

F.No.11-4/2016-TS.VII

Government of India

Ministry of Human Resource Development  
Department of Higher Education

Shastri Bhawan, New Delhi,  
Dated 12<sup>th</sup> April, 2016

To,

1. The Secretaries of Technical Education of all States/UTs.
2. The Directors of Technical Education of all States/UTs.
3. The Member Secretary, AICTE.
4. The Directors of all IIT's/ IISc, Bangalore and IITs.
5. The Directors of all IIM's/ NITIE, Mumbai.
6. The Vice-Chancellors of all Central Universities/ State Universities.
7. The Directors of all NITs.
8. The Directors of all NITTTR's/ NIFFT, Ranchi/ NERIST, Itanagar/ SLIET, Longowal/ CIT, Kokrajhar/ GKCIET, Malda.

**Subject: - Recruitment for Governing Board-engaged Faculty Consultant Post in CPSC, Manila.**

Sir/Madam,

I am directed to say that Colombo Plan Staff College for Technician Education (CPSC), Manila, Philippines is Regional Institute mandated to assist in the improvement of the Technician Education System of its member countries in Asia and Pacific Region through Staff Development Programmes. The CPSC, Manila is an autonomous organization with a Board of Governors consisting of the nominees of the participating countries under the Colombo Plan. India is one of the participating countries.

2. CPSC, Manila has announced the recruitment for the post of Governing Board-engaged Faculty Consultant. The post is open to senior academic professionals from the CPSC member countries who meet the basic eligibility requirements and who can contribute to the academic services of CPSC. Governing Board-engaged Faculty are academic professionals who carry out the programs of CPSC through teaching, research or such other duties as may be assigned by the CPSC Director General.

3. The eligible candidates may apply to CPSC Manila directly. The qualification requirements, guidelines and procedure for the applications is attached. The successful candidate for this senior faculty position is expected to be appointed by the CPSC Governing Board in CPSC Manila, Philippines for an

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26/4/16



Dr. Sanjay Rajpal  
26/4

initial period of one year, renewable on the yearly basis for up to a maximum of three years.

4. You are requested to disseminate the above said announcement amongst the eligible Faculty members. You may kindly nominate suitable candidate from your Institute/Organisation who is willing to be considered for the above said position and who can be spared in the event of his selection. Vacancy announcement and prescribed application form is also available on <http://www.cpsctech.org/current-job-vacancies>. The last date for submission of application is **June 20, 2016**.

Yours faithfully,

Encl: As above.



(Achint Kumar)

Under Secretary to the Govt. of India

Tele: 011-23384582

Email: achint.kumar@nic.in

Copy to: Shri Sanjay, Web Master, CMIS Unit, Ministry of Human Resource Development with request to put up the above notice on MHRD website for wide publicity.





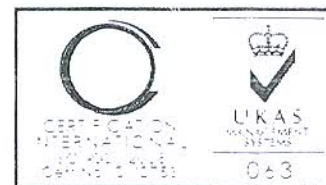
Inter-Governmental International Organization  
**COLOMBO PLAN STAFF COLLEGE**  
for Human Resources Development in Asia and the Pacific Region  
Bldg. C., DepEd Complex, Meralco Ave., 1600 Pasig City, Philippines  
Phone: (+63-2) 631-0991 to 95 Fax: (+63-2) 633-8425/631-0996  
E-mail: [cpssc@cpsctech.org](mailto:cpssc@cpsctech.org) Website: [www.cpsctech.org](http://www.cpsctech.org)



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[twitter.com/cpsctech](https://twitter.com/cpsctech)



## ANNOUNCEMENT

### GOVERNING BOARD-ENGAGED FACULTY CONSULTANT

Annex 1

The **Colombo Plan Staff College for Technician Education (CPSC)** seeks to appoint a **Governing Board-engaged Faculty Consultant** for an initial period of one year. The tenure of service of the Governing Board-engaged Faculty Consultant is fixed to a maximum of three years, subject to yearly renewal on satisfactory performance evaluation and mutual consent.

