



Plot No. 6, Phase-II,  
Vasant Kunj Institutional Area,  
New Delhi, dated **20/10/2020**

### **Advertisement for Consultant**

Application in the prescribed proforma (as per Annexure I to the advertisement) are invited from the eligible person for filling up of the post of a Consultant in the office of Lokpal of India, New Delhi under the existing project of computerization of Lokpal of India (Lokpal Online Complaint Management System), as per details given below:

1. Name of the Post	<b>Consultant (in Office of Lokpal of India, New Delhi)</b>
2. Period of Consultancy	For one year or till the project period whichever is earlier.  The contract could be extended further depending on the assessment of performance, mutual willingness and depending on the requirement and termination of the project. The contract can be terminated by either side at any time, by giving one month's notice. The Government can terminate the contract anytime.
3. Nature of Duties	The selected Consultant will be required to work as a Consultant in the Lokpal of India and assist in developing MIS for effective implementation, operation and use of Complaint Management System.
4. Job Location	Lokpal Secretariat, Plot No.6, Vasant Kunj Institutional Area, Phase-II, Vasant Kunj, New Delhi, or any other places in the Office of Lokpal of India at Delhi/New Delhi.
5. Qualifications/ Essential Criteria	<ul style="list-style-type: none"> <li>The application should be from any citizen of India having a knowledge of managerial skills and relevant experience of at least 5 years in the field.</li> <li>Applicant must have an MBA degree.</li> </ul>
6. Described Criteria	Previous experience of working for 5 years.
7. Remuneration &	Consolidated remuneration of Rs.50,000/- per month. No other

Entitlements	allowance of any kind will be admissible.
8. How to apply	<ul style="list-style-type: none"> <li>• Interested applicants may submit an application indicating their interest in working for the Office of Lokpal at Annexure- I.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labeled “ <b>Application for the Post of Consultant in Office of Lokpal of India</b>” and addressed to: <ul style="list-style-type: none"> <li>• <b>Manoj Kumar Mishra Deputy Secretary, Lokpal of India Plot No.6, Vasant Kunj Institutional Area, Phase-II, Vasant Kunj, New Delhi 110070 Email: mkmishra@nic.in</b></li> </ul> </li> <li>• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.</li> <li>• The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers.</li> <li>• Lokpal of India will review the applications as per their terms and requirement and will shortlist the candidates it considered suitable. <b>The shortlisted candidates will be called for an interview.</b></li> <li>• The date, time and venue of the interview will be conveyed in the Interview call Letter.</li> <li>• Candidates will have to make their own arrangements to reach the place of the interview.</li> <li>• No TA/DA will be payable by the Lokpal to attend the interview.</li> <li>• The final selection will be based on their performance at the interview.</li> <li>• The decision of the Chairperson, Lokpal of India on the selection of candidates will be final.</li> </ul>

The last date for receiving applications is **15<sup>th</sup> November ,2020**. Application received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT  
OFFICE OF LOKPAL OF INDIA, NEW DELHI**

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications :
5. Mobile No. :
6. Email ID :
7. Details of employment in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of Duties performed

8. Details of course/training programs attended, if any:
9. Language known :
10. Details of previous Consultancy, if any :
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
12. Remarks, if any :

(Signature of candidate)  
Address:

Date: