

Central Board of Secondary Education

2, Community Center, Preet Vihar, Delhi -110092

PUBLIC NOTICE WALK IN INTERVIEW

Notice is hereby given to interested Professionals of "Walk-in-Interview" to select eligible candidates on contractual basis for 01 year for following posts in a World Bank aided Skill Education project.

| Name of the post: | No. of Posts |
|---|---------------------|
| 1. CONSULTANT (PROCUREMENT) | 01 |
| 2. CONSULTANT (PROJECT MANAGEMENT) | 01 |
| 3. CONSULTANT (IT) | 01 |
| 4. PROJECT ASSOCIATE / YOUNG PROFESSIONAL | 01 |
| 5. PROJECT ASSISTANT | 01 |

The interview shall be held on **28.11.2022** at CBSE, 'Shiksha Sadan', 17, Rouse Avenue, Delhi – 110002. The candidate should report for registration with his / her application between **09.00 A.M. to 11:00 A.M.** No candidate will be allowed to register after 11:00 A.M.

Details of qualification, eligibility, scope of work and terms & conditions of contract may be seen at Board's website www.cbse.gov.in

Joint Secretary (A&L)

CENTRAL BOARD OF SECONDARY EDUCATION

Notification for Walk-in-Interview

Date 16-11-2022

Eligible and Qualified candidates are invited to appear for walk-in-interview for engagement at various posts on Contract basis for a period of one year not beyond December 2023.

| Post Code | Name and Number of Posts | Mode of Selection | Remuneration | Qualification & Experience | Upper age limit |
|------------------|--|--------------------------|---|--|---|
| 01. | CONSULTANT (PROCUREMENT) Number of posts: 01 | Walk-in-Interview | The consolidated remuneration of Rs. 90,000/- (including applicable TDS) for carrying out work as per Scope of Work. | Educational Qualification: 1. Post Graduate from a recognized University. 2. Certificate/Diploma course in Computer. Experience: 1. Minimum 05 years of experience of procurement in any Government Organizations, Private / Autonomous organization or World Bank funded project. 2. Candidate must have knowledge of rules/procedures of GFR, GEM and E-Tendering portal. 3. Experience of handling World Bank or any other International Agency financed project. 4. Conversant with computer operations required for virtual meetings/interactions. | Not more than 61 years on the closing date of advertisement. (For Govt. Employees / P.S.U.'s / Autonomous bodies) Not more than 57 years on the closing date of advertisement. (For Other than Govt. Employees / P.S.U.'s / Autonomous bodies) |
| 02. | CONSULTANT (PROJECT MANAGEMENT) Number of posts: 01 | Walk-in-Interview | The consolidated remuneration of Rs. 90,000/- (including applicable TDS) for carrying out work as per Scope of Work. | Educational Qualification: 1. Post Graduate from a recognized University preferably MBA. 2. Candidate must have knowledge of managing large projects under Govt. of India / International Organizations like World Bank, Asian Development Bank etc. 3. Complete knowledge of computer including M.S. Office package essential. Experience: Minimum 5 years of experience of relevant work after qualification preferably in Government organization, autonomous organization or World Bank funded project etc. | Not more than 61 years on the closing date of advertisement. (For Govt. Employees / P.S.U.'s / Autonomous bodies) Not more than 57 years on the closing date of advertisement. (For Other than Govt. Employees / P.S.U.'s / Autonomous bodies) |
| 03. | CONSULTANT (IT) Number of posts: 01 | Walk-in-Interview | The consolidated remuneration of Rs. 90,000/- (including applicable | Educational Qualification: BE/B.Tech. (IT), MSc (IT), MCA from AICTE/UGC approved institute/University. Experience: | Not more than 61 years on the closing date of advertisement. (For Govt. |

