

F.No.1/1/2013-IR  
Government of India  
Ministry of Personnel, Public Grievance & Pension  
Department of Personnel & Training

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North Block, New Delhi  
Dated the 13<sup>th</sup> September, 2017

Subject: - Hiring of Personnel for Project Monitoring Unit.

The Department of Personnel & Training has set up a Project Monitoring Unit (PMU) under IR Division to monitor RTI Online Web Portal and other RTI related projects. **Two Management Associates** are required to be hired for the said PMU.

2. The engagement shall initially be for a period of one year on contract basis, which may be extended subject to the approval of the Competent Authority. The engagement shall be purely temporary and may be terminated at any time without assigning any reason by giving a notice of 30 days. The candidate shall not have any claim of any regular appointment under the Government.

3. The personnel in PMU are expected to perform the following tasks:

- i. Coordination with the Public Authorities, training institutes, NIC, SBI and other agencies etc.
- ii. Mechanisms to be put in place to ensure the quality of service to the stakeholders.
- iii. Monitor the helpdesk to provide end-user support.
- iv. To devise capacity building strategies for smooth implementation of RTI Online Web Portal and other RTI related projects.
- v. Evaluation of the feedback from the end-users in consultation with the technical team of NIC.
- vi. Arrange for training/ workshop of Nodal Officers, Central Public Information Officers and First Appellate Authority of the Public Authority aligned with/ to be aligned with RTI Online Portal.
- vii. To help IR Division in preparing Terms of References/ RFPs for various RTI related projects, briefing and debriefing, circulation of reports, etc.
- viii. To assist in analysing the reports of interns and fellows engaged with IR Division.
- ix. To assist in smooth rolling out of mobile app of RTI.
- x. Regular basis with NIC technical team for improvement and advancements in the RTI Online Portal.
- xi. Any other relevant task assigned by the IR Division of DoPT.

4. The necessary qualification, experience and the maximum gross salary of the above mentioned personnel is as under;


DESIGNATION	QUALIFICATION *	EXPERIENCE	GROSS MONTHLY SALARY (All inclusive)
Management Associate	MBA/ PG Diploma in Management	Desirable	Rs.50,000/-

\* The required Education qualification should be from a reputed University/ Institution.

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5. Selection of the personnel would be undertaken through an interview and would be based on their Education qualification, experience and performance in the interview. The gross monthly salary indicated in Para 4 is the maximum that could be offered.

6. Candidates who satisfy the above qualification may submit application in the format attached with this advertisement by post/ email. The applications shall be submitted alongwith the application, photocopies of their certificates as proof of their education qualification and experience and one latest passport size photograph. The application should be addressed to Shri. M.M. Maurya, Under Secretary, Department of Personnel & Training, North Block, New Delhi-110001. The application submitted through email should be sent to [usir-dopt@nic.in](mailto:usir-dopt@nic.in). The last date for receiving the application in Department of Personnel & Training is 3<sup>rd</sup> October, 2017.

  
(M.M. Maurya)

Under Secretary to Government of India  
Tel.23040401

To,

Sr.Technical Director, NIC-DoPT, North Block, New Delhi-110001 with the request to kindly have the above advertisement uploaded on the website [www.persmin.nic.in](http://www.persmin.nic.in) (in OMs and Orders and what's new) and [www.rti.gov.in](http://www.rti.gov.in).

**Performa for application for engagement as Management Associates for the PMU in DOPT.**

Please paste self attested latest passport size photograph

**Reference: Advertisement on DOPT website dated 13/09/2017**

1	Name			
2	Date of Birth			
3	Complete postal address			
4	Telephone/ Fax Nos (including- STD code)			
5	Mobile No			
6	E-mail Address			
7	Educational Qualifications	Academic Degree	Year of passing	Name of University/College
8	Experience	Name of Organisation	Period	Job Profile
9	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet if necessary			

**Declaration:**

I affirm that the information given in this application is true and correct to the best of my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my employment shall be terminated without any notice.

Date:

Signature:

Place:

Name of candidate: