

DRAFT ADVERTISEMENT

No. G-25011/3/2011-USHA (NBO)
Government of India
Ministry of Housing and Urban Poverty Alleviation.
(National Buildings Organization)

Hiring of personnel on contractual basis

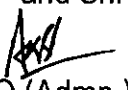
The National Buildings Organization, Ministry of Housing and Urban Poverty Alleviation, Government of India, requires services of the following personnel on contractual basis for a period upto 31.03.2014 subject to further continuation beyond this period based on performance and need to undertake works relating with the Socio-economic and Caste Census, 2011.

1. Demographer (one)
2. Statistician (one)
3. MIS Specialist – Sr. Programmer (one)
4. Research Analyst (four)
5. MIS Support- Programmer (one)

2. Details of essential and desirable qualification, remuneration, job description, other terms and condition and prescribed format for application may be downloaded from websites www.mhupa.gov.in and www.nbo.nic.in . Interested persons may apply to the Director & HOD, NBO, Ministry of HUPA, in the prescribed format within 10 days from the date of publication of this advertisement on the following address:

O/o Director & Head of the Department
National Buildings Organization
Ministry of Housing and Urban Poverty Alleviation
Room No. 210, G Wing, NBO Building
Nirman Bhawan
Maulana Azad Road, New Delhi-11

The application can also be emailed to Director & HOD (NBO) at dnbo-muepa@nic.in and Shri V.Ethiraj, Deputy Director, NBO at emadu62@yahoo.com


S.O (Admn.)
NBO, M/o HUPA

JOB DESCRIPTION AND TERMS OF REFERENCE FOR THE POSITIONS PROPOSED UNDER BPL UNIT

To undertake works relating to the Socio-economic and Caste Census, 2011, the National Buildings Organization (NBO), Ministry of Housing and Urban Poverty Alleviation, Government of India, requires services of following personnel on contractual basis for a period upto 31.03.2014 subject to further continuation beyond this period based on performance and need with the following essential and desirable qualifications and job description.

I. Name of Positions and Required Educational Qualifications

1. Demographer (One)

Essential Qualification

- a. Must have specialization in Demography with post-graduation in Demography/Statistics Economics/Population Studies.
- b. Must have at least 5 years experience in relevant field particularly in sample survey methodology and related processes.
- c. Knowledge in Statistics is essential.

Desirable Qualification

- a. PhD in Demography is desirable.
- b. Have publication/research paper to his credit
- c. Analytical and presentation (oral and written) skills with ability to draft/generate well researched reports.

The Maximum age of the applicant should not be more than 55 years as on 1st April 2013.

2. Statistician (One)

Essential Qualification

- a. Post-graduation in Statistics/Economics with econometrics as a paper.
- b. Must have at least 5 years experience in relevant field particularly in sample survey

methodology and related processes

Desirable Qualification

- a. PhD in relevant discipline is desirable.
- b. Have publications/research papers to his credit.
- c. Analytical and presentation (oral and written) skills with ability to draft/generate well researched reports.

The Maximum age of the applicant should not be more than 55 years as on 1st April 2013

3. MIS Specialist- Sr. Programmer (One)

- a. B.E in computer science or MCA or equivalent degree.
- b. Must have at least 5 years experience in relevant field particularly in database development, programming, MIS development for survey methodology and related processes.
- c. Must have adequate knowledge of data analysis, MIS report generation, programming etc.
- d. Analytical and presentation (oral and written) skills with ability to draft/generate well researched reports.

The Maximum age of the applicant should not be more than 55 years as on 1st April 2013

4. Research Analyst (Four)

Essential Qualification

- a. Post Graduation in Economics/Statistics/Applied Statistics/Applied Economics/Population Studies/ Econometrics/Sociology/Planning.

Desirable Qualification

- a. Experience in survey methodology and related processes.
- b. Expertise in developing survey instruments and data analysis
- c. Analytical and presentation (oral and written) skills with ability to draft/generate well researched reports.

The Maximum age of the applicant should not be more than 55 years as on 1st April 2013.

