

Application Format

Post Applied for: Consultant (Grade-I) in NCVET

(Please refer to eligibility conditions before filling up the application)

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1. Name: _____
2. Father's / Mother's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Aadhaar No. (if available): _____
7. Mailing address (with Tel/Mob. No. and e-mail address): _____
8. Permanent Address: _____
9. Education Qualification (12th 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)

10. Computer Proficiency:

Computer Filed	Excellent	Good	Average	Not Conversant
MS Word				
MS Excel				
MS Power Point				
MS ACCESS				
Any other skills				

(Please tick)

11. Work Experience:

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

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

12. Last drawn Salary per month:

13. Reference with complete details (other than relatives)

(i) _____

(ii) _____

14. 250 words write up (listing areas of proficiency, special skills and experience and why you consider yourself suitable for the position applied for?)

UNDERTAKING: The information given above is true and correct to the best of my knowledge and belief.

(Signature of the applicant)

Date: _____

Note: Application for all above posts should be sent to "Director (A & F), NCVET, Kaushal Bhawan, B-2, Pusa Road, Opposite Metro Pillar No.95, New Delhi-110005".

A. Consultant – Division1 (Policy and Planning)

Desirable Experience (3 to 8 years)

(All or some may apply based on the resume):

1. Work experience in policy formulation, planning, strategy, etc. with the government or reputed development organisations and multilateral agencies.
2. First-hand experience or Understanding in developing and executing regulatory mechanisms
3. Experience in report writing, working on frameworks and policy documents, research proposals, publishing articles.
4. Understanding the skills ecosystem in India with at least one assignment/project (minimum period of a year) in this sector.
5. Project management experience or experience in Monitoring and Evaluation in skill development.

Desirable Traits

1. Innovative, research orientation
2. Team Player
3. Understanding of government processes and systems
4. Good writing/drafting abilities
5. Accepting progressive change and working for it
6. Disciplined and diligent
7. Pro-active and Sincere

Essential qualification

Masters level degree in Public Policy, Public Administration, Economics, Rural Development, Social Sciences, Business Administration and relevant disciplines.

Desirable Qualification

M.phil, PhD, research and publishing experience.

B. Consultant – Division2 (Supervision, Monitoring and Enforcement)

Desirable Experience (3 to 8 years)

(All or some may apply based on the resume):

1. Monitoring and Evaluation experience with government interventions/programs or with multilateral and big development organisations.
2. Project implementation experience in skilling ecosystem as a team leader.
3. Experience in implementing and designing Ratings/ Indexes/ Accreditation frameworks in various sectors.
4. Experience in supervision and control of dealing with third party agencies for implementing public policy interventions like vendors, development organisations, training partners etc.
5. Relevant project management experience.

Desirable Traits

1. Innovative, research orientation
2. Team supervision
3. Understanding of government processes and systems
4. Understanding contracts, Agreements etc.
5. Accepting progressive change and working for it
6. Disciplined and diligent
7. Pro-active and Sincere

Essential qualification

Masters level degree in Data sciences, Public Policy, Public Administration, Economics, Rural Development, Social Sciences, Business Administration and relevant disciplines.

Desirable Qualification

M.phil, PhD, research and publishing experience.

C. Consultant – Division3 (NSQF)

Desirable Experience (3 to 8 years)

(All or some may apply based on the resume):

1. Core experience in skilling ecosystem in India with either some awarding body or organisation dealing with skill qualifications.
2. Strong experience in data management and data science.
3. Multi-disciplinarity in views and experience may be encouraged.
4. Engagement with stakeholders from various domains like Industry, Confederations and associations, Academia etc.
5. Experience in developing some qualification/curriculums with the bodies operating in skilling and relevant sectors.

Desirable Traits

1. Multidisciplinarity
2. Good communication skills
3. High levels of logical reasoning and data interpretation
4. Good time management
5. Accepting progressive change and working for it
6. Disciplined and diligent
7. Pro-active and Sincere

Essential qualification

Masters level degree in Data Science, Public Policy, Public Administration, Economics, Rural Development, Social Sciences, Business Administration, Engineering, Agriculture and relevant disciplines.

Desirable Qualification

M.phil, PhD, research and publishing experience.

D. Consultant – General

Desirable Experience (3 to 8 years)

(All or some may apply based on the resume):

1. Work experience in policy formulation, planning, strategy, etc. with the government or reputed development organisations and multilateral agencies.
2. Understanding in developing and executing regulatory mechanisms
3. Experience in report writing, working on frameworks and policy documents, research proposals, publishing articles.
4. Understanding the skills ecosystem in India with at least one assignment/project (minimum period of a year) in this sector.
5. Project management experience or experience in Monitoring and Evaluation in skill development.
6. Monitoring and Evaluation experience with government / development organisations.
7. Consultant / lateral entrants working with the government in ministries and departments for a minimum period of 3 years.

Desirable Traits

1. Innovative, research orientation
2. Team player
3. Understanding of government processes and systems
4. Understanding contracts, Agreements etc.
5. Accepting progressive change and working for it
6. Disciplined and diligent
7. Pro-active and Sincere

Essential qualification

Masters level degree in Data Science, Public Policy, Public Administration, Economics, Rural Development, Social Sciences, Business Administration, Engineering, Agriculture and relevant disciplines.

Desirable Qualification

M.phil, PhD, research and publishing experience

E. Consultant – IT systems

Desirable Experience (3 to 8 years)

(All or some may apply based on the resume):

1. Strong established experience in implementing management information systems, IT platforms, data repositories, data systems with the government and development sector in program implementation.
2. Capability to develop and maintain websites, platforms, data repositories etc.
3. Experience in engaging with vendors of IT systems development and maintenance.
4. Experience in drafting IT roadmap, plan for large scale organisations.

Desirable Traits

1. Innovative
2. Team player
3. Understanding of government processes and systems
4. Understanding contracts, Agreements etc.
5. Accepting progressive change and working for it
6. Disciplined and diligent
7. Pro-active and Sincere

Essential qualification

Masters level degree in Data Science, Engineering (Computer science/IT), Computer applications and relevant fields.