



NATIONAL RESEARCH & TECHNOLOGY CONSORTIUM

(An Autonomous Registered Society set up by HP Government)

Department of Industries Complex, Sector-1, Parwanoo-173 220, H.P.

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Advertisement No.: 03/2018

Walk-in-interview at Parwanoo on 8.10.2018 at 10.30 AM

National Research & Technology Consortium (NRTC) has been retained as service provider by the H.P. Forest Department for providing manpower on contract basis for its World Bank Supported HP Forests for Prosperity Project (HPFPP) Una, without any employment obligation on part of HP Forest Department for the manpower provided by NRTC to HP Forest Department in any case at present or in future.

Place of posting: UNA, H.P.

Category of Posts	Minimum Qualifications & Experience	Contractual emoluments (per month)
SMS Social Safeguard Specialist/ SMS Environment Safeguard Specialist/ SMS – (Monitoring and Evaluation)/ SMS -NTFP- Agri Business	The candidate showing evidence of having worked for minimum one year in equivalent level with an international aid agency/externally aided project with a Post graduate degree in a related field. If such candidate is not available, then;- PhD in a related field such as Ph. D in -Social Sciences/Environment Science or directly related field/Forestry(Silviculture/Forest Genetics resources) or in a directly related field/ Ph.D. in Forestry (Medicinal Plants / NTFP) or related field. However, if PhD candidates are not available then candidates with Master's degree (at least 65% marks or equivalent grade) in a related field/area as described above with 3 years, post qualification, field / research experience will be considered for the post.	Rs. 35,000/-
Manager: Procurement/	The candidate showing evidence of having worked for minimum one year in equivalent level with an international aid agency/externally aided project with a Post graduate degree in a related field. If such candidate is not available, then BE/B Tech in Engineering/ B Com + PG Degree/ Diploma in Business Administration with 3 years post qualification experience in supporting procurement related activities in any reputed organization or similar Govt. funded projects.	Rs. 30,000/-
Manager: IT	Post Graduate Degree in (IT) / Computer applications / Computer Science with 3 years post qualification experience in managing all IT/Computer matters related to modern technologies such as Website development, software development, Mobile App development, GIS based Technology for office/field works, etc., independently.	Rs. 30,000/-

For more details please visit: www.nrtc.hp.gov.in

Director, NRTC- Parwanoo



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Place of posting: Una, Himachal Pradesh.
Age: Below 55 years as on dated 30.09.18.

A) Name of Post and Qualification/Experience plus Salary Package:

Preferential qualifications/experience for all SMS positions: The candidate showing evidence of having worked for minimum one year in an equivalent level with any international aid agency/externally aided project with a Post graduate degree in a related field, if not, then the educational qualification/experience as described below for each position shall apply.

1. **SMS Social Safeguard Specialist:** Salary: Rs. **35,000/-**: Educational Qualification: PhD in Social Sciences or related field. However, if PhD candidates are not available then candidates with Master's degree (at least 65% marks or equivalent grade) in a related field with at least 3 years post qualification field / research experience will be considered for the post.
2. **SMS – (Environment Safeguard Specialist):** Salary: Rs. **35,000/-**: Educational Qualification: Ph.D. in Environment science or directly related field. However, if PhD candidates are not available then candidates with Master's degree in Environment (at least 65% marks or equivalent grade) or related field with 3 years post qualification field / research experience will be considered for the post.
3. **SMS – (Monitoring and Evaluation):** Salary: Rs. **35,000/-**: Educational Qualification: Ph.D. (Silviculture/ Forest Genetics resources) or in a directly related field. However, if PhD candidates are not available, then candidates with Master's degree (at least 65% marks or equivalent grade) in Forestry (Silviculture/ Plant Genetics /Plantation Technology) with 3 years post qualification field / research experience will be considered for the post.
4. **SMS -NTFP-(Agri Business):** Salary: Rs. **35,000/-**: Educational Qualification: Ph.D. in Forestry (Medicinal Plants / NTFF) or related field. However, if Ph.D. candidates are not available, then candidates with Master's degree (at least 65% marks or equivalent grade) in Forestry (Medicinal Plants / NTFF) or BSc Forestry

with MBA (Agribusiness)/M.Sc Agro Economics with 3 years post Master's degree qualification, field / research experience will be considered for the post.

