

F. No. 08/02/2022-CBC (Pt.)
Government of India
Department of Personnel and Training
Capacity Building Commission

Jawahar Vyapar Bhawan
Tolstoy Road, New Delhi-110001
Date: 20th November, 2023

Subject: Advertisement for engagement of Program Coordinator in the Capacity Building Commission- inviting applications thereof.


Applications in the prescribed format (**Annexure-I**) are invited from the eligible candidates for engagement as Program Coordinators in the Capacity Building Commission on full time contract basis as per the terms and conditions (**Annexure-II**) and as per the details given below :-

1.	Name / Number of Posts	Program Coordinator - 15
2.	Period of Consultancy	Six Months (06)/ (as per relevant guidelines of engagement of Program Coordinators in CBC dated 20.11.2023)
3.	Job Location	New Delhi
4.	Education Qualification	Essential: 1. Master's Degree in relevant subject or BE/B. Tech or 2 Years PG Diploma in Management or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2. Desirable: 1.1 M.Phil, PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred. 2. The candidates having work experience with a private organisation should have experience or assignments relating to any Government department or agency or public sector undertaking. Contractual assignments with Government or public undertakings will also be counted as relevant experience. 3. Interpersonal Skills: Strong communication, negotiation, and interpersonal skills are essential. The ability to build and maintain effective relationships with external partners and stakeholders is critical. 4. Analytical Skills: Proficiency in data analysis, reporting, and problem-solving to assess the effectiveness of capacity building programs and make improvements as necessary.
	Experience	A minimum of 3-5 years of relevant experience in project



		management, coordination, or capacity building activities. Experience in a non-profit or similar organization is highly desirable.
5.	Remuneration	The remuneration range (Rs. 80,000 – Rs. 1,45,000)
6.	Upper Age Limit	35 Years
7.	T.A / DA/ Leave and other conditions	As per details in the Annexure-II .
8.	Terms of Contract	<p>The candidate selected will be engaged purely on contractual basis for a period of Six months and will not confer any right for regular appointment in the Commission.</p> <p>The engagement of the contractual position may be terminated either side at any time by giving one month's notice.</p> <p>Further, contractual terms and conditions as prescribed in the Guidelines as of engagement of Program Coordinators in CBC.</p>
9.	How to apply	<p>Interested eligible applicants may submit their applications through email at cbc-dopt@gov.in as per proforma at annexure and send the physical copy of the application at the following address:</p> <p>Secretary, Capacity building commission, 22nd Floor, Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi - 110001.</p> <p>Last date for receipt of applications is 11th December, 2023 Applications received after the due date will not be considered.</p>
10.	Selection Procedure	As details in the Annexure-II .

Encl: As above.


(Ankur Verma) 20/11/2023

Under Secretary to the Govt. of India
Tel No. 23701134

1. Notice Board of website of CBC, website of DoPT
2. To be published in two daily newspapers (One Hindi/One English)

Annexure-I

Application for the post of Program Coordinators on contract basis in the Capacity Building Commission. Jawahar Vyapar Bhawan. Tolstoy Road. New Delhi.

Advertisement No.

1. Name in full (in Block letters) :
2. Father's / Husband's name :
3. Nationality :
4. Sex :
5. Date of birth :
6. Age as on date :
7. Present / Correspondence :
Address :
Telephone :
Mobile No. :
Email :
8. Permanent address :
9. a) Whether SC/ST/OBC :
- b) Whether physically handicapped :

10) Educational qualifications: *(please attach Letter of recommendation from the last place of study, in case of no previous work experience or in case the previous employment is less than a year's duration):*

Exam passed	Name of the Board/ University	Year of passing	Subjects	Division	Percentage of marks obtained

11) Experience details of all previous and present employment *((please attach experience certificate from the previous places of work):*

Name of the Employer	Name of the Post	Pay Scale / Salary	Period		Nature of duties
			From	To	

12) Any other relevant information:

DECLARATION:

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect / incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Capacity Building Commission.

Signature

(Full name of the applicant)

Place:

Date:

A handwritten signature in blue ink, appearing to be 'T. J. ...', located at the bottom right of the page.

Detailed description of Terms and Conditions for engagement of Program Coordinator:

1. Education Qualifications, Age, Experience and Remuneration

1.1 Essential: Master's Degree in relevant subject or BE/B. Tech or 2 Years PG Diploma in Management or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2.

1.2 Desirable: M.Phil, PhD, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

2: The candidates having work experience with a private organisation should have experience or assignments relating to any Government department or agency or public sector undertaking. Contractual assignments with Government or public undertakings will also be counted as relevant experience.

2.1 Interpersonal Skills: Strong communication, negotiation, and interpersonal skills are essential. The ability to build and maintain effective relationships with external partners and stakeholders is critical.

2.2 Analytical Skills: Proficiency in data analysis, reporting, and problem-solving to assess the effectiveness of capacity building programs and make improvements as necessary.

3 Experience: A minimum of 3-5 years of relevant experience in project management, coordination, or capacity building activities. Experience in a non-profit or similar organization is highly desirable.

4 Age: The Upper Age (Limit) 35 years

5 Remuneration: The remuneration range (Rs. 80,000 – Rs. 1,45,000)

5 (a) The Consultancy Evaluation Committee (CEC) shall fix the consolidated remuneration for the position of Program Coordinator based on its recommendation. The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed.

