

Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis
(An autonomous organization of the Govt. of Madhya Pradesh)
Sushasan Bhawan, Bhadbada Chouraha, T.T. Nagar, Bhopal 462 003

APPOINTMENT

Applications in the prescribed format are invited for appointment on deputation or contract basis at Bhopal for the post of **Principal Advisor, Centre for Knowledge Management & e-Governance** from professionals in the field. The details of the advertisement can be seen at the Institute's website www.aiggpa.mp.gov.in. Applications, complete in all respect should reach the **Manager (Admin), Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis, Bhadbhada Chouraha, T.T. Nagar, Bhopal-462003** through registered post/speed post latest by **5.00pm on 25th May 2019**. Incomplete applications or applications received after the due date and time, will not be considered.



Manager (Administration)
4 May 2019

**ADVERTISEMENT FOR THE POST OF
PRINCIPAL ADVISOR (KNOWLEDGE MANAGEMENT & e-GOVERNANCE)**

Pay, allowances, minimum qualification, selection procedure and application format for posts advertised.

(I) Pay:

S.No	Post	No. of Posts	Pay Scale for Deputation	Consolidated emoluments for Contract Employees
01	02	03	04	05
1.	Principal Advisor (Centre for Knowledge Management and e-Governance)	1	37400-67000 + Gr.Pay Rs. 8700/8900/10000	Rs.1,00,000/- *

(II) Allowances and facilities:

S.No.	Facilities	Contract employees	Deputationists
1.	Incentive pay	NIL	20% of Basic pay plus Grade Pay
2.	House Rent Allowance (eligibility as per Institute norms)	15% of fixed pay	15% of Basic pay + Gr. pay
3.	Mobile phone allowance	Rs.1000/-	Rs.1000/-
4.	Medical Allowance	Rs.2000/-	As per Parent department norms
5.	Medical Insurance reimbursement	Rs.5000/-	
6.	Local conveyance allowance	Rs.1000/-	Rs.1000/-
7.	Yearly Leave	15 days Earned leave, 13 days Casual leave, 3 days optional leave and medical leave @ 1 day per month for hospitalization.	As per Parent department norms

* *under revision.*

Note:

- For medical allowance and leave, employees on deputation will be governed by the rules of their parent department in the government
- Accommodation in the Institute campus will be provided, if available, to the eligible employees as per Institute norms.
- Details of Service Rules of the Institute can be seen at the website: www.aiggpa.mp.gov.in.

- Fixed monthly vehicle allowance of Rs.3000/- for using 4 wheel vehicle owned by the officers, subject to sanction by competent authority.

(III) Minimum Qualifications

- (1) **Educational qualifications** : A Post-Graduate degree with uniformly good academic record of 60% and above and ten years of working experience in the field of Management related to knowledge acquisition/dissemination/capacity building with proven ability for introducing innovations and experience in the use of Information and Communication Technology (ICT) in knowledge management.
- (2) **Desirable qualifications**: Capability to use ICT applications and acquaintance with some important projects and plans of the state government/government of India/International organizations like UNESCO, UNICEF, World Bank etc.
- (3) **Preference** will be given to those:
 - a) Having worked/working with Government departments and agencies in developing IT and implementing e-governance solutions.
 - b) Leading teams of ten or more IT professionals in project implementation.
 - c) Leadership and conceptual skills relevant to the Sector.
- (4) Initial period of engagement will be for a period of three years.
- (5) **Age limit**: A candidate shall be eligible for the appointment till he/she attains the age of 65 years.

Note: Post Graduate Diploma from AICTE/UGC recognized institutions or Indian Institute of Managements will be treated at par with the Post Graduate Degree

(IV) Selection Procedure:

- (1) Applicants will be shortlisted on the basis of documents submitted along with the application.
- (2) Short listed candidates will be required to present themselves at Bhopal for an interview before a panel constituted for the purpose. The candidate, if he/she so desires, may make a brief presentation on his/her area of experience/expertise.
- (3) No expenses for the participation in the interview shall be payable.

Application for the post of Principal Advisor, Knowledge Management & e-Governance
on Contract / Deputation basis

Name (in capital Letters)	:		Recent Passport Size Color Photo with signature on it
Father's / Husband's Name	:		
Date of Birth	:		
<u>Address for correspondence</u>		<u>Permanent Address</u>	
<u>PinCode:.....</u>		<u>PinCode:.....</u>	
Contact No.	:		
Email Address	:		

Educational Qualifications:

Qualification	Board/University	Year of Passing	%age of Marks	Subjects
X th Std				
XII th Std				
Graduation				
Post Graduation				
Diploma				
Any other				

(Self-attested copies of mark sheets and other relevant documents are to be attached)

Working Experience: (please attach detailed CV)

Name of Employer/ Department	Date of Joining	Date of Relieving/ Retirement	Experi-ence in Years	Job Title/ Designa-tion	Pay Scale with grade pay and total emolu-ments	No. of staff super-vised	Job Responsibilities

Paper published (if any)

Title	Year of Publication	Platform where published

Note: Application should be submitted through Proper Channel, if applicant is working with Govt/Quasi government organization. If applicant is a retired person, a copy of Retirement order is to be compulsorily attached.

Any other relevant information :

Declaration

I, solemnly declare that the above information is true as per my knowledge and belief and I have enclosed required documentary proof towards the information. There is no Court Case/Departmental Enquiry/Legal action held against me so far and/or pending against me under any Department/Court of Law.

Place:.....
Date:.....

Signature:.....
Name of Applicant:.....