CPSC is an inter-governmental human resources development organization mandated to assist in the improvement of technical and vocational education and training (TVET) systems in its member countries in Asia and the Pacific region through training & development, research & development, ICT, policy advisory and project development & consultancy. The 16 active member countries of CPSC are: Afghanistan, Bangladesh, Bhutan, Fiji, India, Malaysia, Maldives, Mongolia, Republic of the Union of Myanmar, Nepal, Islamic Republic of Pakistan, Papua New Guinea, Philippines, Republic of Singapore, Sri Lanka and Thailand. CPSC seeks the interest of qualified professionals from its Member Countries with relevant background in the general areas of technical education, technical teacher training and research, Information and Communication Technology, entrepreneurship development, curriculum development, TVET skill development, education for sustainable development, educational technology and management.

#### Qualifications Criteria

Specifically, the applicant must meet the following eligibility criteria:

- Must be a citizen of any of the CPSC member countries;
- Must be below 50 years of age;
- Must be proficient in oral and written communication (English is the official language used in CPSC) and with the ability to work in a multi-cultural environment;
- Must be proficient in computer/ IT skills;
- Holder of Doctoral degree in technical education / engineering education / technology education or advanced post-doctoral degree preferably in any TVET field, with Master's degree in Engineering.
- Possesses at least 10 years of work experience in the field of technical and vocational education and training, has occupied a Senior Faculty or Professor position for five years as per Government selection rules in Universities/Technical/Engineering Colleges/Teacher Training or other Institutes of Excellence/Polytechnics;
- Possesses multidisciplinary competence/expertise in the following areas of specialization:
  - Curriculum development;
  - Information and Communication Technology (ICT);
  - Teacher Training;
  - Qualifications Framework;
  - Education for Sustainable Development;
  - Emerging technology;
  - Educational technology;
  - Management and training, Quality Assurance / Quality Management in TVET; and
  - Skills for the informal sector and the disadvantaged



- Must be able to design and develop instructional course materials, academic papers and coordinate regional, in-country, and customized programs and conduct research and development projects and activities with minimum supervision;
- Must be able to demonstrate effectiveness in teaching; experience in conducting Training of Trainer programs.
- Demonstrates fitness to travel to various countries;
- Demonstrates leadership, sound judgment and must be able to render support in senior administrative functions as may be required;

The compensation package includes annual salary (**starts at US\$48,000.00**) and fringe benefits which are tax-free in the Philippines (for expatriates only), such as travel expenses for faculty and qualified dependents on first appointment and on expiry of contract, shipping allowance, children's educational allowance, repatriation grant, housing allowance, insurance and medical allowance, and sick/annual home leaves, in accordance to the prevailing policies of CPSC.

#### APPLICANT SUBMISSION GUIDELINES

1. Interested applicants must complete the APPLICATION FORM **HRM Form A01 (Application Form for GB-Engaged Faculty Consultant)** which may be downloaded from <http://www.cpsctech.org/current-job-vacancies>
2. Submission of application must follow a prescribed process and applicants must be guided by the information below:
  - 2.1. Applicant should complete the prescribed application form ensuring that all information are provided as sought in the form.
  - 2.2. Applicants are requested to route application through proper official channel and seek his/her respective Government's endorsement or any document indicating no objection on his candidature particularly from the designated CPSC Liaison Officer or authorized counterpart official in the Government. Such documentary evidence, along with application and attachments, shall be submitted directly to CPSC, copy furnished the country Liaison Officer for CPSC. *(Kindly contact designated Liaison Officer of CPSC in your country for guidance. List of Liaison Officers of CPSC can be accessible from <http://www.cpsctech.org/organization/liaison-officer>)*
  - 2.3. **Applicant shall send application form to CPSC with complete documents, compiled in the order, as follows;**
    - a) Covering letter expressing intent to apply;
    - b) Copy of document indicating government endorsement or no objection by relevant authority (Liaison Officer or authorized counterpart)
    - c) Certified true copy of birth certificate, academic records, certificates of employment, professional eligibility, licenses or qualifications;
    - d) Copies of journals, papers, reports;
    - e) Proof of awards, copyrights, patents etc. received;
    - f) Other evidences to support academic and professional entries in the application form; and
    - g) Medical certification indicating fitness for overseas assignment.

