


MINISTRY OF MINORITY AFFAIRS
PARYAVARAN BHAWAN, CGO COMPLEX
LODHI ROAD, NEW DELHI

CORRIGENDUM

- (i) With regard to advertisement No. 29/2/2013-PP (PPR) dated 28/6/2013 it is brought to notice that the line "Age should not be less than 35 years" should be read as "Age should not be less than 25 years".
- (ii) Remuneration for Junior Programme Assistant may be read as Rs. 20,000/- per month.
- (iii) *The last date for receiving application is extended to 5th July, 2013.*


01/07/13
संयुक्त सचिव/संयुक्त सचिव
01/07/13
Ministry of Minority Affairs
भारत सरकार/Gov. of India
नई दिल्ली/New Delhi

No. 29/2/2013-PP (PPR)
Government of India
Ministry of Minority Affairs

The Ministry of Minority Affairs proposes to fill following posts on contractual basis.

I. Senior Programme Assistant:-

Educational Qualification

- (a) Should have a Bachelor's degree in either Science/Arts/Commerce.
- (b) Should have done 1 year Computer Diploma.
- (c) Should have atleast 2 years working experience. Experience in Government/ Reputed Private Company/ PSU etc. would be preferred.
- (d) Should have Good Knowledge of MS-Office i.e. MS-Word, MS-Excel, MS-PowerPoint and Internet based programmes.
- (e) Age should not be less than 35 years.
- (f) A bachelor's degree in Commerce with Accountancy / Economics would be preferred.


II. Junior Programme Assistant:-

- (a) Should have a Bachelor's degree in either Science/Arts/Commerce.
- (b) Should have done 1 year Computer Diploma.
- (c) Should have atleast 1 year working experience. Experience in Government/ Reputed Private Company/ PSU etc. would be preferred.
- (d) Should have Good Knowledge of MS-Office i.e. MS-Word, MS-Excel, MS-PowerPoint and Internet based programmes.
- (e) Age should not be less than 35 years.
- (f) A bachelor's degree in Commerce with Accountancy/ Economics would be preferred.

Remuneration: Consolidated per month emoluments are as under:-

- (i) Senior Programme Assistant – Rs.25,000/- p.m.
- (ii) Junior Programme Assistant – Rs.12,000/- - 20,000/- p.m. depending upon educational qualifications, experience and performance.

Period of Contract: Senior Programme Assistant/ Junior Programme Assistant engagement is on a full time basis, for one year from the date of joining. Contracted persons as above would not be permitted to take up any other assignment during the period of their engagement with this


25/6/13
प्रदीप कुमार/PRADEEP KUMAR
अवर सचिव/Under Secretary
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
नयाँ दिल्ली/Govt. of India
New Delhi

Ministry. Initially, the contract will be for one year which can be extended up to a period of 4 years. Further extensions beyond the 1st year will be subject to satisfactory performance of the Senior Programme Assistant, Junior Programme Assistant. The contract can be terminated any time, if performance is found to be unsatisfactory. The Ministry reserves the right to review the performance of Senior Programme Assistant, Junior Programme Assistant even before the expiry of one year of the contract. The duties and responsibilities of Senior Programme Assistant, Junior Programme Assistant are at **Annexure-I**.

2. Details of Educational Qualification, Working Experience required for the post and consolidated remuneration etc. is available on the website of this Ministry i.e. www.minorityaffairs.gov.in (**Notice Corner**). Interested candidates may apply to Under Secretary (SS), **Room No.1130, 11TH FLOOR PARYAVARAN BHAWAN, CGO COMPLEX, LODHI ROAD, NEW DELHI** with CV, educational/professional testimonials and experience certificates etc. latest by **02 July, 2013**.


25/6/13

(Pradeep Kumar)

Under Secretary to the Government of India

Tel:24364310

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अवर सचिव अवर सचिव
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Annex-I

Terms of Reference (TOR) for engagement of Senior Programme Assistant and Junior Programme Assistant under the Plan Schemes of the Ministry of Minority Affairs

(1) **Precise statement of objectives:** Senior Programme Assistant and Junior Programme Assistant are required for assisting in the process for implementation of various Schemes. These include the following Centrally Sponsored/Central Sector Schemes:-

- (i) Pre-Matric Scholarship Scheme
- (ii) Post-Matric Scholarship Scheme
- (iii) Merit-cum Means based Scholarship Scheme
- (iv) Maulana Azad National Fellowship Scheme
- (v) Free Coaching and Allied Scheme
- (vi) Interest Subsidy on Educational Loans for Overseas Studies
- (vii) Support for Students clearing Prelims conducted by UPSC, SSC, State Public Service Commissions etc.

All these above schemes are being implemented during the 12th Five Year Plan Period and beyond.

(2) **Outline of the tasks to be carried out:** Senior Programme Assistant and Junior Programme Assistant will be required to assist in the analysis and examination of proposals, in accordance with the terms and conditions prescribed for each to achieve the goals and objectives of these schemes. The specific tasks/ activities to be carried out are:

- (i) To support in examination of the proposals submitted by States/UTs; this includes cross checking of fund requirement, community-wise details, male & female details etc., projected by States/UTs in respect of scholarships schemes.
- (ii) To prepare sanction letters and to generate sanction IDs after financial approval to a proposal is obtained.
- (iii) To prepare a data bank of scholarships sanctioned in State/UT-wise and community-wise details.
- (iv) To monitor the progress of disbursement and submission of UCs of scholarships and to co-ordinate with all States/UTs in this regard.
- (v) To prepare Power Point Presentation on the schemes before various committees of Parliament on requirement basis.
- (vi) To upload all relevant data in respect of the schemes in the web-site of the Ministry.
- (vii) To carry out various miscellaneous activities pertaining to the implementation of the schemes.

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25/6/13

(3) **Schedule for completion of tasks:** Senior Programme Assistant and Junior Programme Assistant will assist in carrying out all the above defined tasks/objectives in a time bound manner, which depends on the nature of a proposal. They will ensure that all relevant community-wise and State-wise data are maintained and updated immediately after a proposal is approved and will also ensure their uploading in the website of this Ministry in a periodic manner i.e. at the end of the every month. They will also maintain quarterly expenditure details in respect of the schemes assigned to them.

(4) **The support or inputs to be provided by the Ministry or Department:** Senior Programme Assistant and Junior Programme Assistant will report to Under Secretary /Assistant Director/Section Officer for their day to day tasks / activities, as the case may be.

(5) **The final outputs that will be required of the Senior Programme Assistant and Junior Programme Assistant:** Senior Programme Assistant and Junior Programme Assistant are required to prepare and submit a report indicating the activities performed by them during the period of their work. This should cover the following details:-

- (a) Quantifiable physical and financial achievement vis'-a-vis' targets.
- (b) States/UTs covered under various schemes and scheme-wise and community-wise achievement status in respect of the States/UTs.
- (c) Creation and maintenance of data base and its uploading in the website.
- (d) Timely completion report of all tasks relating to implementation of the schemes.

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25/6/13
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