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Inviting application for engagement of **PROJECT ASSOCIATES** with Job Description

1.	Name of post	Project Associate
2.	Number of posts	10 (Ten) posts for deployment in Ministry of Education
3.	Method of recruitment	Contract based through Open market
4.	Age Limit	Candidates should be maximum of 28 years of age as on the date of publication of advertisement
5.	Period of Contract	The engagement will be initially for one year Based on the performance and requirement of MoE, extension may be granted for maximum of another two years
6.	Professional Fee (per month)	A consolidated amount of Rs 70,000/- per month
7.	Educational Qualification	<ul style="list-style-type: none"> - B.Tech/ Post graduate degree/ post graduate two years Diploma from prestigious National/ international Institutes - Graduate (4 years Course) in any field.
8.	Job description	<p>Project Associates will be engaged for supporting various function carried out by MoE.</p> <ul style="list-style-type: none"> - Developing assessment system for different programmes by MoE. - Supporting strategic communication to facilitate deeper assimilation of School Education & Literacy (SE&L) within rural India - Review and monitor activities including designing key performance indicators - Conduct impact assessment and other studies. - Conduct pilots, special and innovative interventions.

Recruitment of Project Associate

The Ministry of Education runs many flagship programmes for transforming the School Education system in India. The target group of activities and programmes that MoE runs are the young students.

For this purpose, the Ministry proposes to engage Project Associates from prestigious academic institutes. These Project Associates will help MOE in supporting various ground level feedback and engagements. MoE looks forward to develop a set of qualified and experienced PAs in education sector who will interact intensively with the targeted community

1. General Information:

- (1) The tentative number of Project Associates to be engaged by MoE is 10 (Ten)
- (2) The engagement will be initially for a period of 01 (one) year Based on the performance & requirement of the Project, extension may be granted for maximum period of another two (02) years in slab of one (01) year at a time.
- (3) All Project Associates will undergo an exclusive induction cum immersion programme
- (4) There will be a mentor for each of the Project Associates. The mentor will be a senior MoE official.
- (5) The Project Associate should have passion for working towards development of rural India as the focus is to improve the penetration of School Education in rural India.
- (6) A Project Associate should be proficient in Hindi or English, Proficiency in any other Indian language is desirable.
- (7) A monthly review system to assess performance and progress of PAs will be conducted with designated mentors and senior officers of MoE.

2. Terms of reference

Project Associates will be engaged for supporting various functions carried out by MoE They will contribute in:

- Developing assessment systems for different programmes by Department of School Education & Literacy (SE&L).
- Supporting strategic communication to facilitate deeper assimilation of School Education within rural India
- Review and monitor activities including designing key performance indicators
- Conduct impact assessment and other studies, conduct pilots, special and innovative interventions.
- Some of the indicative list of activities which MoE does where Project Associates will assist includes:
 - New Education Policy
 - Quality Monitoring
 - Spread of Education Technology

3. **Eligibility:**

Pass outs of only the following academic institutes will be eligible to apply:

- a. Institutions of National Importance/Institutions of Eminence, or
- b. For Management institutions - post graduate degree/diploma from institutions in top 50 NRF rankings 2021 for Management Category, or
- c. For Law Institutions - Degree holders from top 10 law institutions falling within NIRF ranking 2021 for Law Category, or
- d. For Universities Degree/PG Degree holder from top 50 institutions in NIRF ranking 2021 for Universities category.

4. **Educational Qualifications and Age:**

- a. Indian citizens with B.Tech degree/Post Graduate degree/Post Graduate twoyears Diploma

OR

Indian citizens having Graduate (4 years Course) degree in any field.

- b. Individual should not be more than 28 years of age as on 30th April, 2022.

5. **Selection process:**

- a. The shortlisted candidates will undergo a written assignment. This will be followed by panel interviews. In case of tie, all the candidates who have same marks will be considered to have qualified for further rounds.
- b. In case a candidate has more than one eligible qualification, s/he will select only one of the eligible qualifications and marks obtained in that particular qualification will be considered e.g. if a candidate is both MA and MBA, s/he will have the option to consider either MA or MBA marks only

6. **Compensation:** A consolidated amount of Rs. 70,000/- per month will be paid.

7. **Leave**

- I. The Project Associates are entitled to casual leave for 10 days and earned leave for 18 days on annual basis
- II. The Project Associates may avail sanctioned leave without pay upto maximum of 30 days on health grounds, by providing medical certificate/ any important or serious nature.
- III. If a female Project Associates applies for leave on maternity ground, the earned leave entitled to the Project Associates during a tenure of two years i.e. 36 days will be adjusted against the total period of absence and the balance period of 54 days would be treated as maternity leave. Any absence beyond this will be treated as leave without pay.

8. **TADA** for a Project Associates will be as follows: -

- I. Rs 600/ day as Daily Allowance if travelling out of station and overnight stay.
- II. The accommodation charges will be reimbursed on actual basis maximum of Rs 2500 per night.
- III. Travel by taxi or 2 AC train travel or economy class air travel will be permitted

The Project Associates will be provided office space, table/ chair.

9. **Advertisement:** Advertisement inviting application for engagement of Project Associates is attached as **Annexure-I**

10. **Procedure of submission of Applications:** Eligible candidates may apply online only on the link provided on the website <http://www.edcilindia.co.in/Careers> from 25th April, 2022 onwards. In case of queries, please write to samagraba@gmail.com. For all the updates/future communications, please visit the website regularly.