

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
**Advertisement**

Reference No. PMPSUS/ YOG./07/01/2013.

Government of Madhya Pradesh is implementing a project "Strengthening Performance Management in Government"(SPMG) with support from Department for International Development (DFID), United Kingdom. One of the vital components of the project is Poverty Monitoring and Policy Support for the Improvement in Monitoring and Evaluation Systems. This component is being implemented by **Poverty Monitoring and Policy Support Unit Society (PMPSUS)** within MP State Planning Commission. PMPSUS has been recognized as force for the State's programme monitoring, research and evaluation to strengthen systems and to support departments in analysis of poverty impacts of programmes. The unit is registered as a society with Vice Chairman of the State Planning Commission as the Chairman of its Governing Board.

Applications are invited from eligible candidates for various positions under PMPSUS in the prescribed format which are available at: <http://www.mp.gov.in/spb/international-aided-projects/pmpsu/PMPSUS.pdf> as mention bellow –

| S. No. | Designation / Post  | No. of Position | Remark   |
|--------|---|-----------------|--|
| 01.    | <a href="#">Poverty Monitoring &amp; Institutional Specialist and Team Leader</a>       | 1               | All India Service Cadre he/she must be a Secretary or above grade officer. This position is also open for outside Govt. candidate. |
| 02.    | <a href="#">Dy. Team Leader</a>   | 1               | From open market   |
| 03.    | <a href="#">Economist</a>   | 1               | From open market   |
| 04.    | <a href="#">Specialist Decentralized Planning</a>                                       | 1               | From open market   |
| 05.    | <a href="#">Specialist Capacity Building</a>  | 1               | From open market   |
| 06.    | <a href="#">Specialist Monitoring &amp; Evaluation</a>                                  | 1               | From open market   |
| 07.    | <a href="#">Specialist Communication &amp; Documentation</a>                            | 1               | From open market   |
| 08.    | <a href="#">Expert IT &amp; GIS</a>   | 1               | From open market   |
| 09.    | <a href="#">Research Associates</a>   | 4               | From open market   |
| 10.    | <a href="#">Administrative and accounts Officer</a>                                     | 1               | From open market   |
| 11.    | <a href="#">Data Entry Operators cum Administrative Assistants (Computer Operators)</a> | 3               | From open market   |

**The deadline for applications is 31 January, 2013.** Only shortlisted candidates will be contacted for subsequent rounds of interviews. Governing Board of PMPSUS reserves the right to accept or reject any or all applications without assigning any reason.

(Member Secretary)  
MP STATE PLANNING COMMISSION  
Govt. of MP

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
Terms of Reference  
Poverty Monitoring and Institutional Specialist and Team Leader

|   |  |
|---|--|
| <b>Title</b>  | <b>Poverty Monitoring &amp; Institutional Specialist and Team Leader</b>   |
| <b>Department</b>   | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of policies and programmes. |
| <b>Reporting Relationships</b>  |  |
| Will report to Member Secretary, State Planning Commission of MP. Dy. Team Leader, Specialists, Research Associates and office staff of the PMPSU will report directly to the Team Leader.  |  |
| <b>Job Purpose and Accountability</b>   |  |
| <p>This is a senior and key leadership position for PMPSUS, The Team Leader shall ensure the high quality technical support to MPSPC, Govt of MP, against all committed work plan approved by DFID and Govt. of MP. S/he should provide overall technical leadership to MPSPC and work in close coordination with senior government officials from state departments.</p> <p>As <u>Team Leader</u> s/he will be, under the overall guidance of the Governing Board / General Body/Executive body of PMPSU, responsible for planning and coordinating the entire work of the PMPSU, so that PMPSU is able to achieve its objectives of measuring and monitoring progress in key areas related to poverty and living standards of the people of the state and for Improving monitoring and evaluation (M&amp;E) of policies and programmes with greater focus on outputs / outcomes and impacts.</p> <p>S/he is also expected to develop and ensure the smooth operations of partnerships with CSOs and academic / research institutions for in-depth analysis of emerging development issues and challenges in the state and to prepare and implement plans for building capacities in selected line departments in planning and; monitoring and evaluation of policies and programmes.</p> <p>S/he will also be responsible for the overall administration of the PMPSU.</p> <p>As <b><u>poverty monitoring and institutional specialist</u></b> s/he will be responsible for providing the technical lead to the PMPSU in poverty measurement work that will include:</p> <ol style="list-style-type: none"> <li>1. Strengthening <b>district level governance</b> by implementation of a transparent and efficient</li> </ol> |  |

decentralised planning system in entire state

2. Developing a comprehensive framework for assessing the multi-dimensional nature of poverty and in operationalising the framework.
3. Support transparency and **community empowerment** for better delivery of development programmes, especially those focussed on **women development and gender issues**;
4. Strengthen **accountability mechanisms** within the state through independent M&E and impact assessments;
5. For undertaking / commissioning analytical / research studies on issues of pro-poor growth, poverty measurement etc. to Identify **sectoral priorities for the state** and undertake policy research and analysis for inter-governmental and public dissemination; and
6. Analysis of the nature and causes of poverty and vulnerability in the state & support development of design of pro-poor policies and programmes.
7. Act as **repository of knowledge** at the state level, specifically in areas of poverty and service delivery performance and develop a network for policy dialogue and analysis and for provisioning of capacity building support to line departments.
8. For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence analysis and Public expenditure reviews etc.
9. Dissemination of findings of various studies / reports.
10. Ensuring timely submission of progress reports to DFID/ Govt.of MP.

### **Education Requirement**

A post graduate degree in Economics OR in public policy OR in Social Science from a recognised institute.

A doctorate degree in any of these disciplines will be preferred.

### **Relevant Experience and other Requirements**

- 1 Minimum 15 years of relevant professional experience particularly on poverty assessments, policy / programme evaluation and general macro-economic analysis.
- 2 Demonstrated analytical capabilities and qualities to lead a team of professionals.
- 3 Ability to apply advanced technical knowledge, skills and expertise in the collection, compilation and dissemination of macroeconomic and social statistics.
- 4 Excellent oral and written communication skills.
- 5 Proficient in computer software such as Excel, Access, Word and power point etc.
- 6 Ability to liaise and partner effectively with IDAs, CSOs and academic / research organizations.
- 7 Experience / knowledge of government systems for poverty monitoring and measurement.
- 8 For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence analysis and Public expenditure experiences etc.

