

F. No.17-02/2024-CBC
Govt. of India
Capacity Building Commission

Jawahar Vyapar Bhawan, 20th -22nd Floor,
Tolstoy Road, New Delhi-110001

Date: 6th February 2024.

Advertisement

Sub: Engagement of consultant for building of competencies of Gramin Dak Sevaks in Department of Posts, on short-term contract basis in CBC - reg.

Capacity Building Commission was setup as part of the Government of India's initiative to update and upgrade the capacity of government employees in all sectors with appropriate skills and interventions and to strengthen its delivery of citizen centric services leading to socio-economic development.

2. Department of Posts, Railways and UTs Police have conducted training programmes for their employees to improve their competencies. Some agencies have been empanelled by CBC to design, development, delivery, and implementation of large-scale training interventions (LSI) for Government officials.

3. Department of Posts has pivotal role in advancing financial inclusion by extending crucial banking services like savings accounts, deposits, and money transfers, particularly in remote regions where traditional banks are scarce. India Post offer various savings schemes, insurance services, and facilitate government subsidy disbursements, ensuring access to financial products for those underserved by formal banking system.

4. Department of Posts has the world's largest network of Post Offices, serving both urban and rural regions and standing as one of India's most accessible government service networks. Department of Posts with its nationwide network of more than 1.6 lakh post offices reaches each and every household. More than 90% post offices operate in the rural expanse, underscoring its extensive reach into India's countryside.

5. The crucial backbone of Department of Posts' network is formed by their human resources. A substantial workforce of about 2.5 lakh Gramin Dak Sevaks (GDS), comprising of Branch Postmasters (BPMs), Assistant BPMs and Dak Sevaks operate the Branch Post Office network majorly located in rural areas. These dedicated individuals play a pivotal role in ensuring the efficient functioning of postal services across the countryside.

6. Capacity Building Commission (CBC) is in process for framing the competency requirement of the Gramin Dak Sewaks, it hence needs one retired postal service officer at seniormost leadership position of Postal services, who has a good understanding of the ecosystem and understanding of the capacity gaps in Department of Posts. Accordingly, applications in the prescribed format (as per Annexure) are invited from the eligible candidates for engagement as Consultant in the Capacity Building Commission, Jawahar Vyapar Bhawan 20-22 Floor, Tolstoy Road, New Delhi – 110001 on short-term contract basis as per details given below: -

1.	Name / Number of Posts	Consultant: For framing the competency requirement of the Gramin Dak Sewaks in Department of Posts - 01
2.	Period of Consultancy	Three (03) months.
3.	Job Location	Capacity Building Commission Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi – 110001.
4.	Eligibility Criteria & Experience	<ol style="list-style-type: none"> 1. Essential Qualification: Retired officer in pay level- 14 and above (7th CPC) from the postal service of the Government of India, who has handled work at senior most leadership position, having the requisite experience for framing the competency requirement of the Gramin Dak Sewaks. 2. Experience: Having adequate experience in handling the Gramin Dak Sewaks and related issues. Handling Gramin Dak Sewaks related matters and implementation of policies for them in Department of Posts.
5.	Scope of Work and Deliverable	<ol style="list-style-type: none"> 1. Needs Assessment: <ul style="list-style-type: none"> • Conduct a comprehensive needs assessment to understand the current and future challenges faced by Gramin Dak Sewaks. • Identify stakeholder requirements and expectations. 2. Competency Framework Development: <ul style="list-style-type: none"> • Develop a competency framework tailored to the specific needs of Gramin Dak Sewaks. • Define key competencies, skills, and behaviors required for different roles within the organization. • Create detailed competency profiles for each role. 3. Gap Analysis:

		<ul style="list-style-type: none"> • Perform a gap analysis to identify areas where existing competencies fall short of requirements. • Recommend strategies for addressing competency gaps. <p>4. Stakeholder Engagement:</p> <ul style="list-style-type: none"> • Collaborate with key stakeholders, including Department of Posts, postal personnel, trainers, and leadership, to gather input and feedback on the competency framework. <p>5. Documentation: Prepare comprehensive documentation of the competency framework, including:</p> <ul style="list-style-type: none"> • Competency profiles for various roles. • Recommendations for training and development programs. • Implementation guidelines.
6.	Age limit	<ul style="list-style-type: none"> • Candidates should not be more than 64 years of age as on the last date of receipt of applications. • The maximum period of Consultancy shall be for Three (03) months or upto the age of 65 years.
7.	Remuneration	The remuneration will be governed by Department of Expenditure's guidelines contained in OM No. 3-25/2020-E.IIIA dated 09.12.2020.
8.	Terms of Contract	<ol style="list-style-type: none"> 1. The candidates selected will be engaged purely on contractual basis initially for a period of three months and it will not confer any right for regular appointment in the Commission, including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities etc. 2. The engagement of the contractual position may be terminated either side at any time by giving one month's notice. 3. Allowances <ul style="list-style-type: none"> 3.1 House Rent Allowances No HRA shall be admissible. 3.2 Transport Allowance An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain

		<p>unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per. Their entitlement at the time of retirement.</p> <p>3.3 Leave of Absence</p> <p>Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.</p>
9.	How to apply	<ol style="list-style-type: none"> 1. Interested eligible applicants may submit their application as per proforma at Annexure on the following address: 2. The Secretary, Capacity Building Commission, 22nd Floor, Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi – 110001. 3. Last date for receipt of applications is 21st February 2024. 4. Applications received after due date will not be considered.
10.	Selection Procedure	<ol style="list-style-type: none"> 1. Capacity Building Commission, through a Selection Committee, will scrutinize the applications and short list the candidate based on merits. The short-listed candidate will be called for interview for selection by the Selection Committee. 2. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.
11.	General Conditions	<ol style="list-style-type: none"> 1. The selected Consultants will be governed by the Official Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Commission. All such documents will be the property of the Government. 2. They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignment for the Capacity Building Commission without the express written consent of the Commission.

		<ol style="list-style-type: none">3. They must act at all times in the interest of the Commission and render any advice / service with professional integrity.4. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant in the Commission.5. The consultant so appointed shall in no case represent or give opinion or advice to others in any matter, which is averse to the interest of the Commission; nor will they indulge in any activity outside the terms of the contractual assignment.
--	--	--

Encl: As above.



(Ngulkhosat)

Under Secretary to the Government of India

Tel No. 2370 1134

Annexure

Application for the post of consultant for building of competencies of Gramin Dak Sevaks in Department of Posts on short-term contract basis in the Capacity Building Commission (CBC), Jawahar Vyapar Bhawan, Tolstoy Road, New Delhi.

Advertisement No.

: 17-02/2024-CBC

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 No. :
Mobile No. :
E-mail :
8. Permanent address :
9. a) Whether SC/ST/OBC :
b) Whether physically handicapped:
- 10) Educational qualifications:

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:

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 :