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|-----|---|-------------------|---|--|---|
| | | | TDS) for carrying out work as per Scope of Work. | 5 years' experience working in IT projects of Govt. of India / Autonomous or Private institutions. | Employees / P.S.U.'s / Autonomous bodies) Not more than 57 years on the closing date of advertisement. (For Other than Govt. Employees / P.S.U.'s / Autonomous bodies) |
| 04. | PROJECT ASSOCIATE / YOUNG PROFESSIONAL Number of posts: 01 | Walk-in-Interview | The consolidated remuneration of Rs. 60,000/- (including applicable TDS) for carrying out work as per Scope of Work. | Educational Qualification: 1. Post Graduate from a recognized University preferably MBA. 2. Certificate/Diploma course in Computer. Experience: 1. At least three (03) years' experience working in any Educational / Skill Education program/project under any govt. organization, state organization or any Autonomous / PSU / International Organization. 2. Complete knowledge of computer including M.S. Office package essential. 3. Proficiency in spoken and written English is essential. 4. Conversant with computer operations required for virtual meetings/interactions. | Not more than 35 years on the closing date of advertisement. |
| 05. | PROJECT ASSISTANT Number of posts: 01 | Walk-in-Interview | The consolidated remuneration of Rs. 30,000/- (including applicable TDS) for carrying out work as per Scope of Work. | Educational Qualification: 1. Graduate from a recognized University. 2. Certificate/Diploma course in Computer. Experience: 1. At least three (03) years' experience in clerical/administrative work. 2. Complete knowledge of computer including M.S. Office package essential. 3. Proficiency in spoken and written English is essential. 4. Conversant with computer operations required for virtual meetings/interactions. | Not more than 35 years on the closing date of advertisement. |

Scope of Work:

For Post Code 01 – Consultant (Procurement)

1. Handling end-to-end procurement activity for World Bank Project.
2. Preparation of RFQ/Tender for procurement as per GoI and World Bank norms.
3. Uploading of RFQ/Tender on GEM / E-Tendering portal.
4. Responsible for commercial negotiations and contracting with suppliers
5. Provide support to the PMU members in terms of any interventions required while administering supply contracts to the eligible vendors.
6. Consistently evaluating vendor performance to ensure adherence to predefined specifications and supply of quality material / execution of job works
7. Monitoring the status of procurement activities of the project to enable identification of delays and potential root causes and to meet Project timeline.
8. Managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
9. Expediting with vendors to meet delivery schedule and installation of procured items.

For Post Code 02 – Consultant (Project Management)

1. Project Management Consultant must have adequate knowledge of the tools and techniques needed to execute project efficiently and cost effectively. In addition to planning, organizing, delegating, influencing and leading the project management team, other crucial responsibilities including:
2. Handling end-to-end project related activities for World Bank Project.
3. Defining the structure of the project, its goals and resource requirements.
4. Applying theoretical, managerial and technical skills to fulfill identified objectives and deliverables.
5. Allocating tasks to the Project Management Unit (PMU) team and provide regular guidance to team members.
6. Undertaking periodic reviews to achieve the timelines and make necessary changes in the structure of the project to complete the project in time with cost effective manner.
7. Monitoring of labs established under World Bank Project including successful installation of equipment's.

For Post Code 03 – Consultant (IT)

1. Handling end-to-end IT related activities for World Bank Project and Department of Skill Education.
2. Maintenance of website and creation of web pages.
3. Design applications/tool for collection of various types of data related to project.
4. Handling of data and preparation of various reports.
5. Responsible for commercial negotiations and contracting with suppliers
6. Programming in Foxpro, Visual Basic, SQL Server, Dot Net.
7. Provide support to the PMU members in terms of any interventions required in it related matters.
8. Uploading of RFQ/Tender on GEM / E-Tendering portal.
9. Uploading of circulars/notices on website.
10. Organize and preparation of virtual meeting/interactions links on various platforms.
11. Any other IT related work assigned from time to time.

