

Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade

Hiring of consultants for the Programme Management Unit (PMU) in the Department for Promotion of Industry and Internal Trade

The Programme Management Unit

The PMU will create and disseminate such systematic knowledge about industries and sectors and strengthen ability of the Department to monitor and respond to needs of industry in a timely and holistic manner. To this end, PMU will, monitor and present the current economic scenario; understand market dynamics, investments, domestic production, capacity utilisation, market prices, trade in industrial sectors; understand policies, rules, regulations/legal framework, incentives, impediments in industrial sectors and carry out diagnostic analysis of interventions and their impact in industrial sectors and the economy.

Manpower requirement in PMU

Total requirement	5
Economics/Public policy	2
Management	2
Law	1

Qualifications:

Essential:

- i Minimum 2 years work experience in industry bodies / consultancy / research
- ii Masters in Economics / Public Policy / Business Administration / Law from a recognised university with good academic record
- iii Excellent communication skills – both written and oral
- iv Proficiency in computers and MS Office Suite

Desirable:

- i Experience in collection, compilation and analysis of data and preparation of reports / brief / newsletter / notes.
- ii Experience of working with the Government

Duration

- The position is for one year initially, extendable by one year. Candidates will be appointed on contract.
- Appointment would be temporary in nature (non official). Appointment would be on a full time basis and he /she will not be allowed to take up any other assignment during the tenure with the Department.

- Termination of contract before the expiry of the contract period requires a month's notice or a month pay in lieu thereof needs to be provided. Department retains the right to terminate the appointment at any point of time without citing any reason.

Age limit

Maximum age limit shall be 40 years.

Emoluments

- A consolidated remuneration of around Rs. 80,000 per month. The consultant will not be entitled to any other allowance.
- Candidate will be eligible for 8 days leave in a calendar year on a pro rata basis. He/ she shall not draw any remuneration in case his/ her absence is beyond 8 days in a year (calculated on a pro rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

Application process

Interested candidates may apply **STRICTLY** in **PRESCRIBED FORMAT** enclosed herewith preferably by email or alternatively by post within 10 days from the date of publication of this advertisement in the newspaper to the following address:-

Economic Adviser.

Office of the Economic Adviser,
Department for Promotion of Industry and Internal Trade
Ministry of Commerce & Industry
Room No. 246
Udyog Bhavan, Rafi Marg,
New Delhi – 110 011
tfpd-oea@gov.in

APPLICATIONS NOT RECEIVED IN PRESCRIBED FORMAT OR INCOMPLETE APPLICATIONS ARE LIABLE TO BE REJECTED.

Selection process

- Candidates shortlisted on the basis of qualification and experience will be informed by email and would have to appear for a panel based interview to be held at Udyog Bhawan, New Delhi.
- No TA/DA shall be admissible for appearing for the interview / joining the assignment or on its completion.

Application format for appointment of consultants

1.	Name	
2.	Father's Name	
3.	Date of Birth	
4.	Address	
5.	E-mail ID	
6.	Mobile Number	
7.	Educational qualification	
	Course	Subject/ Specialisation
		University / Institute
		Year of passing
		Percentage or CGPA*
	Graduation	
	Post graduation	
	Other courses (Diploma/ M.Phil/Ph.D etc)	
	*CGPA grades should be accompanied with scale and cumulative grade point average for all semesters together.	
8.	Work experience	
	Years of experience	Organisation
		Period -From
		To
		Nature of work
9.	Computer skills	
	General proficiency in computers	(Preliminary/advance)
	Proficiency in MS Office Suite	(Preliminary/advance)
	Proficiency in other statistical/designing/publishing software	Mention software
10.	Publications (enclose copies)	
11.	Other qualification/achievements the candidate finds relevant for the present assignment	
12.	Self - declaration	
	I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and no material fact / information has been suppressed or concealed there from.	
		Signature of the candidate
	Place:	
	Date:	
13.	Enclosures: (Copies of all certificates of education, employment, publication may be enclosed alongwith a Curriculum Vitae.)	