**Skills:**

- Ability to lead, supervise and mentor multi-disciplinary and multi-functional teams and with work in collaboration with partners, especially with government departments and senior officials; Knowledge of government systems and processes is essential;
- Very good ability to write in Hindi and English.
- Excellent interpersonal, liaison and negotiation skills;
- Strong analytical and strategic planning and management skills;
- Computer proficiency in MS Access, Word, PowerPoint, Excel, and Outlook.

**Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs 13.20 lakh.

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
Terms of Reference

**Participatory Planning Expert and Dy. Team Leader, PMPSUS**

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|--|---|
| <b>Title</b>   | <b>Participatory Planning Expert and Dy. Team Leader</b>  |
| <b>Department</b>  | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of programmes. |
| <b>Reporting Relationships</b>   |   |
| Will report to Team Leader/Nodal Officer, PMPSUS /Member Secretary, State Planning Commission of MP. Concerning Specialists, Research Associates and office staff of the PMPSU will coordinate to the Dy. Team Leader.   |   |
| <b>Job Purpose and Accountability</b>  |   |
| <p>To be a wise, sincere, competent and caring Dy. Team Leader of the team, the candidate must demonstrate leadership experiences working in unstructured and challenging environment and a passionate zeal for the outcomes based planning. This is a senior position for PMPSUS, the Dy. Team Leader shall ensure the high quality technical support to PMPSU against all committed work plan approved by DFID and Govt. of MP. S/he should provide overall technical leadership to MPSPC and work in harmonization with all Specialists PMPSUS, senior government officials from state departments.</p> <p>As <u>Dy. Team Leader</u>, s/he will be, under the overall guidance of the Governing Board / General Body/Executive body of PMPSU, responsible for effective support in the area of Decentralized Planning, Independent Monitoring and Evaluations, Voluntary Sector Engagement, Community Empowerment, etc. so that PMPSU is able to achieve its objectives of measuring and monitoring progress in key areas related to poverty and living standards of the people of the state and for Improving participatory planning , monitoring and evaluation (M&amp;E) of policies and programmes with greater focus on outputs / outcomes and impacts.</p> <p>S/he is also expected to develop partnerships with CSOs and academic / research institutions for in-depth analysis of emerging development issues and challenges in the state and to prepare and implement plans for building capacities in selected line departments in planning and; monitoring and evaluation of policies and programmes.</p> <p>As Participatory Planning Expert and Dy. Team Leader s/he will be responsible for providing the technical lead to the PMPSU in outcome based planning , poverty measurement work that will include:</p> |   |

- Strengthen **accountability mechanisms** within the state through outcome based planning, M&E and independent impact assessments;
- Identify **sectoral priorities for the state** and undertake policy research and analysis for inter-governmental and public dissemination; and
- Act as **repository of knowledge** at the state level, specifically in areas of poverty and service delivery performance and develop a network for policy dialogue and analysis and for provisioning of capacity building support to line departments.
- In analysis of the nature and causes of poverty and vulnerability in the state to support design of pro-poor policies and programmes.
- For undertaking / commissioning analytical / research studies on issues of pro-poor growth, poverty measurement etc. and;
- Dissemination of findings of various studies / reports.
- Implementation of local Planning in entire state.
- Ensuring timely submission of progress reports to PMPSUS/ DFID/MPSPC Govt.of MP
- Research work publications in high impact rated Scientific and Social Journals.

### **Education Requirement**

A post graduate degree in Economics OR in public policy OR in Social Science from a recognised institute.

A doctorate degree in any of these disciplines will be preferred.

### **Relevant Experience and other Requirements**

- 1 Minimum 10 years of relevant professional experience particularly on poverty assessments, policy / programme evaluation and general macro-economic analysis.
- 2 Demonstrated analytical capabilities and qualities to lead a team of professionals.
- 3 Ability to apply advanced technical knowledge, skills and expertise in the collection, compilation and dissemination of macroeconomic and social statistics.
- 4 Excellent oral and written communication skills.
- 5 Proficient in computer software such as Excel, Access, Word and power point
- 6 Ability to liaise and partner effectively with CSOs and academic / research organizations.
- 7 Experience / knowledge of government systems for poverty monitoring and measurement.
- 8 For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence analysis and Public expenditure reviews etc.

**Skills:**

- Ability to lead, supervise and mentor multi-disciplinary and multi-functional teams and with work in collaboration with partners, especially with government departments and senior officials; Knowledge of government systems and processes is essential;
- Excellent interpersonal, liaison and negotiation skills;
- Excellent oral and written communication skills;
- Strong analytical and strategic planning and management skills;
- Computer proficiency in MS Access, Word, PowerPoint, Excel, and Outlook.

**Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs 9.60 lakh.

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
**TERMS OF REFERENCE- ECONOMIST, PMPSUS**

|                   |  |
|-------------------|--|
| <b>Title</b>      | <b>Economist</b>   |
| <b>Department</b> | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of policies and programmes. |

**Reporting Relationships**

Will report to Team Leader/Nodal Officer, PMPSUS /Member Secretary, State Planning Commission of MP. Concerning Research Associates and office staff of the PMPSU will coordinate under the overall control and supervision of Team Leader, PMPSUS.

**Job Purpose and Accountability**

The Economist shall ensure the high quality technical support to PMPSU against all committed work plan approved by DFID and Govt. of MP.

As Economist s/he will be, under the overall guidance of the Governing Board / General Body/Executive body of PMPSU, responsible for support in the area of **district level governance, community empowerment** for better delivery of development programmes, Strengthen **accountability mechanisms** through Independent Monitoring and Evaluations, etc. so that PMPSU is able to achieve its objectives of measuring and monitoring progress in key areas related to poverty and living standards of the people of the state and for Improving participatory planning , monitoring and evaluation (M&E) of policies and programmes with greater focus on outputs / outcomes and impacts.

As Economist in PMPSUS , s/he will be responsible for providing the technical lead to the PMPSU in outcome based planning , poverty measurement work that will include:

- Identify priorities for economic evaluation also Plan and conduct economic evaluation of selected govt. programmes.
- Ensure the national and state level pro poor policy analysis and support for select thematic areas. Preparing detail economic policy review note/state projections sheets in different scenario /working papers and analytical reports of key socio economic policies using tools such as cost benefit analysis benefit incidence analysis and Public expenditure reviews etc.
- Developing a comprehensive framework for assessing the multi-dimensional nature of poverty and in operationalising the framework.
- Increasing the in-house capacity of PMPSUS and MPSPC for analysis and dissemination of Poverty



Monitoring data.