5. **Manager Procurement** : Salary: Rs. **30,000/-**: Educational Qualification: BE/B Tech in Engineering/ B Com + PG Degree/ Diploma in Business Administration with 3 years post qualification experience in supporting procurement related activities in any reputed organization or similar Govt. funded projects.
 6. **Manager IT**: Salary: Rs. **30,000/-**: Educational Qualification/Experience: Post Graduate Degree in (IT) / Computer applications / Computer Science with 3 years post qualification experience in managing all IT/Computer matters related to modern technologies such as Website development, software development, Mobile App development, GIS based Technology for office/field works, etc., independently.
- B) The engagement would be purely temporary on contract initially for period one year and may be extended further subject to performance assessment/review of the candidates.
- C) Selection for appointment to the post will be made based on academic record, experience and interview etc. Additional weight age will be given to candidates with additional qualification/experience beyond the above-mentioned minimum.
- D) **General Conditions:** The Interview Committee reserves the right to restrict the selection of candidates at the time of interview, based on qualification and experiences prescribed in the advertisement.
- E) Candidates appearing in walk-in-interview shall bring all original supporting documents such as qualification, age and experience certificates along with the application for the post applied indicating Category of Post with recent passport size photograph and complete set of attested copies of certificates/testimonials to be submitted at the time of interview.
- F) Salary will not be a bar for a candidate if he/she has exceptional qualification or experience relevant to the post.
- G) The candidates are eligible for 3% annual increment, subject to satisfactory performance assessment & TA/DA as per applicable HP Govt. rules.

Director, NRTC- Parwanoo

ANNEXURE-A
ROLES AND RESPONSIBILITIES OF THE STAFF TO BE HIRED

Sr. No	Position	Roles and responsibilities
1	Subject Matter Specialist- Social safeguards	<ul style="list-style-type: none"> ▪ Framing and implementation of social management framework and safeguard guidelines and assisting the field functionaries in its implementation. ▪ PRIs issues ▪ Micro planning. ▪ Prepare strategy and follow up for social inclusion. ▪ Convergence and networking with respective line departments and universities etc. ▪ Responsible for social inclusion, social inequity, gender issues, safeguard issues, etc related to the vulnerable sections of the society. ▪ Assist in preparation of NTFP strategy. ▪ Assist in preparation of training programs for project support staff and capacity building of communities. ▪ Any other duties assigned by the CPD.
2	Subject Matter Specialist- Environmental safe guards	<ul style="list-style-type: none"> ▪ Framing and implementation of environment management framework and safeguard guidelines and assisting the field functionaries in its implementation. ▪ Convergence and networking with respective line departments and research institutes. ▪ Awareness wrt environment issues in the project target area ▪ Any other duties assigned by the CPD.
3	Subject Matter Specialist- Monitoring and evaluation	<ul style="list-style-type: none"> ▪ Review the Project's terms of reference, including logical framework, and other relevant project documentation and in consultations with the project's team to identify appropriate M&E indicators; select relevant data and design tools; select appropriate methods and sources for data collection; propose possible platforms (excel, word, web-based, etc.) for the system. ▪ Develop the Project's monitoring and evaluation System including M&E plan and conduct/ co-ordinate the baseline assessment; ▪ Pilot the project M&E system and train the project staff on using it, ▪ At the end of assignment develop final report clearly describing results of baseline assessment and recommendations for organizing M&E process for the project. ▪ Any other work assigned by the head office.