For Post Code 04 – Project Associate / Young Professional

1. Monitoring of record of all incoming/outgoing correspondences, e-mail, dak, reports, documents, etc. and follow up system on responses and deadlines
2. Put up proposal notes and correspondence, general correspondence and preparation of reports as per procedure and norms related to project.
3. Arrange and coordinate administrative preparation for meetings, seminars, workshops and liaising with participants and others stakeholders involved.
4. Interaction with stake holders for effective implementation of project.
5. Preparation of quarterly progress report of the project.
6. Assist Internal/External audit team by providing related documents, approval, reply of para etc.
7. Perform other related duties as assigned.
8. Preparation and Updating all the documents related to the progress of the project on regular basis and produce the same before the Competent Authority as and when required.
9. Preparation of all the reports related to the project.

10. Coordinating with all relevant stakeholders including participating schools, World Bank Organization, vendors etc.
11. Maintain all the data related to labs established under World Bank Project.

For Post Code 05 – Project Assistant

1. Handling Administrative work.
2. Preparation of Agenda and PPT for meeting, take notes at meetings and prepare minutes.
3. Receive telephone calls, respond to requests for information and queries with discretion.
4. Monitoring of project implementation, work plans and procurements.
5. Update and maintain internal databases of the project, maintain information/documentation relevant to the project for preparation of reports and documents.
6. Preparation and Updating all the documents related to the progress of the project on regular basis and produce the same before the Competent Authority as and when required.
7. Preparation of all the reports related to the project.
8. Coordinating with all relevant stakeholders including participating schools, World Bank Organization, vendors etc.
9. Maintain all the data related to labs established under World Bank Project.

General Information:

- a) This engagement is purely temporary in nature for one year only and shall not entitle any candidate to claim for regular / permanent employment in CBSE.
- b) Engagement may be terminated by giving one month notice by either side. If performance during contract period is not found satisfactory the engagement may be terminated with 15 days notice.
- c) Only Indian Nationals are eligible to apply.
- d) CBSE reserves the right to cancel/amend the advertisement and / or the selection process there under.
- e) Any corrigendum / clarifications to this notification (incl. Date & Place of interview), if necessary, will be uploaded on CBSE website (www.cbse.nic.in) and no separate press coverage will be given in the news paper.
- f) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after engagement that the candidate has furnished false or incorrect information or suppressed any relevant information / material facts or does not full fill the criteria, his / her candidature / services will be summarily terminated.
- g) Candidate may submit their application online and bring the print out of the application on the day of walk-in-interview.
- h) No TA / DA will be paid to the candidates for attending the walk in interview.
- i) Candidates are requested to appear for walk-in-interview as per the schedule given below:

| Interview Date | Reporting Time | Venue |
|-------------------|---------------------------------|---|
| 05.12.2022 | 09:00 A.M. to 11:00 A.M. | CBSE, 'Siksha Sadan' 17, Rouse Avenue, New Delhi – 110002. |

Joint Secretary (A&L)

Proforma for submission of Application for engagement as ‘.....’
on ‘Contract Basis’ in CBSE.

Post Applied : _____
Name : _____
Mother’s Name : _____
Father’s Name : _____
Age : _____
Gender : _____
Address : _____
Mobile Number : _____
Email ID : _____

Education Qualification:
(Starting from the Highest)

| Sl.No. | Degree/Certification | University/School | Marks Obtained | Subject |
|--------|----------------------|-------------------|----------------|---------|
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Experience:
(Starting from the Highest)

| Sl.No. | Post Held | Organization | Duration | Remuneration |
|--------|-----------|--------------|----------|--------------|
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Brief description of your Experience and Work Profile:

Award/Recognition:

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Member of any Professional Body:

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| Two References | Name | Designation | Office Address | Mobile No |
|----------------|------|-------------|----------------|-----------|
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Undertaking: - I hereby undertake that the above information is true and correct to the best of my knowledge and in case found wrong/false, my engagement will be terminated without any prior information. I am also aware that this engagement is not regular service/assignment in the Board and can be terminated at any time.

Date:

Place:

(Signature)