- Developing Dynamic Development Atlas of MP and Act as repository of knowledge at the state level, specifically in areas of standard of living, Poverty and service delivery performance and develop a network for policy dialogue and analysis and for provisioning of capacity building support to line departments.
- Research work publications in high impact rated Scientific and Social Journals.
- Developing a comprehensive framework for Policy Network Development
- Strengthen accountability mechanisms within the state through independent M&E and impact assessments; also Delivering its citizen's value through a collaborative Government approach
- Enhancing research capacity within PMPSU for Technical Evaluations.
- In analysis of the nature and causes of poverty and vulnerability in the state to support design of pro-poor policies and programmes.
- Technical support to Directorate of Economics and Statistics and other agencies as guided by MPSPC.
- Preparation of Annual Report of PMPSU under the guidance of Team Leader.
- Maintain close collaboration with specialist Statistics and other specialists for effective overall coordination.

### **Education Requirement**

A post graduate degree in Economics from a recognised institute.

Master degree in Management or A doctorate degree in the relevant disciplines will be preferred.

### **Relevant Experience and other Requirements**

- 1 Minimum 10 years of relevant professional experience particularly on poverty assessments, policy / programme evaluation and general macro-economic analysis.
- 2 Demonstrated analytical capabilities and qualities to lead a team of professionals.
- 3 Ability to apply advanced technical knowledge, skills and expertise in the collection, compilation and dissemination of macroeconomic and social statistics.
- 4 Excellent oral and written communication skills.
- 5 Proficient in computer software such as Excel, Access, Word and power point
- 6 Ability to liaise and partner effectively with CSOs and academic / research organizations.
- 7 Experience / knowledge of government systems for poverty monitoring and measurement.
- 8 For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence analysis and Public expenditure reviews etc.

**Skills:**

- Ability to perform in a team.
- Very good ability to write in Hindi and English both medium
- Knowledge of government systems and processes is essential;
- Excellent interpersonal, liaison and negotiation skills;
- Excellent oral and written communication skills;
- Strong analytical and strategic planning and management skills;
- Computer proficiency in MS Access, Word, PowerPoint, Excel, and Outlook.

**Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs 8.40 lakh.

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
Terms of Reference  
Specialist Decentralized Planning, PMPSUS

|   |  |
|---|--|
| <b>Title</b>  | Specialist Decentralized Planning  |
| <b>Department</b>   | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of policies and programmes. |
| <b>Reporting Relationships</b>  |  |
| <p>Will report to Team Leader/Nodal Officer, PMPSUS /Member Secretary, State Planning Commission of MP.</p> <p>Concerning Research Associates and office staff of the PMPSU will coordinate under the overall control and supervision of Team Leader, PMPSUS.</p>   |  |
| <b>Job Purpose and Accountability</b>   |  |
| <p>The Specialist Decentralized Planning shall ensure the high quality technical support to PMPSU against all committed work plan approved by DFID and Govt. of MP.</p> <p>As <u>Specialist Decentralized Planning</u> s/he will be, under the overall guidance of the Team Leader / Governing Board / General Body/Executive body of PMPSU, responsible for support in the area of district level governance, community empowerment for better delivery of development programmes, Strengthen accountability mechanisms through Independent Monitoring and Evaluations, etc. so that PMPSU is able to achieve its objectives of measuring and monitoring progress in key areas related to poverty and living standards of the people of the state and for Improving participatory planning , monitoring and evaluation (M&amp;E) of policies and programmes with greater focus on outputs / outcomes and impacts.</p> <p>As Specialist Decentralized Planning in PMPSUS , s/he will be responsible for providing the technical lead to the PMPSU in outcome based planning , poverty measurement work that will include:</p> <ol style="list-style-type: none"> <li>1. Technical assistance for decentralized planning &amp; strengthening Planning systems in the poor performing blocks / districts of Madhya Pradesh.</li> <li>2. Analysis of data from Decentralised District Planning &amp; its use for MPSPC and other departments.</li> <li>3. Building capacities at district and state level for making plans and for review &amp; improving the participatory and inclusive micro plan involving PRI/GOVT.Officials/Media/Voluntary Sector for Decentralised planning and Gender Mainstreaming</li> <li>4. Capacity Building Support and Budgeting and financial planning as required by the poor</li> </ol> |  |

performing districts.

5. Develop study / evaluation protocols and undertake and guide studies as needed.
6. Provide technical assistance for implementation of the Decentralised Planning and its goals at state, and in districts, as may be agreed upon from time to time.
7. Mobilizing technical assistance inputs for the states and district administration, including preparation of Terms of Reference, inviting proposals application etc.
8. Achieving Units goal regarding Information Dissemination and Advocacy of Decentralised planning in the state
9. Support Policy Network Development and Citizen's Surveys.
10. Research work publications in high impact rated Scientific and Social Journals.
11. Developing a comprehensive framework for Policy Network Development
12. Strengthen accountability mechanisms within the state through independent M&E and impact assessments; also Delivering its citizen's value through a collaborative Government approach
13. Enhancing research capacity within PMPSU for Technical Evaluations.
14. In analysis of the nature and causes of poverty and vulnerability in the state to support design of pro-poor policies and programmes.
15. Technical support to departments, Resource institutions and other agencies for outcome based planning.
16. Maintain close collaboration with other specialists for effective overall coordination.

### **Education Requirement**

A post graduate degree in social science /MSW/Developmental Planning from a recognised institute. Master degree in Management or A doctorate degree in the relevant disciplines will be preferred.

### **Relevant Experience and other Requirements**

- 1 Minimum 10 years of relevant professional experience particularly on poverty assessments, policy / programme evaluation and general macro-economic analysis.
- 2 Demonstrated analytical capabilities and qualities to lead a team of professionals.
- 3 Ability to apply advanced technical knowledge, skills and expertise in the collection, compilation and dissemination of macroeconomic and social statistics.
- 4 Excellent oral and written communication skills.
- 5 Excellent computer skills in working on MS Office based applications.
- 6 Ability to liaise and partner effectively with CSOs and academic / research organizations.
- 7 Experience / knowledge of government systems for poverty monitoring and measurement.
- 8 For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence

analysis and Public expenditure reviews etc.

9. Willingness to travel to districts urban slums and remote rural area to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

**Skills:**

- Ability to perform in a team.
- Very good ability to write in Hindi and English both medium
- Knowledge of government systems and processes is essential;
- Proficient in computer software such as Excel, Access, Word and power point
- Excellent oral and written communication skills;
- Strong analytical and strategic planning and management skills;
- Computer proficiency in MS Access, Word, PowerPoint, Excel, and Outlook.

**Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs 8.40 lakh.

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
Terms of Reference  
Specialist Capacity Building, PMPSUS

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|---|--|
| <b>Title</b>  | Specialist Capacity Building, PMPSU  |
| <b>Department</b>   | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of policies and programmes. |
| <p><b>Reporting Relationships</b><br/> Will report to Team Leader/Nodal Officer, PMPSUS /Member Secretary, State Planning Commission of MP. Concerning Research Associates and office staff of the PMPSU will coordinate under the overall control and supervision of Team Leader, PMPSUS.</p>  |  |
| <p><b>Job Purpose and Accountability</b><br/> The Specialist Capacity Building shall ensure the high quality technical support in training and capacity building activities against all committed work plan approved by DFID and Govt. of MP.</p> <p>As <u>Specialist Capacity Building, PMPSU</u> s/he will be, under the overall guidance of the Team Leader / Governing Board / General Body/Executive body of PMPSU, responsible for support in the area of district level governance, community empowerment for better delivery of development programmes, Strengthen accountability mechanisms through Independent Monitoring and Evaluations, etc. so that PMPSU is able to achieve its objectives of measuring and monitoring progress in key areas related to poverty and living standards of the people of the state and for Improving participatory planning , monitoring and evaluation (M&amp;E) of policies and programmes with greater focus on outputs / outcomes and impacts.</p> <p>As Specialist Capacity Building in PMPSUS , The main responsibilities would include identifying, developing and coordinating external and internal capacity building programmes, facilitating and developing training modules, different TORs coordinating to develop manuals and source books etc s/he will be also responsible for providing the technical lead to the PMPSU in outcome based planning , poverty measurement work that will include:</p> <ul style="list-style-type: none"> <li>• Assessment of training needs of key stakeholders, preparing and improvement in training module, organizing and conducting training series at state and districts level.</li> <li>• Preparing guidelines, circulars, FAQs, Technical assistance for decentralized planning &amp; strengthening Planning systems in the poor performing blocks / districts of Madhya Pradesh.</li> <li>• Planning theme based CB activities like Decentralised planning, Data analysis, social audit a</li> </ul> |  |

and M&E etc.

- Conducting frequently meetings with different counterparts for review of the CB teachings
- Promoting making & usage of learning materials by NGOs/Officials/PRI members.
- Identifying training resource person as & when needed
- Organizing theme based awareness camp, exposure visits, for all stakeholders.
- Analysis of planning software data & its use for MPSPC and other departments.
- Building capacities at district and state level for making plans and for review & improving the participatory and inclusive micro plan involving PRI/GOVT.Officials/Media/Voluntary Sector for Decentralised planning and Gender Mainstreaming
- Capacity Building Support ,Budgeting and financial planning as required by the poor performing districts.
- Develop study / evaluation protocols and undertake and guide studies as needed.
- Provide technical assistance for implementation of the Decentralised Planning and its goals at state, and in districts, as may be agreed upon from time to time.
- Mobilizing technical assistance inputs for the states and district administration, including preparation of Terms of Reference, inviting proposals application etc.
- Achieving Units goal regarding Information Dissemination and Advocacy of Decentralised planning in the state
- Support Policy Network Development and Citizen's Surveys.
- Research work publications in high impact rated Scientific and Social Journals.
- Developing a comprehensive framework for Policy Network Development
- Strengthen accountability mechanisms within the state through independent M&E and impact assessments; also delivering its citizen's value through a collaborative Government approach.
- Enhancing research capacity within PMPSU for Technical Evaluations.
- In analysis of the nature and causes of poverty and vulnerability in the state to support design of pro-poor policies and programmes.
- Technical support to departments, Resource institutions and other agencies for outcome based planning.

### **Education Requirement**

A post graduate degree in social science /MSW/Developmental Planning from a recognised institute. Master degree in Management or A doctorate degree in the relevant disciplines will be preferred.

### **Relevant Experience and other Requirements**

- 1 Minimum 10 years of relevant professional experience particularly on rural and urban developmental planning, poverty assessments, policy / programme evaluation and general macro-economic analysis.
- 2 Demonstrated analytical capabilities and qualities to lead a team of professionals.
- 3 Ability to apply advanced technical knowledge, skills and expertise in the collection, compilation and dissemination of macroeconomic and social statistics.
- 4 Excellent oral and written communication skills.
- 5 Proficient in computer software such as Excel, Access, Word and power point
- 6 Ability to liaise and partner effectively with CSOs and academic / research organizations.
- 7 Experience / knowledge of government systems for poverty monitoring and measurement.
- 8 For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence analysis and Public expenditure reviews etc.
9. Willingness to travel to districts urban slums and remote rural area to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

### **Skills:**

- Ability to perform in a team.
- Very good ability to write in Hindi and English both medium
- Knowledge of government systems and processes is essential;
- Excellent interpersonal, liaison and negotiation skills;
- Excellent oral and written communication skills;
- Strong analytical and strategic planning and management skills;
- Computer proficiency in MS Access, Word, PowerPoint, Excel, and Outlook.

### **Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs.8.40 lakh.



**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
Terms of Reference  
Specialist (Monitoring and Evaluation)

|                   |  |
|-------------------|--|
| <b>Title</b>      | Specialist (Monitoring and Evaluation)   |
| <b>Department</b> | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of policies and programmes. |

**Reporting Relationships**

Will report to Team Leader/Nodal Officer, PMPSUS /Member Secretary, State Planning Commission of MP. Concerning Research Associates and office staff of the PMPSU will coordinate under the overall control and supervision of Team Leader, PMPSUS.

**Job Purpose and Accountability**

The Specialist (Monitoring and Evaluation) shall ensure the high quality technical support in M&E to PMPSU against all committed work plan approved by DFID and Govt. of MP.

