

**File No. S-27025/04/2016-CL**  
**Government of India**  
**Ministry of Labour and Employment**  
**(Child Labour Division)**

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**Engagement as Project Associate (Pr.A) in Child Labour Division, Ministry of Labour and Employment**

Applications in the prescribed proforma as per Annexure 1 are invited from Indian national who are interested in engagement as Project Associate(Pr.A) in Child Labour Division, Ministry of Labour and Employment, New Delhi as per details given below:-

1	Engagement as	<b>Project Associate (Pr.A)</b>  in Child Labour Division, Ministry of Labour and Employment, Shram Shakti Bhawan, Rafi Marg., New Delhi-110001
2.	Number of vacancy	<b>2(two)</b>
3.	Period of Engagement	Till 31 <sup>st</sup> March, 2017.  After 31.03.2017, it can be extended for the period of one year at a time by the competent authority, subject to other conditions.
4.	Lump-sum payment	Consolidated amount of <b>Rs. 40,000/- p.m.</b> on contract basis.
5.	Essential Qualification	Master Degree in Arts / Science / Commerce or B. Tech  However, Preference would be given to applicant having M.A. Economics or M.Com or MBA/Post Graduate Diploma(preferably in Finance) or M.A. / M.Sc. in Statistics/Mathematics or LLB with strong background in quantitative methods or Bachelor Degree in Information Technology or higher degree. Phd applicant will also be preferred.  Note: <ul style="list-style-type: none"><li>• Applicant having experience of any central scheme (funding /administration) will be preferred.</li><li>• Applicants must have above average computational skills of MS Office.</li><li>• Applicant must have good communication skill in English.</li></ul>

Applicant who wish to be considered against these positions may send their application (by Post / by Hand/By email) to:

**Under Secretary (Child Labour),**  
**Room No. 604 A, Ministry of Labour and Employment**  
**Shram Shakti Bahwan, Rafi Marg, New Delhi- 110001.**  
**Email: dk.himanshu@nic.in**

The application complete in all respect should reach Ministry office by **17<sup>th</sup> October, 2016 (5:00pm)**. The application should be in prescribed format alongwith self-certified documents (if any). Application received after last date fixed for receipt of applications will not be entertained. List of applicants shortlisted for interview will be informed **through email**. No TA/ DA will be admissible for attending the interview.

For “**format of application**” and “**other terms and conditions**”, please see **Annexure I & AnnexureII**.

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Government of India  
Ministry of Labour and Employment  
Child Labour Division  
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APPLICATION FOR ENGAGEMENT AS **PROJECT ASSOCIATE (Pr.A.)**  
in Child Labour Division, Ministry of Labour and Employment,GOI

**BIO-DATA**

1.	Name	
2.	Date of Birth	
3.	Address with Telephone/ <b>e-mail*</b> / Mobile No.	
4.	Educational Qualifications	
5.	Computer based Skills / expertise	
6.	Language ( Read / write/ Speak)	
7.	Experience in the relevant field	
8.	Current work profile, if any	
9.	Additional information, if any	

\* compulsory

Declaration

I \_\_\_\_\_ hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

(Signature of the Applicant)

Date:.....

**Other Terms and Conditions of the Contract**

- (i) The engagement of Project Associate (Pr.A) would be on 'Full Time' basis and he/she would not be permitted to take up any other assignment during the period of engagement with Child Labour Division, Ministry of Labour and Employment. The Project Associate (Pr.A) can be required to work on Saturdays, Sundays and any other holidays, if need be, for which no additional remuneration will be paid.
- (ii) The engagement is purely of a contractual nature and the engagement can be cancelled at any time by Child Labour Division, Ministry of Labour and Employment without assigning any reason. Hence in no way this contract shall be construed as a permanent government job.
- (iii) The Project Associate (Pr.A) shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, LTC, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
- (iv) Project Associate (Pr.A) shall be eligible for 12 days leave in a financial year on pro-rata basis. Therefore, a Pr.A shall not draw any amount in case of his/her absence beyond 12 days in a year (calculated on a pro-rata basis). For services less than 12 months in any calendar year, leave admissibility will be calculated on pro-rata basis in that calendar year. Un-availed leave in a calendar year cannot be carried forward to next calendar year. Child Labour Division, Ministry of Labour and Employment would be free to terminate the services in case of absence by more than 10 days beyond the entitled leave in a financial year without prior permission.
- (v) No TA/DA shall be admissible for joining the assignment or on its completion. Pr.A will not be allowed foreign travel at Government expenses. However, Pr.A shall be allowed TA/DA for their travel inside the country for official work only with the approval of Secretary, Ministry of Labour and Employment. Entitlement of TA/DA for Pr. A. will be equivalent to the TA /DA admissible to Assistant Section Officer in the Ministry and as per GOI rules amended time to time.
- (vi) The Pr.A shall have access to the Ministry Library during the period of their engagement.
- (vii) Child Labour Division, Ministry of Labour and Employment in line with the prevailing Ministry policies/ procedures may specify any other conditions/ guidelines as considered appropriate during the period of engagement of the Pr.A.

- (viii) Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/ equipment or vehicles of the Pr. A.
- (ix) Pr.A would be engaged for providing quality services for jobs related to the Project.
- (x) Period of engagement will be till 31.03.2017 and after 31.03.2017, it can be extended for the period of one year at a time by the competent authority. A certificate from a medical practitioner, stating that the applicant is medically fit, is required before S/he is allowed to take up this engagement as Pr.A. If, on medical examination, it is found that the applicant do not conform to the required physical standards, S/he will not be permitted to take up this engagement as Pr.A. The decision of the medical practitioner in this regard shall be final.
- (xi) Pr. A. will be reporting to Section Officer, Child Labour Division, Ministry of Labour and Employment. Pr. A will be required to maintain office time, decorum, discipline as expected of a regular Central Government Employee. Appointee shall in no way divulge or disclose to any person or persons whatsoever the official know-how or other information coming to his/her knowledge in the course of his/her training and engagement either in relation to its business or its operations.
- (xii) If any declaration given or information furnished by the applicant proves to be false or if the applicant is found to have willfully suppressed any material information, S/he will be liable for termination in addition to any Administrative and/or legal action as may be deemed necessary.
- (xiii) On the question of interpretation of any of the above terms and conditions, the decision of this Ministry shall be final and binding.

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