3. Applications may be sent in advance by e-mail (in PDF format only) while all printed certified copies of documents and attachments must be sent by courier or post directly to:

**THE SELECTION COMMITTEE**

(Ref: Governing Board-engaged Faculty | Post)

Colombo Plan Staff College

Building Block C Department of Education Complex, Meralco Avenue, Pasig City 1600 Philippines

Tel: +63-2-6310991 | Fax: +63-2-6338425 | E-mail: [cpssc@cpsctech.org](mailto:cpssc@cpsctech.org)

Note: All applications received by e-mail must ensure that CPSC receives all the attachments sent by courier or post before the application deadline.

Application Deadline: **June 20, 2016**

Screening of applications will start after the application deadline and will continue until suitable candidate has been found

4. The Selection Committee with the assistance of the respective Embassy in Manila will conduct pertinent verification or re-confirmation of endorsement by the Government as may be necessary.
5. Only Short-Listed Candidates will be notified of the outcome of the pre-selection and evaluation process.



## Application Form for Governing Board-Engaged Faculty Consultant

### I. Personal Information

\*Fields are compulsory

1. Please indicate the country where you are living presently.
2. Please include area code in your contact numbers.
3. Please register present e-mail address.

**Photo\***  
(2" x 2")

Title*	Family name*	First name*	Family name at Birth*
Address*		City	Postal Code
		Country	
Private TEL	Work TEL	Mobile/Cellular Phone	Fax
+( )-	+( )-	+( )-	+( )-
E-mail address*			
Date of Birth*		Gender*	(Male, Female)
Country of birth*		Place of birth*	
Marital Status*		Nationality at birth*	
Spouse's Name		Spouse's Birth Date	
Children's Names	(1)	Children's Birth Dates	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)
	(5)		(5)
Present Nationality*			
2nd present nationality			
3rd present nationality			
<i>If you have taken any legal steps towards changing your present nationality, please state here</i>			

## II. Education

### 2.1 Secondary Education or equivalent

✓ Please list in reverse chronological order your secondary education or equivalent

Title of Degree/Diploma	When Obtained (dd/mm/yyyy)	School/Institution	Country

### 2.2 Higher Education

✓ Please list in chronological order the educational degrees/diplomas obtained and institutions attended.

#### (1) Bachelor's Degree

Original Title of Degree/Diploma			
Type of Degree/Diploma			
When Obtained (dd/mm/yyyy)		Duration	( )Years
Inclusive Date	From(Month/Year)	To(Month/Year)	
Field of Study			
Major Subject(S)			
Name of University/School			
Location of University/School	Place	Country	

#### (2) Master's Degree

Original Title of Degree/Diploma			
Type of Degree/Diploma			
When Obtained (dd/mm/yyyy)		Duration	( )Years
Inclusive Dates	From(Month/Year)	To(Month/Year)	
Field of Study			
Major Subject(S)			
Name of University/School			
Location of University/School	Place	Country	



(3) Doctoral Degree

Original Title of Degree/Diploma		
Type of Degree/Diploma		
When Obtained (dd/mm/yyyy)	Duration	( )Years
Inclusive Date	From(Month/Year)	To(Month/Year)
Field of Study		
Major Subject(S)		
Name of University/School		
Location of University/School	Place	Country

(4) Post Doctoral/ Other Advanced Study

Original Title of Degree/Diploma		
Type of Degree/Diploma		
When Obtained (dd/mm/yyyy)	Duration	( )Years
Inclusive Date	From(Month/Year)	To(Month/Year)
Field of Study		
Major Subject(S)		
Name of University/School		
Location of University/School	Place	Country

Original Title of Degree/Diploma		
Type of Degree/Diploma		
When Obtained (dd/mm/yyyy)	Duration	( )Years
Inclusive Date	From(Month/Year)	To(Month/Year)
Field of Study		
Major Subject(S)		
Name of University/School		
Location of University/School	Place	Country



### III. Professional Experience

#### 3.1 Employment History (Start with present)

<b>Job Title*</b>		<b>Duration*</b>	From(dd/mm/yyyy)	To(dd/mm/yyyy)
<b>Name of Institution*</b>				
<b>Type of Organization*</b>	(1) International [ ]	<b>Nature of Activities*</b>	(1) Education & Training [ ]	
	(2) Government [ ]		(2) R & D [ ]	
	(3) NGO [ ]		(3) Industry & Business [ ]	
	(4) Private [ ]		(4) Consultancy [ ]	
	(5) Others [ ]		(5) Professional Services [ ]	
			(6) Others [ ]	
<b>Address*</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities, number of staff supervised, if applicable</b>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	