As Specialist (Monitoring and Evaluation) s/he will be, under the overall guidance of the Governing Board / General Body/Executive body of PMPSU, responsible for support in the area of **district level governance, community empowerment** for better delivery of development programmes, Strengthen **accountability mechanisms** through Independent Monitoring and Evaluations, etc. so that PMPSU is able to achieve its objectives of measuring and monitoring progress in key areas related to poverty and living standards of the people of the state and for Improving monitoring and evaluation (M&E) of policies and programmes with greater focus on outputs / outcomes and impacts.

As Specialist (Monitoring and Evaluation) in PMPSUS , s/he will be responsible for providing the technical lead to the PMPSU in outcome based planning , poverty measurement work that will include:

The specialist will provide support to all work streams of PMPSU in all aspects relating to monitoring and evaluation of programmes and policies. S/he will lead on:

- Review and strengthening of M&E systems in Planning and focus departments for monitoring service delivery outcomes and undertaking evaluation studies of development policies and programmes.
- Developing and applying key performance indicators for assessing poverty, human development and gender objectives in M&E systems in planning department and line departments.

- Ensure the national and state level pro poor policy analysis and support for select thematic areas. Preparing detail policy review note/state projections sheets in different scenario /working papers and analytical reports of key socio economic policies using tools such as cost benefit analysis benefit incidence analysis and Public expenditure reviews etc.
- Developing a comprehensive framework for assessing the multi-dimensional nature of poverty and in operationalising the framework.
- Increasing the in-house capacity of PMPSUS and MPSPC for analysis and dissemination of Poverty Monitoring data.
- Developing Dynamic Development Atlas of MP and Act as repository of knowledge at the state level, specifically in areas of standard of living, Poverty and service delivery performance and develop a network for policy dialogue and analysis and for provisioning of capacity building support to line departments.
- Research work publications in high impact rated Scientific and Social Journals.
- Developing a comprehensive framework for Policy Network Development
- Strengthen accountability mechanisms within the state through independent M&E and impact assessments; also Delivering its citizen's value through a collaborative Government approach
- Enhancing M&E capacity within PMPSU for Technical Evaluations.
- In analysis of the nature and causes of poverty and vulnerability in the state to support design of pro-poor policies and programmes.
- Technical support to Directorate of Economics and Statistics and other agencies as guided by MPSPC.
- Maintain close collaboration with specialist Statistics and other specialists for effective overall coordination.

### **Education Requirement**

A post graduate degree in Economics from a recognised institute.

Master degree in Management or A doctorate degree in the relevant disciplines will be preferred.

### **Relevant Experience and other Requirements**

- 1 Minimum 10 years of relevant professional experience particularly on poverty assessments, policy / programme evaluation and general macro-economic analysis.
- 2 Demonstrated analytical capabilities and qualities to lead a team of professionals.
- 3 Ability to apply advanced technical knowledge, skills and expertise in the collection, compilation and dissemination of macroeconomic and social statistics.
- 4 Excellent oral and written communication skills.

- 5 Proficient in computer software such as Excel, Access, Word and power point
- 6 Ability to liaise and partner effectively with CSOs and academic / research organizations.
- 7 Experience / knowledge of government systems for poverty monitoring and measurement.
- 8 For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence analysis and Public expenditure reviews etc.

**Skills:**

- Ability to perform in a team.
- Very good ability to write in Hindi and English both medium
- Knowledge of government systems and processes is essential;
- Excellent interpersonal, liaison and negotiation skills;
- Excellent oral and written communication skills;
- Strong analytical and strategic planning and management skills;
- Computer proficiency in MS Access, Word, PowerPoint, Excel, and Outlook.

**Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs 8.40 lakh.

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**  
Terms of Reference  
Specialist Communication & Documentation, PMPSUS

|                   |  |
|-------------------|--|
| <b>Title</b>      | Specialist Communication & Documentation, PMPSU  |
| <b>Department</b> | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of policies and programmes. |

**Reporting Relationships**

Will report to Team Leader/Nodal Officer, PMPSUS /Member Secretary, State Planning Commission of MP.

Concerning Research Associates and office staff of the PMPSU will coordinate under the overall control and supervision of Team Leader, PMPSUS.

**Job Purpose and Accountability**

As Specialist Communication & Documentation, PMPSU s/he will be, under the overall guidance of the Team Leader responsible for support in the area of district level governance, community empowerment for better delivery of development programmes, Strengthen accountability mechanisms through Independent Monitoring and Evaluations, etc. The Specialist Communication & Documentation shall ensure the high quality technical support in training and capacity building activities against all committed work plan approved by DFID and Govt. of MP. The main responsibilities would include identifying, developing and coordinating communication development, facilitating and developing communication and training modules, different TORs coordinating to develop manuals and source books etc. The consultant will engage in the following:

1. State **Communication strategy/Media Plan for MP**

- Communication Need assessment, Develop, maintain and update media and communication strategy for MP with special reference of decentralization in MP and associated work plan. Strategy and work plan include: stakeholder assessment; objectives; target audiences; messages and media mix; resources; specific actions, activities and products; monitoring and evaluation of impact; success and opportunity for improvement; ongoing refinement of the strategy.
- Maintain close collaboration with specialist social development and other specialists for effective coordination.

**2. Branding and communications**

- Lead team in planning and press events including preparing communication plan for each event.
- Liaise with and organize engagement activities for PMPSU with media houses before, during and

after each commemorative event; including ensuring that press releases, press interviews/briefings, etc. are prepared and submitted in time and are actually published/disseminated by media houses.

- Collect relevant information and use them to update/ enrich thematic pages, images, video/media clips, news, launches, implementations, photo galleries, speeches, presentations, upcoming events.
- Coordinate/ manage preparation of e-news/ e-burst distribution.
- Monitor website statistics and collect feedbacks from site visitors.

### **3. Media relations**

- Promote a better understanding of PMPSUS mandate by carrying out media and information activities as appropriate.
- Develop, maintain and update media relations contact list/database.
- Establish, document, review and refine process of communicating with media contacts, including press conferences and events, issuing of media materials, etc.
- Ensure rapid and accurate information dissemination to the media and other audiences.

