

# Department of Skill Development & Employment

Govt. of Uttarakhand Room No-2 FRDC Bhawan, Uttarakhand Secretariat,  
subhash Road, Dehradun, Pin-248001

## : Advertising Letter:

Office of Secretary, Department of Skill Development and Employment, (DSDE) Government of Uttarakhand invites suitable candidate (Individual Consultant/ Subject Matter Experts) to be deployed on contractual basis at the Office of Secretary, DSDE Government of Uttarakhand. The Selected candidates (2 no) shall assist the office of Secretary Government of Uttarakhand with consulting inputs on Project formulations. Planning and Documentation of the development Programme initiatives being undertaken by the department of Skill Development and Employment, Government of Uttarakhand. Both the selected positions shall be based at Dehradun. The detailed Qualification Criteria, job Description and Key Roles & responsibilities of the positions can be downloaded from the websites: <https://dsde.uk.gov.in/> or <https://www.uksdm.org/>.

Any Addendum/Corrigendum including any date extension and clarifications will be uploaded only on <https://www.uksdm.org> and will not be published in newspapers. Hence, interested candidates should regularly visit this website to keep them updated with the latest developments.

The interested suitable candidates may send their detailed resume to the email id [secretarydsdeuk@gmail.com](mailto:secretarydsdeuk@gmail.com) by or before 5 PM, Sep14th 2024.

Any application received after the due date & time mentioned shall not be considered for evaluation. Shortlisted candidates shall be informed by email.

Very imp: Only Shortlisted Candidates shall be allowed to appear for the interview. The Shortlisted candidates must bring their relevant educational qualification document & professional certificates & documents along with the print out of the email received by them as confirmation for their shortlisting for interview.

**Secretary Department of Skill  
Development & Employment  
Govt. of Uttarakhand**

## Department of Skill Development & Employment

Govt. of Uttarakhand  
Room No- 2, FRDC Bhawan,  
Uttarakhand Secretariat, Subhash Road,  
Dehradun, Pin -248001

Ref No. / /

Dated: /09/2024

The Department of Skill Development & Employment urgently requires following personnel purely on contractual basis. Details including TOR, remuneration, qualification and job responsibilities can be obtained from the website [www.uksdm.org](http://www.uksdm.org)

S. No	Name of Post	No. of Post	Qualification & Experience	Remuneration (Monthly)	Duration
1	Senior Consultant	01	MBA / M. Plan Minimum 10 years of overall experience, with at least 3 years in externally aided projects funded by international funding agencies such as the World Bank, ADB, or bilateral agencies such as GiZ, AFD etc. Additionally, a minimum of 3 years of work Experience working with government departments is also preferred. Also experience in the Technical and Vocational Education and Training (TVET) system is highly desirable.	Rs. 1,50,000/- to 2,00,000/-	Initial contract for 11 months. May be extended on the basis of performance
2	Consultant	01	MBA / PG Diploma in Management Minimum 8 years of overall experience, with at least 3 years working on externally aided projects funded by international agencies like the World Bank, ADB, or bilateral agencies such as GiZ, AFD etc. Experience with government departments is highly desirable, as well as a minimum of 3 years of experience within the Technical and Vocational Education and Training (TVET) system.	Rs. 80,000/- to 1,00,000/-	

#### Selection Process:

- Short listing of CVs based on relevance of experience.
- Short listed candidate would be intimated and called for interview through e-mail.

Note: The eligible interested candidate may submit their detailed CVs within 10 days from the date of advertisement via email or hard copy on following address -

Department of Skill Development & Employment  
Room No- 2, FRDC Bhawan,  
Uttarakhand Secretariat, Subhash Road,  
Dehradun, Pin -248001  
0135-2713944

**Email Id:**[secretarydsdeuk@gmail.com](mailto:secretarydsdeuk@gmail.com)

No TA/DA will be paid for attending the interview.

**Secretary**  
**Department of Skill Development & Employment**

## Term of Reference (TOR)

<b>Job Description: Senior Consultant</b>	
<b>Position:</b>	Senior Consultant
<b>Number of Positions:</b>	<b>1</b>
<b>Qualification:</b>	MBA / M. Plan
<b>Experience:</b>	Minimum 10 years of overall experience, with at least 3 years in externally aided projects funded by international funding agencies such as the World Bank, ADB, or bilateral agencies such as GiZ, AFD etc. Additionally, a minimum of 3 years of work Experience working with government departments is also preferred. Also experience in the Technical and Vocational Education and Training (TVET) system is highly desirable.
<b>Remuneration (Monthly)</b>	Rs. 1,50,000/- to 2,00,000/-
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Lead the planning, management, and implementation of externally funded projects in line with donor and governmental requirements.</li> <li>▪ Collaborate with government departments, international agencies, and other stakeholders to ensure project objectives are met.</li> <li>▪ Provide strategic guidance, ensuring compliance with donor policies and financial management requirements.</li> <li>▪ Monitor and evaluate project outcomes and suggest improvements based on performance metrics.</li> <li>▪ Assist in capacity building efforts within government departments and partner agencies.</li> </ul>
<b>Desirable Criteria:</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 3 years of experience working within the TVET system, focusing on skills development and vocational training programs.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Strong project management and leadership skills.</li> <li>▪ Proven experience with externally funded projects.</li> <li>▪ Deep understanding of TVET systems and their challenges.</li> <li>▪ Excellent communication and coordination skills with multiple stakeholders.</li> </ul>

<b>Job Description: Consultant</b>	
<b>Position:</b>	Consultant
<b>Number of Positions:</b>	<b>1</b>
<b>Qualification:</b>	MBA / PG Diploma in Management
<b>Experience:</b>	Minimum 8 years of overall experience, with at least 3 years working on externally aided projects funded by international agencies like the World Bank, ADB, or bilateral agencies such as GiZ, AFD etc. Experience with government departments is highly desirable, as well as a minimum of 3 years of experience within the Technical and Vocational Education and Training (TVET) system.
<b>Remuneration (Monthly)</b>	Rs. 80,000/- to 1,00,000/-
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Support the planning, execution, and monitoring of externally funded development projects.</li> <li>▪ Coordinate with various stakeholders, including government departments and international donors, to ensure the smooth implementation of project activities.</li> <li>▪ Ensure compliance with international funding guidelines and contribute to achieving project goals and objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assist in capacity building initiatives within government and partner organizations.</li> <li>▪ Monitor project progress and prepare reports for internal and external stakeholders.</li> </ul>
<b>Desirable Criteria:</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 3 years of experience working within the TVET system, focusing on skills development and vocational training programs.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Strong project management skills with a focus on internationally funded development projects.</li> <li>▪ Familiarity with donor guidelines and project compliance requirements.</li> <li>▪ Experience in working within the TVET system is highly desirable.</li> <li>▪ Strong communication, coordination, and reporting skills.</li> </ul>