

Govt of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

Engagement of Project Co-ordinator (1) and Assistants (3) on Contract Basis.

1. Department of Social Justice and Empowerment (SJ&E) under the Ministry of Social Justice and Empowerment, invites applications from eligible individuals for the job of Project Coordinator and Assistants for a period of 12 months.
2. The requirement of Project Coordinator and Assistants is for the implementation of Direct Benefits Transfer (DBT) in the Scholarship Schemes of the D/o SJ&E.
3. Eligibility criteria are as follows:

Sl.No.	Name of the Post	No of vacancies	Educational qualification	Other qualifications
1	Project Coordinator	1	M.Sc (IT)/ BCA/MCA	i)Previous experience of working in Central/ State Govt is essential. ii)Previous experience of handling DBT is desirable but not mandatory
2	Assistants	3	i)Graduation in any stream. ii)Expertise in MS Office and MS Excel	i)Previous experience of working in Central/ State Govt is essential. ii)Previous experience of handling DBT is desirable but not mandatory

4. Other eligibility criteria for both the posts are as follows:
 - i) The applicant should be less than 40 years of age on the date of submitting the application.
 - ii) He/ she should have a good knowledge of Govt rules and procedures

- iii) He/she should be able to handle work independently including opening of files, collection of materials/ information etc.
- iv) He/ she should have good communication skills and command over language (English and Hindi)
- v) He/ she should not have any disciplinary issue in their previous organization.

5. Those engaged on Contract for the aforementioned jobs will be paid a consolidated Consultancy fee as follows:

Sl. No.	Name of Post	Remuneration
1	Project Coordinator	Rs 44,000/- per month
2	Assistants	Rs 27,000/- per month

6. The Contract can be terminated any time at the discretion of the D/o SJ&E, without one month notice if the performance of the engaged personnel is not found satisfactory.

7. The format of application and Terms and Conditions of the Contract may be downloaded from the website of the Ministry of Social Justice and Empowerment (www.socialjustice.nic.in). The application may be submitted by 8.1.14 to Mrs Maulishree Pande, Director (SCD), Ministry of Social Justice and Empowerment, Govt of India, New Delhi-110001.

Format for Application:

- i) Name of Applicant:
- ii) Date of Birth (DD/MM/YYYY)
- iii) Father's Name:
- iv) Local Address:
- v) Permanent Address:

- vi) Contact Number:
- vii) Email-id:
- viii) Educational Qualification:
- ix) Experience in MS Office & MS Excel:
- x) Previous experience of working in Central/ State Government:

Paste recent passport size photograph

Name of the organization	Period of working (with dates)

- xi) Previous experience of handling DBT:

Name of the organization	Period of working (with dates)

- xii) Whether any disciplinary issue existed in the previous organization (Y/N).

I hereby declare that the information furnished is true to the best of my knowledge.

Signature of the applicant

Date:

Terms and Conditions for engagement of the Project coordinator and Assistants

1. During the period of Contract, the Project coordinator and Assistants, while on duty, shall:
 - i) Observe punctuality and discipline
 - ii) Attend office on all working days and if necessary, on holidays.
 - iii) If required, he/ she will work beyond the normal office hours.

2. The engaged personnel shall be entitled to draw a consolidated remuneration as follows:

Sl. No.	Name of Post	Remuneration
1	Project Coordinator	Rs 44,000/- per month
2	Assistants	Rs 27,000/- per month

No other remuneration shall be payable to him/ her on account of working on holidays and / or beyond normal office hours.

3. The Contract can be terminated any time at the discretion of the D/o SJ&E, without prior notice, if the performance of the engaged personnel is not found satisfactory.
4. The Contract can be terminated any time, at the discretion of the D/o SJ&E, with a prior notice period of 1 month.
5. The engaged personnel also reserve right of terminating the Contract of engagement by giving the Department of SJ&E one month's notice in writing or payment of his/ her consolidated remuneration for one month in lieu thereof.
6. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:

No of working days on which office has been attended* monthly remuneration

No of working days in the month

7. The engaged personnel will have no right to claim any additional benefit/ compensation/ absorption/ regularization of service in the Department of SJ&E during or after the period of engagement under any provision.

8. The engagement will be for a period of 1 year. However, depending upon the requirement of the Department of SJ&E and the performance of the person engaged, the period of engagement can be extended to another year.