### **4. Networking and partnerships**

- Develop, maintain and update donors/partners contact list/database.
- Contribute to PMPSUS activities to support existing partners and identify new partners and joint programming opportunities, and contribute to fund-raising activities.
- Coordinate communication activities with other agencies through active participation in working group.
- Actively participate in relevant partner group and communication.
- Ensure or enhance the quality, consistency and appropriateness of specific communication materials, and messages to be shared with donors/ partners.
- Identify opportunities to strengthen networking and partnership with donors/ partners through appropriate advocacy and communication channels.

### **5. Resource Mobilization**

- Mobilize PMPSU communication capacity to support/facilitate the gathering of content and coverage of relevant country/ state efforts.
- Use the opportunity to identify/highlight effective programme activities.

*The specialist will also be responsible for providing the technical lead to the PMPSU in outcome based planning , poverty measurement work that will include:*

- Assessment of communication and training needs of key stakeholders, preparing training module, organizing and conducting training series at state and districts level.
- Preparing guidelines, circulars, FAQs, Technical assistance for decentralized planning & strengthening Planning systems in the poor performing blocks / districts of Madhya Pradesh.
- Planning theme based activities for the Decentralised planning, Data analysis, social audit and M&E activities.
- Conducting frequently meetings with different counterparts for review of the CB teachings
- Promoting making & usage of learning materials by NGOs/Officials/PRI members.

- Identifying Media /communication /training resource person as & when needed
- Organizing theme based awareness camp, exposure visits, for all stakeholders.
- Analysis of data from Decentralised District Planning & its use for MPSPC and other departments.
- Building capacities at district and state level for making plans and for review & improving the participatory and inclusive micro plan involving PRI/GOVT.Officials/Media/Voluntary Sector for Decentralised planning and Gender Mainstreaming
- Capacity Building Support and Budgeting and financial planning as required by the poor performing districts.
- Develop study / evaluation protocols and undertake and guide studies as needed.
- Provide technical assistance for implementation of the Decentralised Planning and its goals at state, and in districts, as may be agreed upon from time to time.
- Mobilizing technical assistance inputs for the states and district administration, including preparation of Terms of Reference, inviting proposals application etc.
- Achieving Units goal regarding Information Dissemination and Advocacy of Decentralised planning in the state
- Support Policy Network Development and Citizen's Surveys.
- Research work publications in high impact rated Scientific and Social Journals.
- Developing a comprehensive framework for Policy Network Development
- Strengthen accountability mechanisms within the state through independent M&E and impact assessments; also delivering its citizen's value through a collaborative Government approach.
- Enhancing research capacity within PMPSU for Technical Evaluations.
- In analysis of the nature and causes of poverty and vulnerability in the state to support design of pro-poor policies and programmes.
- Technical support to departments, Resource institutions and other agencies for outcome based planning.

### **Education Requirement**

A post graduate degree in social science /MSW/Developmental Planning/ Development Communication from a recognised institute.

Master degree in Management or A doctorate degree in the relevant disciplines will be preferred.

### **Relevant Experience and other Requirements**

1 Minimum 10 years of relevant professional experience particularly on rural and urban developmental

planning, poverty assessments, policy / programme evaluation and general macro-economic analysis.

2 Demonstrated analytical capabilities and qualities to lead a team of professionals.

3 Ability to apply advanced technical knowledge, skills and expertise in the collection, compilation and dissemination of macroeconomic and social statistics.

4 Excellent oral and written communication skills.

5 Proficient in computer software such as Excel, Access, Word and power point

6 Ability to liaise and partner effectively with CSOs and academic / research organizations.

7 Experience / knowledge of government systems for poverty monitoring and measurement.

8 For review of key socio economic policies using tools such as cost benefit analysis, benefit incidence analysis and Public expenditure reviews etc.

9. Willingness to travel to districts urban slums and remote rural area to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

**Skills:**

- Ability to perform in a team.
- Very good ability to write in Hindi and English both medium
- Knowledge of government systems and processes is essential;
- Excellent interpersonal, liaison and negotiation skills;
- Excellent oral and written communication skills;
- Strong analytical and strategic planning and management skills;
- Computer proficiency in MS Access, Word, PowerPoint, Excel, and Outlook.

**Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs 8.40 lakh.

**MP STATE PLANNING COMMISSION  
POVERTY MONITORING AND POLICY SUPPORT UNIT SOCIETY**

**Terms of Reference  
IT & GIS Expert, PMPSUS**

|   |  |
|---|--|
| <b>Title</b>  | IT & GIS Expert, PMPSUS  |
| <b>Department</b>   | Poverty Monitoring and Policy Support Unit (PMPSU) a registered society working under the MP State Planning Commission to strengthen systems for monitoring of poverty and human development in the state and to support state policy holders in analysis of poverty impacts of policies and programmes. |
| <p><b>Reporting Relationships</b><br/>Will report to Team Leader/Nodal Officer, PMPSUS /Member Secretary, State Planning Commission of MP. Concerning Research Associates and office staff of the PMPSU will coordinate under the overall control and supervision of Team Leader, PMPSUS.</p>   |  |
| <p><b>Job Purpose and Accountability</b></p> <p>Expert I.T. &amp; GIS, PMPSUS shall ensure the high quality technical support in conceptualization, development and project management of IT based applications to leverage the new and emerging technologies like Mobile and GIS for better planning, monitoring &amp; evaluation of government programmes, drafting of IT &amp; data sharing policies, data analysis work and other activities against all committed work plan approved by DFID and Govt. of MP.</p> <p>As IT &amp; GIS Expert, PMPSU s/he will be, under the overall guidance of the Team Leader / Governing Board / General Body/Executive body of PMPSU, responsible for support in the area of implementation of IT &amp; GIS projects to develop decision support systems to strengthening the district level governance, community empowerment for better delivery of development programmes, Monitoring and evaluation (M&amp;E) of IT projects and programmes with greater focus on outputs / outcomes and impacts.</p> <p>S/he will be also responsible to identifying, developing and coordinating with various departments in facilitating and developing unvaryingly IT Applications for MIS and M&amp;E objectives among depts.</p> <p>As IT &amp; GIS Expert will be also responsible for providing the technical lead on IT aspects in outcome based planning, poverty measurement work that will include:</p> <ol style="list-style-type: none"> <li>1. Designing and development of GIS enabled IT application(s) to use in decision support systems for planning, monitoring &amp; evaluation.</li> <li>2. Support to design the centralized state level databases (spatial / non-spatial) to serve the data as service.</li> <li>3. Support to design &amp; development of field data collection applications to support conducting studies</li> </ol> |  |



/ monitoring & evaluation of various programmes.