4	Manager-Procurement	<ul style="list-style-type: none"> ▪ Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria. ▪ Assist project management unit and field offices of HPFPP throughout the procurement process wrt bidding process. ▪ Review requisition submitted by the stake holders of HPFPP for completeness and compliance with objective of HPFPP, World Bank procurement policies and procedures, guidelines and best practice. ▪ Provide administrative support to the project management unit and field offices in procurement management and contract administration, disbursement and contract closure. ▪ Prepare draft Invitation for bid/bidding document/ requests for expression of Interest (REOI)/request for proposal (RFP) document/minutes of pre-bid meeting/minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice; ▪ Prepare draft bid evaluation report/ technical evaluation report/ combined technical and financial evaluation report/ contract document/ minutes of negotiation, taking into account applicable policies, procedures, guidelines/ best practice; ▪ Prepare minutes of the bid/consultancy proposal acceptance committee meeting of HPFPP, taking into account applicable policies, procedures, guidelines/ best practice; ▪ Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files; ▪ Assist in review invoices/requests for payment submitted for accuracy and process for payment, ensuring that all payment requests are processed on a timely basis; ▪ Maintain individual contract files including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation is readily available upon request; ▪ Prepare procurement documentation to ensure the application of and compliance with World Bank's procurement policies and procedures applicable for HPFPP and best practice and assure the integrity of the procurement process; ▪ Provide reference and guidance to other Support staff of the HPFPP on World Bank procurement policies and procedures and best practice throughout the contract administration process; ▪ Assist in finding viable solutions to contract administration issues; ▪ Identify operational gaps in contract administration
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		<p>procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency;</p> <ul style="list-style-type: none"> ▪ Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards; ▪ Assist during Post Procurement Audit by the World Bank/consultants engaged for the task; ▪ Ensure that any issues and/or deviations from World Bank procurement policies and procedures are highlighted to the project management unit and field offices of HPFPP for necessary action/resolution; ▪ Assist in raising awareness within the HPFPP on contract administration issues, problems and lessons learned; Assist in development and implementation of any plan to correct identified non-compliance issues, etc ▪ Uploading and clearance of procurement plan on WB systematic tracking of exchanges in procurement (STEP). ▪ Any other duty assigned by the CPD.
5	Subject Matter Specialist- NTFP/Agribusiness	<ul style="list-style-type: none"> ▪ Support the implementation of the project plan in terms of NTFP component by providing technical and operational support for training and capacity building, monitoring and reporting as required. ▪ Coordinate with firms in developing and establishing commercially viable NTFP based producer companies/business entities in the respective working area. ▪ Identification of investable NTFP opportunities & strengthening the collective and enterprise development agenda. ▪ The Specialist in coordination with the firms would design and organize the investor outreach programs, training modules. Development of capacity building modules for firms and for entrepreneurs. ▪ Scrutinize the knowledge material relevant to business cycle, enterprise development cycle, tracking mechanisms, performance parameters as developed by the firms hired for the purpose. ▪ The Specialist would act as interface between the entrepreneurs/Community/Farmers and the department and other project staff. ▪ The Specialist will review the business plan and provide its recommendations on applications for stage wise funding. Specialist in coordination with firms hired for the purpose will facilitate one on one dedicated meetings between entrepreneurs/producer organizations and commercial banks in order to facilitate access to finance (both investment as well as working capital). ▪ The Specialists hired would provide inputs on extent of financing support and threshold percentages for different stages of funding, on the projects recommended by the firms hired for the purpose. Assist the field offices in design

		<p>& implementation of provision of capital for start-ups by managing the challenge fund– both seed capital.</p> <ul style="list-style-type: none"> ▪ The Specialist hired would review the progress of the various firms hired for this purpose and would submit the report to project management unit for appraisal. ▪ Any other duties assigned by the CPD.
6	Manager- Information Technology	<ul style="list-style-type: none"> ▪ To maintain entire Hardware and Software of the Project, strengthen the system to foster internal communication, net working in the project and to manage the project website and keep liaison with the designing firm and suggest improvement. ▪ Client connection with World Bank. ▪ To maintain FMIS, iFMS and MIS Software in the Project and train, guide and supervise the field functionaries i.e. Data Entry Operator/ Computer Operator/Computer Accountant to manage the Software in the fields. ▪ To suggest and advice strategy to integrate various systems reconciling them on a single Web basis platform. He will also be responsible for implementing and managing any other software being developed by the Project in future. ▪ To submit detail of the progress made/work done at the end of the each month to Controlling Officer with suggestion for taking further action. ▪ To upload Project activities/works/assets on Project Portal. ▪ To deal with correspondence regarding IT (Information Technology). ▪ To assist Deputy Project Director (Admin) in preparing library of Project documents on computer. ▪ Any other duties assigned by the CPD.

Common Competencies Required for All Positions:

- All the above posts require considerable field visits and hence, the candidates would be required to undertake field visits & tours as per the project requirement.
- Demonstration of strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Excellent organization Skills
- Accuracy with keen attention to detail
- Ability to work under tight time lines
- Self-motivated, high level of zeal and enthusiasm in all endeavors, unblemished integrity and ability to organize and prioritize own work to meet deadlines.
- Ability to work both independently and as well as in a team.
- Strong communication skills, with ability to clearly and concisely convey necessary information, explain reasoning and support conclusions using the data and facts.
- Good command of English & Hindi language, both writing & oral skills.

General:

- Appointment order will be issued subject to receipt of approval from competent authority of HP Government.

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