<b>Job Title*</b>		<b>Duration*</b>	From(dd/mm/yyyy)	To(dd/mm/yyyy)
<b>Name of Institution*</b>				
<b>Type of Organization*</b>	(1) International [ ]	<b>Nature of Activities*</b>	(1) Education & Training [ ]	
	(2) Government [ ]		(2) R & D [ ]	
	(3) NGO [ ]		(3) Industry & Business [ ]	
	(4) Private [ ]		(4) Consultancy [ ]	
	(5) Others [ ]		(5) Professional Services [ ]	
			(6) Others [ ]	
<b>Address*</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities, number of staff supervised, if applicable</b>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	

<b>Job Title*</b>		<b>Duration*</b>	From(dd/mm/yyyy)	To(dd/mm/yyyy)
<b>Name of Institution*</b>				
<b>Type of Organization*</b>	(1) International [ ] (2) Government [ ] (3) NGO [ ] (4) Private [ ] (5) Others [ ]	<b>Nature of Activities*</b>	(1) Education & Training [ ] (2) R & D [ ] (3) Industry & Business [ ] (4) Consultancy [ ] (5) Professional Services [ ] (6) Others [ ]	
<b>Address*</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities, number of staff supervised, if applicable</b>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	

<b>Job Title*</b>		<b>Duration*</b>	From(dd/mm/yyyy)	To(dd/mm/yyyy)
<b>Name of Institution*</b>				
<b>Type of Organization*</b>	(1) International [ ] (2) Government [ ] (3) NGO [ ] (4) Private [ ] (5) Others [ ]	<b>Nature of Activities*</b>	(1) Education & Training [ ] (2) R & D [ ] (3) Industry & Business [ ] (4) Consultancy [ ] (5) Professional Services [ ] (6) Others [ ]	
<b>Address*</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities, number of staff supervised, if applicable</b>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	



<b>Job Title*</b>		<b>Duration*</b>	From(dd/mm/yyyy)	To(dd/mm/yyyy)
<b>Name of Institution*</b>				
<b>Type of Organization*</b>	(1) International [ ] (2) Government [ ] (3) NGO [ ] (4) Private [ ] (5) Others [ ]	<b>Nature of Activities*</b>	(1) Education & Training [ ] (2) R & D [ ] (3) Industry & Business [ ] (4) Consultancy [ ] (5) Professional Services [ ] (6) Others [ ]	
<b>Address*</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities, number of staff supervised, if applicable</b>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	

<b>Job Title*</b>		<b>Duration*</b>	From(dd/mm/yyyy)	To(dd/mm/yyyy)
<b>Name of Institution*</b>				
<b>Type of Organization*</b>	(1) International [ ] (2) Government [ ] (3) NGO [ ] (4) Private [ ] (5) Others [ ]	<b>Nature of Activities*</b>	(1) Education & Training [ ] (2) R & D [ ] (3) Industry & Business [ ] (4) Consultancy [ ] (5) Professional Services [ ] (6) Others [ ]	
<b>Address*</b>	Location	Place (City)	Country	Official Website
<b>Main duties and responsibilities, number of staff supervised, if applicable</b>				
<b>Annual starting salary (US\$)</b>			<b>Annual end salary (US\$)</b>	

**3.2 List of 10 Most Relevant Research & Publications (Please use extra sheet for the rest if necessary)**

Type <sup>[1]</sup>	Title of Publication	Publisher	Role of Author <sup>[2]</sup>	ISBN/ Copyright	Details		
					Date	Vol./Issue	Pages

<sup>[1]</sup>Indicate Type of Publication [Book, Journal Paper, Proceeding Paper, Technical Report, Copyrighted Instructional Material with CD or Web Documents, and so on]

<sup>[2]</sup>Indicate Role of Authors [First/Main Author, Co-Author, Editor, and so on]

