

No.2/21/2010-IM
Government of India
Ministry of Minority Affairs

New Delhi. Dated 11th March, 2013

ADVERTISEMENT

The Ministry of Minority Affairs, intends to engage 02 (Two) Project Assistant in the Project Management Unit (PMU) for monitoring of the Online Scholarship Management System (OSMS).

2. Scope of Work.

Project Management Unit (PMU) team would liaise with all the stakeholders involved in the project including the State Governments, institutes, students, NIC etc. This unit will handle all the scheme issues as well as the technical issues related to the software. This unit will be required to do all technical works related to various Schemes of this Ministry as well as secretarial work.

2.1 The technical issues related to the software and the specific scheme matters, the PMU is to perform are as under:

- (i) to look after all the technical issues involved in the online system and will analyze the various Software Requirement Specifications (SRS), its modifications vis-a-vis the terms and conditions as spelt out in the scholarship schemes,
- (ii) to cross check the fund requirement, community-wise details, male & female details etc., projected by States/UTs in their proposals under the scholarship schemes from the database, available online,
- (iii) to prepare a data bank of scholarships sanctioned in State/UT-wise and community-wise manner,
- (iv) to monitor the status of disbursement of funds among beneficiaries taking the help of the online system,
- (v) to upload all relevant data in respect of the schemes in the web-site of the Ministry,
- (vi) to address various technical queries of the stakeholders related to these schemes,
- (vii) to generate periodic statements on implementation of the online project.
- (viii) Any other work as assigned to them from time to time.

2.2 The PMU will work under Assistant Director/Under Secretary dealing with scholarships and will report to him/her for their day to day tasks / activities. However, this unit will function under the overall jurisdiction of Director/Deputy Secretary dealing with Scholarship Schemes.

3. **Remuneration** Consolidated per month emoluments are as under:-
Project Assistant - Rs.25,000/.

3.1 An annual increment of Rs.,1000/- to Project Assistant will be given in every year during the period of contract.

4. **Essential Qualifications.** Essential qualifications for the Project Assistant is as under:-

- (a) should be a Graduate in any discipline with diploma in Computer Science;
- (b) should have working experience of atleast one year in IT related Projects involving Public Service Delivery;
- (c) should not be younger than 25 years of age and should not be older than 30 years as on 1st January, 2013.

5. **Period of Contract.**

Initially the contract will be for one year which can be extended upto a period of five years. Further extensions beyond the 1st year will be subject to the satisfactory performance. The contract can be terminated any time, if performance is found to be unsatisfactory. However, if a member desires to quit, prior notice of one month be given to this Ministry.

6. **Selection** The selection of candidates will be done by the Ministry after proper interview. Eligible candidates meeting the essential qualifications will only be short listed for interview.

7. **Submission of Applications** Interested candidates may submit their applications, alongwith with attested (to be attested by a gazetted officer) copies of all required documents indicating educational qualification, age, experience, address, contact number, email id, latest passport size photograph etc, latest by **1st April, 2013** to the undersigned, through **Registered Post/By Hand** in the following format:-

- (1) Name of the Post applied for :-
- (2) Name:-
- (3) Date of Birth:-
- (4) Educational Qualification:-
- (5) Experience:-
- (6) Address for correspondence with contact number mail id:-
- (7) Date, Place and Signature of the Candidate.

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11/3/13

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