5. MIS Support- Programmer (One)

- a. B.E in computer science or MCA or equivalent degree.
- b. Must have at least 2 years experience in relevant field particularly in database development, MIS development for survey methodology and related processes.
- c. Must have adequate knowledge of data analysis, MIS report generation etc.
- d. Analytical and presentation (oral and written) skills with ability to draft/generate well researched reports

The Maximum age of the applicant should not be more than 55 years as on 1st April 2013.

II. Duration

The candidate selected will be appointed purely on contractual basis for period up to 31st March 2014. The appointment of the contractual position may be terminated by the NBO, Ministry of Housing and Urban Poverty Alleviation without giving any reason. It could also be terminated by either side by giving one months notice.

III. Remuneration

For positions at serial 1 to 3, a consolidated remuneration of Rs 75,000 per month will be paid. For serial 4, a consolidated remuneration of Rs 50,000 per month will be paid. For serial 5, a consolidated remuneration of Rs 40,000 per month will be paid. Other terms and conditions would be governed by the GFR rules for procurement of services and orders issued by Government of India for appointment of consultants/contractual position from time to time.

IV. Job description

All processes relating to conduct of Socio-economic and Caste Census including preparation of survey instruments, drawing manuals, providing necessary technical assistance to States/UTs and other stakeholders

- i. All process related to pre-testing/piloting the methodology for identification of BPL families
- ii. Training/capacity building/handholding support to State/ULB official, enumerators, supervisors and other functionaries
- iii. Computerization of data collected; online monitoring and report generation
- iv. Scrutiny, quality check and validation of data collected from the field during the survey operations
- v. Analysis of data and identification of key parameters

- vi. Coordination and interaction with all the stake holders such as State Governments, line Ministries, RGI, Planning Commission, UIDAI and other agencies.
- vii. Monitoring and supervising of processes of SECC through various means including frequent field visits.
- viii. Collection, compilation, analysis, interpretation and presentation of data.
- ix. preparation of Process Documentation Report including best practices
- x. Any other duties assigned in connection with SECC-2011 and other activities relating to NBO and M/o HUPA.

V. Other terms and conditions

- (i) Allowance: - The Consultants shall not be entitled to any allowance such as DA, CCA, HRA, CGHS, Medical Reimbursement or any other relief etc.
- (ii) TA/DA: - Consultants posted against positions at serial 1,2 & 3 may be allowed to draw TA/DA as per normal rules applicable to any serving Deputy Director in NBO, Ministry of Housing and Urban Poverty Alleviation and Consultants posted against positions at serial 4 & 5 may be allowed to draw TA/DA as per normal rules applicable to any serving Research Officer in the NBO, Ministry of Housing and Urban Poverty Alleviation while he is on official tour.
- (iii) Head quarters: - Though the Headquarters of the Consultants will be at Delhi, he may be liable to serve anywhere in India.
- (iv) Consultants will not be entitled to telephone, Personal Support Staff and transport facilities.
- (v) Leave: - Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a year cannot be carried forward to next calendar year.
- (vi) Duties and Functions: - The Consultants will be required to discharge the duties as assigned to him by the Director & HOD (NBO)

**Recruitment for Personnel on Contractual basis for BPL Unit,
NBO, Ministry of Housing and Urban Poverty Alleviation**

Application Format

Application for the position of

1. Name:
2. Father's name:
3. Mother's name:
4. Date of birth:
5. Domicile:
6. Nationality:
7. Mailing address:
8. Tel/Mob No.
9. E-mail address:
10. Permanent address:
11. Educational qualification (10+2 onwards): *Documentary evidence to be enclosed with the application*

Sl. No.	Course	Subjects	Board/University /Institute	Year of passing	Division/ Class (% of marks)
1					
2					
3					
4					
5					

12. Work Experience (Documentary evidence to be enclosed with the application)

S. No.	Name of Organization/Institute	Period		Nature of work
		From	To	
1				
2				
3				
4				

13*. List of publication in relevant fields (attach a separate sheet if needed).

14*. A write —up about the suitability of the applicant to the position applied for (attach, a separate sheet if needed)

15. References (at least two with names, addresses and phone numbers):

i.

ii.

Signature with date

Place: -

Date: -

*Pl. provide detail for Sr. No 12, 13, 14, the application without relevant detailed information are liable to be rejected