**3.3 List of National/International Awards and Honors Received (if any)**

Type <sup>[1]</sup>	Title	Awarding Body	Reason for the Award	Date

<sup>[1]</sup>Indicate Type of Award [Certificate of Honor, Service Achievement, Medal of Commendation, and so on]



### 3.4 Officership/ Membership to Professional Organizations and Honor Societies

Type	Name of Organization	Position	Date of Membership	Remarks
International				
National				

### 3.5 Experiences in Consultancy Project (if any)

<b>Project Title*</b>			
<b>Consultant's Position</b>			
<b>Funding Agency</b>			
<b>Duration</b>	<b>From (ddmmyyyy)</b>	<b>To (ddmmyyyy)</b>	
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>	
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>	
<b>Duties Rendered</b>			

<b>Project Title*</b>		
<b>Consultant's Position</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (ddmmyyyy)</b>	<b>To (ddmmyyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		

<b>Project Title*</b>		
<b>Consultant's Position</b>		
<b>Funding Agency</b>		
<b>Duration</b>	<b>From (ddmmyyyy)</b>	<b>To (ddmmyyyy)</b>
<b>Beneficiary Institution</b>	<b>Name of Institution</b>	<b>Address / Country</b>
<b>Consulting Firm</b>	<b>Name of Firm</b>	<b>Address / Country</b>
<b>Duties Rendered</b>		



3.6 Experiences which Best Illustrate Your Fitness to Occupythis Post

No	Experiences
1	
2	
3	
4	
5	
6	

## IV. Skills

### a. Language Skill

*Please evaluate your language skills.*

- ✓ *Make sure that you write language name you want to evaluate.*
- ✓ *If evaluation category is unchecked, it will be considered as Slight automatically.*

OFFICIAL LANGUAGE				
English	Slight	Fair	Good	Excellent
Speak				
Write				
Read				
Understand				
OTHER LANGUAGES				
(            )	Slight	Fair	Good	Excellent
Speak				
Write				
Read				
Understand				
(            )	Slight	Fair	Good	Excellent
Speak				
Write				
Read				
Understand				
(            )	Slight	Fair	Good	Excellent
Speak				
Write				
Read				
Understand				

### 4.2 ICT Skills

*Please evaluate your computer skills.*

Kinds of Skills	Basic	Average	Advanced
Database			
Internet/Mail			
Presentation Tools			
Spreadsheet			
Test/Exam processing			
Word processing			
Multimedia Technology			
Web Technology			
Statistical Analysis Tools			



**b. Driving License**

Type of License	Issuing Country	License No.	Issue Date	Expiry Date	Vehicle Model

**4.3 List more Skills, if you have**

(1)	
(2)	
(3)	
(4)	
(5)	
(6)	

**4.4 List of Professional Certification, if you have**

Type of Certification	Country	Issuing Agency	Certification No.	Issue Date	Expiry Date

**V. References**

**5.1 Three References**

<b>Name</b>		
<b>Designation</b>		
<b>Institution</b>	Name	
	Address	
<b>Contact No.</b>	TEL	+( )-
	Mobile	+( )-
	FAX	+( )-
	E-Mail	
<b>Relationship</b>		

<b>Name</b>		
<b>Designation</b>		
<b>Institution</b>	Name	
	Address	

Contact No.	TEL	+( )-
	Mobile	+( )-
	FAX	+( )-
	E-Mail	
Relationship		
Name		
Designation		
Institution	Name	
	Address	
Contact No.	TEL	+( )-
	Mobile	+( )-
	FAX	+( )-
	E-Mail	
Relationship		

