leave:

Each candidate will be engaged on consultancy basis and 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.

1.5 Salary/Fee:

Selected candidates will be paid a fixed /consolidated remuneration/fee of Rs 1,50,000 per month and will not be entitled to any other allowance.

1.5 Age Limit:

Age of the applicant should not be exceeding 50 years on the last date of the application

2. Scope of Work/engagement of Team Lead: (02)

Designation: **Team Lead**, National Skill Research Division (NSRD)

Location: New Delhi, India

Number of Positions: 2

2.1 Job Description:

- To Implement facilitate and conduct research studies in coordination with different stakeholders
- To plan design and formulate research projects in Vocational Education & Training field
- To undertake policy related research
- To analyse primary and secondary data of the research projects using statistical tools and packages such as SPSS, SASS and STRATA etc
- To have strong networking and liaising abilities with UN bodies, Multilateral agencies, and state and central government agencies
- To design and execute surveys on skill needs and gaps
- To work towards strengthening the institutional capacity of NSRD
- To be able to lead a team of minimum of 3-5 people and build a motivated project team for efficient delivery of project targets
- To evaluate research projects & proposals

2.2 Essential Qualifications and Experience:

- Ph.D degree in a field relevant to technical and/ or vocational education & skill development or labour market economics
- Post qualification experience of minimum 10 years in Vocational Education & Training , skill development and labour economics
- Knowledge of qualitative and quantitative research including design
- Understanding of monitoring and evaluation frameworks and practices
- Knowledge of labour market system and familiarity with research tools and methodology
- Familiarity of working with various organizations and industries on skill development
- Familiarity with at least one statistical package (SPSS/SAS)
- Willingness and ability to travel occasionally on short notice both nationally and internationally
- Domain expertise and in-depth knowledge of social sector issues in India with specific focus on skill development
- Knowledge and ability to implement principles of management, leadership, conflict resolution, negotiation and motivation
- Strong Communication and collaboration skills. He/ she should be comfortable working independently and have experience designing effective work-flow management policies

- Ability to think strategically, delegate responsibility, listen carefully, build consensus and communicate and advocate effectively

2.3 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 candidate(s). It is a full time assignment and the candidate will not be allowed to take up any other assignment during the tenure.

2.4 Leave:

Each candidate will be engaged on consultancy basis and 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.

2.5 Salary/Fee:

Selected candidates will be paid a fixed /consolidated remuneration/fee of Rs 1, 20,000 per month and will not be entitled to any other allowance.

2.6 Age Limit:

Age of the applicant should not be exceeding 45 years on the last date of the application

3 Scope of Work/engagement of Research Analyst(02)

Designation: Research Analyst, National Skill Research Division (NSRD)

Location: New Delhi, India

Number of Positions: 2

3.1 Job Description:

- To promote and facilitate research in collaborative and interdisciplinary areas related to the goals of the organization
- To undertake monitoring and evaluation activity for different programmes in skill development
- To conduct and facilitate tracer studies
- To manage and analyse data for various projections
- To apply statistical tools for developing various research methodology as per the requirement of the study

3.2 Essential Qualifications and Experience:

- Post Graduate in economics/statistics/finance/econometrics /mathematics/ engineering/computer science/information systems and other relevant subjects from a reputed university and the post qualification experience of minimum 6 years
- Proficiency in conceptualizing and developing proactive prospecting methodologies using such tools as constituent list segmentation, data mining and electronic and peer screenings.
- Strong analytical skills
- Ability to manage large amount of data
- Ability to investigate & analyse information and draw conclusion
- Understanding of research frameworks and its applicability in vocational education system
- Have an understanding of tracer studies
- Demonstrated skills in networking and leveraging relationships across a range of stakeholders including donors, governments, experts and partners
- Willingness and ability to travel occasionally on short notice both nationally and internationally
- Domain expertise and in-depth knowledge of social sector issues in India with specific focus on skill development
- Strong communication and collaboration skills. He/ she should be comfortable working independently and have experience designing effective work-flow management policies
- Ability to think strategically, delegate responsibility, listen carefully, build consensus and communicate and advocate effectively

- Ability to evaluate research projects

3.3 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 candidate(s). It is a full time assignment and the candidate will not be allowed to take up any other assignment during the tenure.

3.4 Leave:

Each candidate will be engaged on consultancy basis and 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.

3.5 Salary/Fee:

Selected candidates will be paid a fixed /consolidated remuneration/fee of Rs 90,000 per month and will not be entitled to any other allowance.

3.6 Age Limit:

Age of the applicant should not be exceeding 40 years on the last date of the application

4. How to Apply:

Interested candidates may send their curriculum vitae (CV) in the enclosed format via email at hirensda@gmail.com and a hardcopy may be sent to below address, super scribing the envelope as Application for Research Staff (Name of position).

Last date for receipt of application in prescribed format is **10-10-2016 by 5:00 pm. (closing date)**

To

**The Director General
National Skill Development Agency
Ministry of Skill Development & Entrepreneurship,
Government of India
Kaushal Bhawan,
B-2 Pusa Road,
New Delhi – 110005**

Application format

Post Applied for:

Affix recent
passport size
photograph

1. Name: _____

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

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Whether General Category/SC/ST/OBC/Other: _____

7. Aadhar No _____

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

9. Permanent Address _____

10. Educational Qualification (From 10th 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)

11. Computer Proficiency:

Computer Filed	Excellent	Good	Average	Not Conversant
MS Word				
MS Excel				
MS Power Point				
Internet				
Statistical tools & packages				

(Please tick)

12. Work Experience:

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

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

13. Last Drawn Salary:

14. 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_____