5(b) In case the duration of the Consultancy contract is for more than one year, the remuneration of Program Coordinators may be reviewed after completion of one year on annual basis. The enhancement in remuneration will be based on their performance during the year after the recommendation of Performance Review Committee to be constituted duly approved by Member (Admin), CBC as per the following criteria: -

Performance#	Enhancement in remuneration
Performed only routine/assigned work	NIL
Individual Consultants who made significant contribution in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned / specific task.	Upto 5% of the remuneration with the approval of Member (Admin), CBC.

5 (c) Total enhancements in remuneration shall not exceed 5% annually in any case.

5 (d) Notwithstanding anything mentioned above, in no case shall the remuneration of any Program Coordinator shall exceed 1.35 times of the initial remuneration.

5 (e) TA/DA(*):

Mode of Journey	Reimbursement of Hotel, Taxi and Food bills
By Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

* TA/DA component would be borne by the concerned Ministry/Department/Organisation where the Program Coordinators would be deputed. Reimbursement will be made as per prevailing rules and regulations of Government of India from time to time.

6. Role and Responsibilities:

Program Coordinators will work as Programme Coordinators for implementing Mission Karmyogi programme in the Ministry/Department/Organisation (MDO) where he would be deputed. Program Coordinators will be required to provide high quality inputs for the key performance indicators developed by CBC and the MDO for implementation of the MDO's Annual Capacity Plan , implementation of Karmyogi Guidelines issued by DOPT and supporting the Central Civil Service training Institutions to progress on the National Standards for CSTI. Act as the primary liaison between CBC, MDOs and partner organizations. Coordinate meetings, workshops, and training programs.

Program Coordinators will contribute to the key agenda of developing and implementing Annual Capacity Building Plans and implementing Karmyogi guidelines and National Standards for Central Civil services training institutions through identified core activities by

- Support the development and implementation of capacity building programs, ensuring they align with the organization's goals.
- Facilitate 10/15% of trainings proposed in the ACBP of the MDO every month
- Report progress of implementing the MDO ACBP every month in dashboard developed by CBC/ Karmyogi Bharat
- Facilitated with CBC and MDO support improvement in the ratings of the CSTI under the MDO
- Update Dashboard of National Standards of CSTI to reflect bi-monthly progress
- Work with CBU if the MDO and CSTI to upload and curate relevant domain courses on i-GOT.
- Supporting and mobilization of Capacity Building Units in MDOs
- Building Partnerships and coordinating with Training Institutes for effective training delivery
- Coordinating with Internal Stakeholders
- Track and evaluate the impact of capacity building initiatives and provide regular reports to management and partners.

6.1. Deliverables

- a) Quarterly training programmes and non-training interventions in situations as detailed in Capacity Building Plan at the concerned MDOs
- b) 1-to-2-point improvement in the ratings of the CSTI of the MDO as per the NSCSTI
- c) To submit monthly reports on progress of implementation of MDO ACBP and status of MDO training institutes as per the National Standards as specified in Karmyogi guidelines

7. Placement of Program Coordinators at MDOs: After Selection, Program Coordinators will be deputed at various Ministries/Departments/Organisations for providing their services as indicated in **para 6** above.

8. Mode of Selection:

The Selection of Program Coordinator shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 Selection of

Program Coordinator / Service Provider (para 7.1 and 7.2) Chapter-6 (para 6.5) of Manual of Procurement for Consultancy and Other Services 2017.

8.1 Engagement of Program Coordinators by Capacity Building Commission will be done in a phase manner as and when requirements arise in various Ministry/Department/Organizations. For this purpose, CBC will periodically advertise the posts from time to time, on its website as well as at least one newspaper (both Hindi and English).

8.2 Screening: A dedicated screening committee will review applications and shortlist candidates based on their qualifications and experience consisting of the following composition:

Secretary, CBC	Chairman
Director/Deputy Secretary (IF)	Member
DS/US (Training Division), DoPT	Member

8.3 Interviews: Shortlisted candidates will be invited for interviews, including behavioural and technical assessments. The panel of shortlisted application shall be placed before a Consultancy Evaluation Committee (CEC) with following composition:

Chairman, CBC	Chairman
Member (Admin)	Member
Member (HR)	Member
One Outside Expert	Member

The CEC may devise its own method for selection of suitable candidates as per the requirement. The CEC may recommend a panel of names for keeping in reserve list with a validity period of one year from the date of recommendation.

8.4 Remuneration: The consolidated remuneration will be released by CBC within one week after completion of the month based on the biometric attendance registered by the Program Coordinator or on certification by Head of the office of concerned MDOs where the Program Coordinator has been deputed.

8.5 Leave: The Individual shall be entitled to leave at the rate of 1.5 days of each competed month, with no accumulation of leave beyond a calendar year, on pro-rata basis. Unavailed leaves cannot be carried forward to next year. Further, leave up to one month may be considered without remuneration with the approval of Head of Office of Concerned MDO/Secretary (Capacity Building Commission).

8.6 Attendance: Program Coordinator need to mark their attendance on Aadhar Based Bio- Metric Attendance System (ABMAS) at the place of posting. The monthly remuneration will be linked with their attendance on the system.

9. Tax Deduction at Source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the CBC will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the Individual Consultants. The CBC undertakes no liability for taxes or other contribution payable by the Individual Consultant on payments made under this Consultancy Contract.

10. Police Verification: Police verification of the Program Coordinators shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the Consultancy Contract of Program Coordinator shall cease to exist with immediate effect without any notice.