**VI. Endorsement**

**6.1 Endorsement of Country's Liaison Officer**

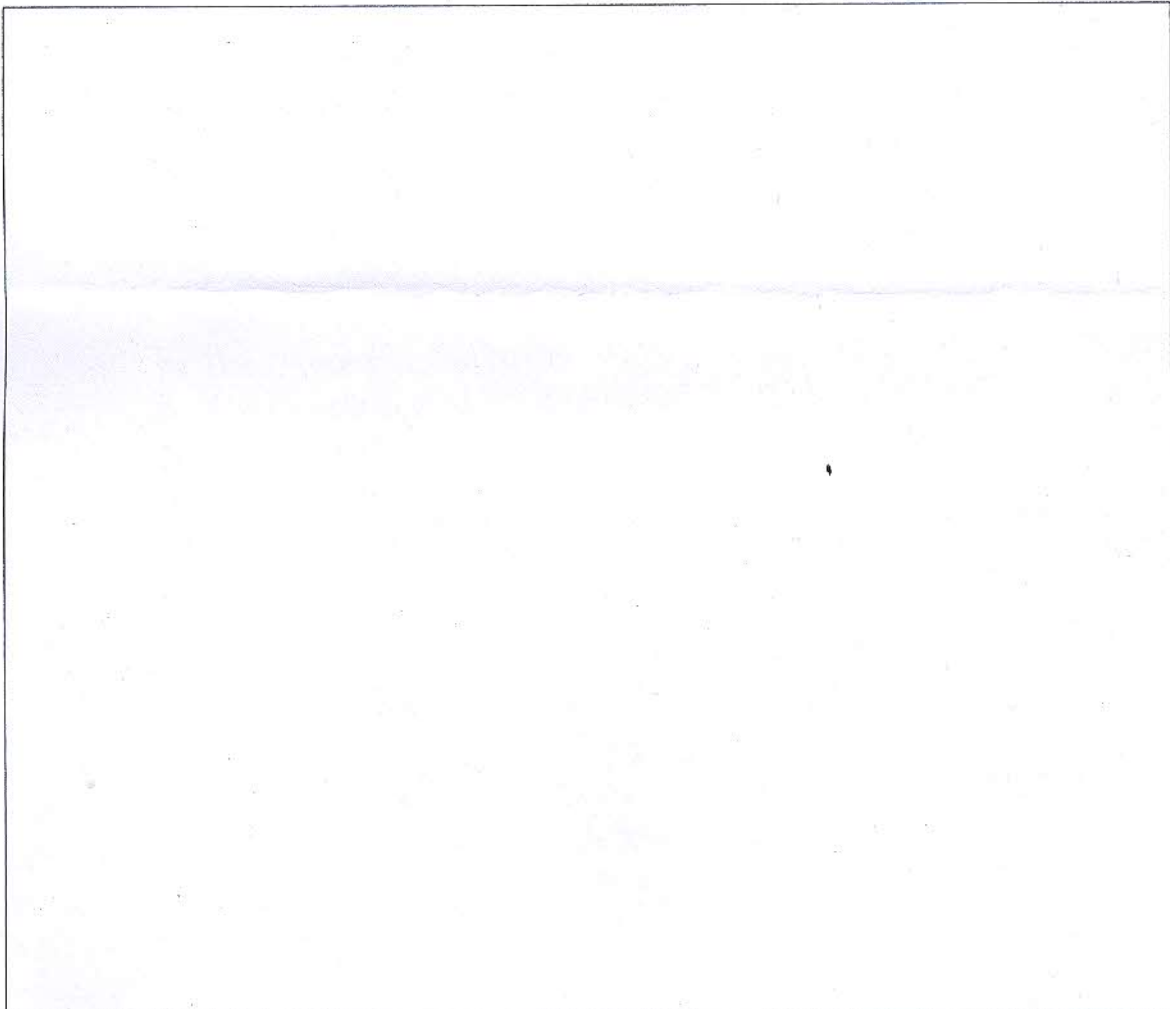
Name		
Designation		
Institution	Name	
	Address	
Contact No.	TEL	+( )-
	Mobile	+( )-
	FAX	+( )-
	E-Mail	
Signature with Date		

I hereby certify to that the above information are true and correct to the best of my knowledge.

Signature over Printed Name  
Date:



**VII. Letter of Application**



**Submit to:**

**THE SELECTION COMMITTEE**  
**(Ref: Governing Board-engaged Faculty | Post)**  
Inter-Governmental International Organization  
**COLOMBOPLANSTAFFCOLLEGE FOR TECHNICIAN EDUCATION**  
for Human Resources Development in Asia and the Pacific Region

*Building Block C, Department of Education Complex  
Meralco Avenue, Pasig City, Metro Manila 1600, Philippines*  
Phone: (+63-2) 633-8413, Fax: (+63-2) 633-8425/ 631-0996  
E-mail: [cpssc@cpsctech.org](mailto:cpssc@cpsctech.org) Website: <http://www.cpsctech.org>