R. Subrahmanyam, IAS
Secretary

Ministry of Social Justice and Empowerment
Department of Social Justice & Empowerment
Government of India

D.O.No.Secy(SJE)/SD/2020/207609

February 4, 2020

Dear Colleague,

Department of Social Justice and Empowerment is implementing several schemes for the welfare of the marginalised and poorest sections of the society. This includes the schemes for SCs, OBCs, Senior citizens, Drug dependent sections, Safai Karmacharis, Transgender, Beggars etc. The Department spends annually around Rs. 10,000 crore for implementation of these schemes.

2   With a view to ensure that these schemes are implemented in a diligent manner, to assess the functioning of various institutions funded for the above purpose by the Department and to evaluate the outcomes achieved, it is proposed to set up a **Project Monitoring Unit (PMU)** in the Department with dedicated, energetic and capable youth recruited from the top 75 institutions [ranked as per the National Institutional Ranking Framework (NIRF) 2019]. The students who are in the passing out batch of these institutions either degree/ post graduation below 25 years of age, or have passed out from these institutions in the last 2 years would be eligible for consideration. An online portal on *socialjustice.nic.in* would be for taking online applications **from 4th February to 29th February, 2020** from eligible candidates. The job description, emoluments payable etc. is enclosed to this letter.

3   As Head of one of the top ranking institutions as per NIRF, I would request you to widely canvass this opportunity among your students with societal orientation   (and passed students through Alumni Associations) so that we can have good response for the call before the deadline on **29th February, 2020.**

With regards,

Yours sincerely,

PS/Dean/Sw/2019-2020/993

(R Subrahmanyam)

To,

The Heads of Top (75) educational institutions as per NIRF rankings.

To,
The System Manager.
Kindly host this on
the Website.
d. Mai ↑ Lettere
7/2/20
The Dean
Student's Welfare
Students Service Centre
Pondicherry University
PUDUCHERRY-605014

Enclosure : As above

Room No. 604, 'A' Wing, Shastri Bhavan, New Delhi-110 115 E-mail : subrahyd@gmail.com

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PROJECT MANAGEMENT UNIT FOR MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVT OF INDIA

Apply By: 29th February 2020

Location: (New Delhi)

Number of Positions: 15 (Fifteen)

PMU will be stationed at National Institute of Social Defence, New Delhi and shall directly report to Director, NISD.

Job Description:

Responsibilities:

> Conduct visits/travel to States/districts for organizing and evaluating the programmes.

> Supervise implementation of the project in the designated Department/ State/ Region under MoSJ&E, Govt of India.

> Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule.

> Ensure that the project is implemented in accordance with partnership agreement and in line with Standard Operating Protocol of the MoSJ&E, Govt of India and MoSJ&E guidelines.

> Foster and maintain effective and professional relationships with and between all project staff, partners and stakeholders.

> Organize and facilitate meetings between key stakeholders and regular coordination meetings in accordance with the governance structure of the project.

> Perform any additional work as assigned by the management from time to time.

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Qualifications:

- Should be a Graduate in any discipline (Passed out in the last 2years or going to pass out this year).
- Should have experience in socially relevant engagements
- Proficiency in the usage of computer and strong presentation and communication (written & oral) skill is essential

Age limit:

He or She should not be more than 25 years of age

Salary:

Consolidated remuneration of upto Rs. 75,000/- per month and TA.

Time lines:

Last day of Application- 29th February, 2020.

Round I: Written test for top 100 candidates- 13th March, tentative (in Delhi)

Round II: Interview of best 30 candidates -14th/15th March, 2020

The 100 selected candidates would be paid travel charges (2nd AC/economy air travel by cheapest airlines from the location of the institute) and provided accommodation from 12th to 15th March 2020.

*Any changes shall be posted on website in advance.

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