4. Assessment of training needs of key stakeholders, preparing training module, organizing and conducting training for technology transfer particularly in GIS & Mobile domain at state and districts level.
5. Preparing guidelines, circulars, FAQs, technical assistance to rollout the IT based applications at state level.
6. Technical support to design, development & implementation of applications/portal for process automation of Planning Commission.
7. Technical (IT based) assistance for the Decentralized planning, data analysis, social audit and M&E activities.
8. Analysis of data received from various sources like census, AHS, SRS, Decentralized District Planning & its use for MPSPC and other departments.
9. Develop study / evaluation protocols and undertake and guide studies as needed.
10. Provide IT related technical assistance for implementation of the Decentralized Planning and its goals at state, and in districts, as may be agreed upon from time to time.

#### **Education Requirement**

A post graduate degree in Computer Science/ Application/Engineering from a recognized university. Master degree in Management or A doctorate degree in the relevant disciplines will be preferred.

#### **Relevant Experience and other Requirements**

1. Minimum 05 year total IT experience particularly in software development.
2. Minimum 3 year experience in rollout of state level IT projects/ applications as project lead in which at least one project should be based on Web GIS.
3. Government process re-engineering and e-services delivery.
4. Service based data delivery, integration of IT systems.
5. Strong knowledge & programming experience in -
  - a. Web application development, Authentication & Authorization, IT Securities issues, multi-lingual development.
  - b. Web services (XML/REST) development.
  - c. Relational database designing and normalization.

- d. Spatial database designing & management.
  - e. Web & Server based GIS application & geo-processing model development.
  - f. Mobile application development for data collection, location based services.
6. Ability to apply advanced technical knowledge, skills and expertise in designing of integrated (Web, GIS & Mobile) IT based solutions.
  7. Exposure to GPS technology & remote sensing (satellite imageries) based monitoring.
  8. Willingness to travel to districts, urban slums and remote rural area to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

**Skills:**

- Ability to perform in a team.
- Very good ability to write in Hindi and English both medium
- Knowledge of government systems and processes is essential;
- Excellent interpersonal, liaison and negotiation skills;
- Excellent oral and written communication skills;
- Strong analytical and strategic planning and management skills;

**Remuneration and other conditions**

Position is based in Bhopal, Madhya Pradesh. Employment will be offered on a 3 year contract basis with total annual emoluments of Rs 8.40 lakh.

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT (PMPSUS)**

**TERMS OF REFERENCE- RESEARCH ASSOCIATE'S**

|   |  |
|---|--|
| <b>Title</b>                                      | Research Associate   |
| <b>Number of Positions</b>                        | Four (04)  |
| <b>About PMPSU</b>                                | The PMPSUS is a registered Society anchored within the Madhya Pradesh State Planning Commission (MPSPC) Department of Planning, Economics & Statistics, Government of Madhya Pradesh (GoMP).   |
| <b>Reporting Relationships</b>                    | The Research Associates will report to the key Specialists depending on the project being undertaken.  |
| <b>Job Purpose</b>                                | <p>As a Member of the PMPSUS Team, the RA will provide research support to all work streams of the PMPSUS. S/he will lead on:</p> <ul style="list-style-type: none"> <li>• Collecting, compiling, analyzing and presenting data from various sources</li> <li>• Reading and summarizing reports/ documents relevant to PMPSUS work streams also preparing briefs/ reports and making presentations</li> <li>• Providing support in initiating, organizing and following-up on meetings, workshops, trainings and other events</li> <li>• Data entry and assist in maintenance of various databases in PMPSU</li> <li>• Enter primary data collected by PMPSUS team in the designed software</li> <li>• Assist in roll out training on data collection at state level.</li> <li>• Support innovative ways to build capacity of TSGs/ PRIs and other block level functionaries on importance of data and its use.</li> <li>• Updating and maintaining databases on different programmes and major surveys in the nation. These databases will be strongly related to Poverty, Economic growth, Gender and children status in the state.</li> </ul> |
| <b>Education Requirement</b>                      | A post graduate degree in a relevant discipline  |
| <b>Relevant Experience and Other Requirements</b> | <ul style="list-style-type: none"> <li>• Preference will be given to candidates with minimum 02 years experience of research in the social development sector</li> <li>• Demonstrated analytical capabilities and abilities to work as a Team Member</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent oral and written fluency in both English and Hindi</li> <li>• Excellent computer skills of working on MS Office-based applications</li> <li>• Ability to take initiative for new and challenging work</li> </ul>  |
| <b>Remuneration and Other Conditions</b>          | Position is based in Bhopal, Madhya Pradesh. Total emoluments- Rs.2.40 Lakh.   |

**MP STATE PLANNING COMMISSION  
POVERTY MONITORING AND POLICY SUPPORT UNIT (PMPSUS)**

**TERMS OF REFERENCE-  
Administrative and Accounts Officer**

|                                |  |
|--------------------------------|--|
| <b>Title</b>                   | Administrative and Accounts Officer  |
| <b>Number of Positions</b>     | One (01)   |
| <b>About PMPSU</b>             | The PMPSUS is a registered Society anchored within the Madhya Pradesh State Planning Commission (MPSPC) Department of Planning, Economics & Statistics, Government of Madhya Pradesh (GoMP).   |
| <b>Reporting Relationships</b> | He will report to Team Leader, PMPSUS  |
| <b>Job Purpose</b>             | <ul style="list-style-type: none"> <li>• Maintain imprest accounts; reconcile expenditures, balances, payments, statements and other data; and general office accounts.</li> <li>• Maintain detailed records of PMPSU, budget estimates, obligations and available balances; record receipts and disbursements (ledgers, cash books, vouchers, etc.); make disbursements from petty cash fund and balance accounts.</li> <li>• Prepare routine correspondence of administrative nature; draft correspondence, answer queries, and obtain additional information on transactions and financial matters, as required.</li> <li>• Maintain local inventory records with responsibility for proper recording of assets, their maintenance and safeguard.</li> <li>• Maintain a filing system of administrative and financial documents.</li> <li>• Maintain liaison with local banks and financial institutions to keep up-to-date</li> <li>• Support the administration of personnel and equipment.</li> <li>• Perform other related duties as required.</li> </ul> |
| <b>Education Requirement</b>   | B.COM. Degree with office management software proficiency. Expert in Hindi and English typing.   |
| <b>Relevant Experience</b>     | <ul style="list-style-type: none"> <li>• Minimum 02 years of clerical, administrative or accounting experience.</li> <li>• Experience and ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Exchange) etc.</li> <li>• Ability to use accounting software and other information systems and databases to insert data, make enquiries, retrieve/define ad hoc reports and analyses and edit results in appropriate format.</li> </ul>   |
| <b>Remuneration</b>            | Position is based in Bhopal, Madhya Pradesh. total emoluments- Rs.1.80 Lakh per Annum  |

