



**DIRECTORATE OF ADULT EDUCATION
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(DEPARTMENT OF SCHOOL EDUCATION & LITERACY)**

ADVERTISEMENT

Directorate of Adult Education, a subordinate office of Ministry of HRD invites applications for engagement of four Consultants for short term basis at least for six months, from the eligible retired Government Officials equivalent to Under Secretary and above, having experience in the relevant field of **Training, Skill Development, Administration and Publication Unit**. In exceptional cases when retired officials are not available having the experience in particular post, the non-Government background persons having relevant experience can also be considered for these posts.

The candidates should send their applications in the prescribed Format enclosing relevant documents including a copy of PPO (in case of retired Government official), within **20 days** from the date of release of advertisement describing the field applied for on the envelope. Applications should be sent by post to Shri Ramakrishna Sura, Director, Directorate of Adult Education, Ministry of HRD, 10, Jamnagar House, New Delhi – 110011. Applications received after due date will not be entertained.

Format of the application and other details may be seen from website **mhrd.gov.in/adulteducation** of the Ministry of Human Resource Development.

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Job chart of the Consultants is given as under:

Consultant for Training : (1)

- To conduct training Programmes/Workshops for SLMAs & SRCs.
- To conduct capacity building programme for Shakshar Bharat functionaries through Professional agencies.
- To develop training modules/materials for Shakshar Bharat functionaries like Key Resource Persons, Master trainers and preraks.

Consultant for Skill Development : (1)

- Scrutiny and prepare observations on Annual Action Plans of JSS.
- Assist in conducting Half Yearly and Annual Review Meetings
- Conduct Orientation Programme through Professional agencies.
- Conduct Impact Evaluation through External Evaluating agencies.
- Standardization of curriculum through professional agencies
- Web Based Monitoring
- Preparation of Annual Reports
- Preparation of Parliament replies.

Consultant for Administration : (1)

- To supervise Administration & Accounts work
- All the administrative & financial matters relating to Directorate of Adult Education.
- Preparation of Annual Budget and performance budget of DAE and settlement of accounts of various programme.
- Preparation of replies to Court Cases etc.
- Issuance of sanction for release of funds for organising various activities.

Consultant for Publication : (1)

- Annual report of the Directorate of Adult Education
- Motivational materials like posters, compendiums, photographs (award winning) at National level competitions organised by DAE.
- Study materials for neo-literates.
- Books on different aspects of literacy (basic literacy, post literacy, continuing education, project formulation, monitoring and evaluation thereof) for field functionaries.
- Policy guidelines for academicians and social science researchers.
- Special publications on various occasions like ILD celebrations, National and International Seminars, Workshops, Meetings etc.
- Maintaining data base of photographs and visuals for use in the publications.

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TERMS & CONDITIONS

1. ELIGIBILITY & EXPERIENCE

Retired Government Officials equivalent to Under Secretary and above with at least 5 years experience in the concerned field. In exceptional cases when retired officials are not available having the experience in particular post, the non-Government background persons having relevant experience can also be considered for these posts.

2. DRAWAL OF PENSION

A retired Government official appointed as Consultant in any of the four categories shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His/her engagement as Consultant shall not be considered as a case of re-employment.

3. FEE & ALLOWANCES

The formula adopted for payment of remuneration to the retired Government Officials engaged as Consultant would be last pay drawn (at the time of retirement) i.e. Pay in the Pay Band + Grade Pay + DA (-) Basic Pension + D.A. The retired Government officials so appointed are also paid conveyance allowance at a fixed rate which is not more than what they were drawing at the time of retirement. They will not be eligible for any other facilities, such as Residential Telephone, Residential Accommodation, CGHS and Medical Reimbursement etc.

For non-Government background persons, consolidated consultancy fee between Rs. 35,000/- to Rs. 40,000/- will be paid per month.

4. 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 his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The DAE would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

5. TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with official work as per their entitlement before superannuation.

6. TENURE OF THE CONSULTANTS

Consultants shall be engaged on short term basis for the period of six months from the date of engagement or upto 31st March, 2014, whichever is earlier.

7. AGE

Candidate should not be more than 65 years.

**Application for engagement of Consultant in the Directorate of Adult Education in
the field of _____**

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Date of Retirement: _____
5. Last Pay Drawn with Grade Pay & Pension: _____
6. Nationality: _____
7. Postal Address (with Tel./Mobile No.): _____
8. Whether belongs to SC/ST/OBC: _____
9. Work Experience:

S.No.	Post	Period		Nature of duties
		From	To	

(Signature)