

File No: 102/2/PMU/AEME/2014
Ministry of New and Renewable Energy
Project Management Unit

Requirement of 2 Senior Technical Officers (Senior Consultants) on Contract basis in the Project Management Unit (PMU) established in MNRE

The Ministry of New and Renewable Energy, Govt. of India, is currently implementing a MNRE-UNDP/GEF assisted Project on “Scale up of Access to Clean Energy for Rural Productive Uses” through a Project Management Unit (PMU) established in the Ministry. The key objective of the Project is to achieve economic growth of the rural community through accelerated use of Renewable Energy Technology Packages for rural productive purposes which will simultaneously enhance ecological sustainability, leading to mitigation of greenhouse gas emissions. The project is being implemented in the 3 States - Assam, Odisha and Madhya Pradesh. The Project aims to support (i) the development and deployment of cost-effective Renewable Energy Technology Packages for Rural Livelihoods (RETPRLs); (ii) demonstration and documentation of the said packages; (iii) organisation of training programmes and capacity building workshops; (iv) development of scale-up plans for each livelihood sector/technology packages in identified States. Duration of the project is upto June 2020.

2. Applications are invited for engaging Two “**Senior Technical Officers (Senior Consultants)**” as non-official Senior Consultants in the PMU on contract basis on consolidated monthly fee of Rs. 80,000 per month. The last date for receipt of applications is 30 days from the date of uploading of this advertisement on the website i.e. 10th June 2016.

3. The Terms of Reference/Nature of the Job is given at **Annexure - I**. Eligible Qualification and Terms & Conditions of the job are as follows -:

i) **Educational Qualification**

- Professionals having Bachelor’s Degree in Civil / Mech. / Environmental / Renewable Energy / Rural Engineering or PG Diploma in Rural Management from a recognized University or equivalent; and
- Minimum of 8 year experience in Design / Development / Establishment of Rural Micro Enterprises or in Implementation of Livelihood Activities or in Planning and Implementation of off Grid Renewable Energy Programmes / Projects in rural areas.

ii) **Desirable**

- Good academic records, experience in collection, compilation and analysis of data of data, computer skills and preparation of project reports, reviews notes etc.
- Experience in developing partnership with NGO's and other Institutions working in rural areas of the selected states.

iii) **Period of Engagement**

- The initial term of appointment shall be for one year. This can be extended maximum upto duration of the project depending upon the performance of the candidate and requirements for the specific job in PMU.

iv) **Age Limit**

- The maximum age limit for applying for the post shall be 45 years.

v) **Fee**

- The maximum amount of monthly consolidated fee payable to the Senior Consultant is Rs. 80,000/-.

vi) Other General Terms and Conditions of the contract are given at **Annexure-II**

vii) Candidates with good academic records and about 5 years of experience in the off-grid sector may be considered for the post of Technical Officer (Consultant) with consolidated fee of Rs. 60,000/- per month.

viii) Interested candidates may send their CVs in the enclosed format at **Annexure III** along with photocopies of all supporting documents in a sealed cover super scribed "**Senior Technical Officer in PMU**" to the following address. Applications from the eligible candidates should reach within 30 days from the date of publication of the advertisement on the website i.e. 10th June 2016.

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Terms of Reference for Senior Technical Officer (Senior Consultant) in PMU

Reporting to the Adviser & National Project Coordinator (NPC), he / she will have to perform the following key tasks / responsibilities -:

- i) Coordination with experts / consultants engaged by PMU and appraisal of their reports, including follow up for timely completion of assignments
- ii) Appraisal / Review of Proposals received in PMU for financial support
- iii) Evaluation of achievement of the Project objectives through regular monitoring and review of activities under implementation, providing feedback and guidance to project partners;
- iv) Interaction / coordination with other stakeholders of the project such as State Nodal Agencies, Selected Project Developers, NGO's etc.
- v) Preparation of monthly/quarterly/annual progress reports of the project for submission to UNDP and other agencies
- vi) Assisting in preparation of correspondences, notes, agenda papers
- vii) Assist in financial management of the project, including preparation of financial statements and audit related documentation of the project
- viii) Assisting in organization of various meetings, capacity building and advocacy workshops / seminars
- ix) Assisting in development and / or review of training and publicity materials, database on projects and their key performance parameters etc
- x) Documenting and disseminating learning's deriving from the project
- xi) Assist NPC in day to day function of the PMU and in overall implementation of the project
- xii) Any other task assigned by NPC / NPD related to project implementation.

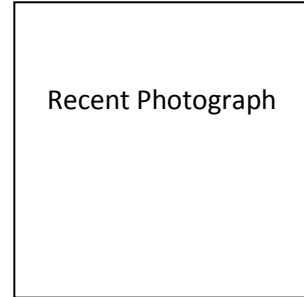
Other Terms and Conditions of the Contract

- i) The appointment of Senior Technical Officer (Senior Consultant) would be on 'Full Time' basis and he /she would not be permitted to take up any other assignment during the period of Consultancy with the PMU/MNRE. The consultant can be required to work on holidays also, if need be, for which no additional fee will be paid.
- ii) The appointment is of a temporary (non official) nature and the appointment can be cancelled at any time by PMU / Ministry without assigning any reason.
- iii) The Senior Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
- iv) Senior Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his / her absence beyond 12 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. PMU / MNRE would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year without prior permission.
- v) No TA / DA shall be admissible for joining the assignment or on its completion. Senior Consultant will not be allowed foreign travel at Government expenses. However, Senior Consultant shall be allowed TA / DA for their travel inside the country in connection with the official work as per GOI rules.
- vi) The Senior Consultant shall have access to the Ministry Library during the period of their engagement.
- vii) PMU in line with the prevailing Ministry policies / procedures may specify any other conditions / guidelines as considered appropriate during the period of engagement of the consultant.
- viii) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipment or vehicles of the personnel.
- ix) Senior Consultant would be engaged for providing quality services for jobs related to the Project.
- x) Frequent traveling in rural areas of the selected states would be required during implementation and performance monitoring of the project.

Annexure-III

Application Format for Appointment as Senior Consultant in the PMU / MNRE

1. Name
2. Father's Name
3. Date of Birth
4. Domicile
5. Nationality
6. Mailing Address (With Tel./ Mob. No. and E-mail address)
7. Permanent Address
8. Educational Qualification (Starting from 10th Standard)



S. No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

9. Professional Trainings / Courses, if any
10. Employment Record

Sr. No.	Name of Employer	Period From To	Nature of Work Performed	Exact Title of Post, last Salary drawn & Reason for Leaving

11. Whether SC / ST /OBC
12. References – Write name of 2 persons not related to you and are familiar with your professional work.

Full Name & Designation :
Contact Address with Phone Nos. & Email :

(Please Provide Copies of relevant support documents)

Date:

Name & Signature