**MP STATE PLANNING COMMISSION**  
**POVERTY MONITORING AND POLICY SUPPORT UNIT (PMPSUS)**

**TERMS OF REFERENCE-**

**Data Entry Operators cum Administrative Assistants (Computer Operators)**

|                                |  |
|--------------------------------|--|
| <b>Title</b>                   | Data Entry Operators cum Administrative Assistants (Computer Operators)  |
| <b>Number of Positions</b>     | Three (03)   |
| <b>About PMPSU</b>             | The PMPSUS is a registered Society anchored within the Madhya Pradesh State Planning Commission (MPSPC) Department of Planning, Economics & Statistics, Government of Madhya Pradesh (GoMP).   |
| <b>Reporting Relationships</b> | The Administrative Assistant/Data Entry Operator will report to key Specialists depending on the project being undertaken.   |
| <b>Job Purpose</b>             | <p>As a Member of the PMPSUS Team, the Administrative Assistant/Data Entry Operator will assist to prepare report, data entries and routine office management task. S/he will lead on:</p> <ul style="list-style-type: none"> <li>• Office management ,drafting letters ,reports,</li> <li>• Making PowerPoint presentations. Support in initiating, organizing and following-up on meetings, workshops, trainings and other events</li> <li>• Data entry and assist in maintenance of various databases in PMPSU</li> <li>• Enter primary data collected by PMPSUS team in the designed software</li> <li>• Assist in roll out training on data collection at state level.</li> <li>• Updating and maintaining databases on different programmes and major surveys in the nation. These databases will be strongly related to Poverty, Economic growth, Gender and children status in the state.</li> </ul> |
| <b>Education Requirement</b>   | A graduate degree in any discipline, Expert in Hindi and English typing.   |
| <b>Relevant Experience</b>     | <ul style="list-style-type: none"> <li>• Preference will be given to candidates with minimum 02 years experience as office assistant/ executive level</li> <li>• Eexcellent computer skills of working on MS Office-based applications</li> <li>• Operating skill of office equipments like Computer, Fax, Photocopier, Knowledge of complete MS Office, Internet, E-mailing service .office communication.</li> </ul>   |
| <b>Remuneration</b>            | Position is based in Bhopal, Madhya Pradesh. total emoluments- Rs.1.80 Lakh per Annum  |

**APPLICATION FORM**  
**Poverty MONITORING AND Policy Support Unit (MP)**  
**(Position .....)**

|                        |                                     |
|------------------------|-------------------------------------|
| <b>Name:</b>           |                                     |
| <b>Address:</b>        |                                     |
| <b>Telephone:</b>      |                                     |
| <b>Mobile:</b>         |                                     |
| <b>Email:</b>          |                                     |
| <b>Date of Birth:</b>  | ____ (Day) ____ (Month) ____ (Year) |
| <b>Marital Status:</b> |                                     |
| <b>Gender:</b>         |                                     |

**Education History:**

|                     | <u>Institution &amp; University Names</u> | <u>Specialization/ Degree/ Diploma</u> | <u>Dates</u> | <u>Marks (in %)</u> |
|---------------------|---|--|--------------|---------------------|
| Graduation:         |   |  |              |                     |
| Masters             |   |  |              |                     |
| Ph.D/ Post Doctoral |   |  |              |                     |
| Any other:          |   |  |              |                     |
|                     |   |  |              |                     |

*Please use additional page if you have insufficient space to complete any answer*

**Employment History:** Please provide details of **all** positions held - starting with your present employment and going back to the first - in the space below:

| Organization<br>(Name & Address ) | Designation | Key Responsibilities | Achievements | Dates |    |
|-----------------------------------|-------------|----------------------|--------------|-------|----|
|                                   |             |                      |              | From  | To |
|                                   |             |                      |              |       |    |
|                                   |             |                      |              |       |    |
|                                   |             |                      |              |       |    |

*Please use additional page if you have insufficient space to complete any answer*

**Computer Literacy:** Please provide brief details of computer skills, or information in support of your ability to work with computers, in the space below:

**Medical History:** Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, etc.):

**Joining Time:** Please confirm your ability to relocate at Bhopal within one month of selection. In case of any constraint - please elaborate in the space provided:

**Language Proficiency:** Please confirm oral and written proficiency in languages known to you. (Your assessment shall be tested at a later stage):

| Language          | Ability to Converse |      |      | Ability to Read |      |      | Ability to Write |      |      |
|-------------------|---------------------|------|------|-----------------|------|------|------------------|------|------|
|                   | Poor                | Fair | Good | Poor            | Fair | Good | Poor             | Fair | Good |
| English           |                     |      |      |                 |      |      |                  |      |      |
| Hindi             |                     |      |      |                 |      |      |                  |      |      |
| Any other (_____) |                     |      |      |                 |      |      |                  |      |      |

*Please use additional page if you have insufficient space to complete any answer*

Page 3

**Understanding of Job; Skills, Interests and Experience of Relevance to your Application:** Please use this page to highlight your qualifications, skills, attributes and past experience to demonstrate suitability for the position.

|  |                         |                  |
|--|-------------------------|------------------|
|  |                         |                  |
| <b>Referees:</b> Please provide details of two persons to whom we can <u>immediately</u> approach for a reference:                 |                         |                  |
|  | <b><u>Referee 1</u></b> | <b>Referee 2</b> |
| <b>Name:</b>   |                         |                  |
| <b>Address:</b>  |                         |                  |
| <b>Telephone Number:</b>   |                         |                  |
| <b>Email Id:</b>   |                         |                  |
| <b>Organization:</b>   |                         |                  |
| <b>Designation:</b>  |                         |                  |
| <b>Additional Space:</b> Please use the space below to elaborate on answers for which you found the form allowed too little space. |                         |                  |
|  |                         |                  |

**Signature and Date**