

**STATE PROJECT IMPLEMENTATION UNIT( SPIU)**

**Madhya Pradesh**

**DIRECTORATE OF TECHNICAL EDUCATION MADHYA PRADESH**

**4th Floor, Satpura Bhawan, Bhopal-462004**

ADVERTISEMENT NO./SPIU-III/2018/21

DATE 26 -05-2018

**APPOINTMENT**

Applications are invited only from Indian citizens for the post of State Project Administrator (SPA) and Nodal Officers (Academic/ Procurement /Finance/Monitoring & Evaluation /IT /Administration) for the State Project Implementation Unit (SPIU), Madhya Pradesh under Technical Education Quality Improvement Program (TEQIP-III) of MHRD on contract/deputation basis.

The essential qualification, experience etc. required for applying for the posts and detailed terms and conditions are available on the website <https://www.mptechedu.org> and [www.npiu.nic.in](http://www.npiu.nic.in)

Applicants are required to send the biodata along with supporting documents and Application Form by e-mail at [dtemp.bpl@mp.gov.in](mailto:dtemp.bpl@mp.gov.in) and also hard copy to **State Project Implementation Unit (SPIU), T-2 Tagore Hostel, Shyamla Hills, Bhopal, Madhya Pradesh -462002** latest by **June 08, 2018**. Incomplete application and application received after the due date will not be entertained.

**SPIU, Madhya Pradesh**

**STATE PROJECT IMPLEMENTATION UNIT( SPIU)**

**Madhya Pradesh**

**DIRECTORATE OF TECHNICAL EDUCATION MADHYA PRADESH**

**4th Floor, Satpura Bhawan, Bhopal-462004**

ADVERTISEMENT NO./SPIU-III/2018/23

DATE 28 -05-2018

**CORRIGENDUM**

In reference to advertisement no./SPIU-III/2018/21 dated 26<sup>th</sup> May 2018, for various posts of SPIU M.P, the text appearing as Nodal officers (Academic/ Procurement /Finance/Monitoring & Evaluation /IT /Administration) and June 08, 2018 to be read as Nodal officer (Academic/Finance) and June 14,2018 respectively. All other condition of the said advertisement remain unaltered.

**SPIU, Madhya Pradesh**

**STATE PROJECT IMPLEMENTATION UNIT ( SPIU)- M.P.**

DIRECTORATE OF TECHNICAL EDUCATION, MADHYA PRADESH

4th Floor, Satpura Bhawan, Bhopal-462004

ph 0755-2576751, Fax:0755-2552219, Website:www.mpachedu.org,

E-mail: dtemp.bpl@mp.gov.in

(A Unit of NPIU, Ministry of Human Resource Development, Government of India  
for Implementation of World Bank Assisted Project in Technical Education)

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**REQUIRES STATE PROJECT ADMINISTRATOR- (SPA) AND NODAL**

**OFFICERS FOR THE STATE OF MADHYA PRADESH ON**

**DEPUTATION/CONTRACT.**

Applications are invited from Indian Citizens for the post of State Project Administrator (SPA) and Nodal Officer (Academic/ Finance) for State Project Implementation Unit (SPIU), Madhya Pradesh under Technical Education Quality Improvement Program (TEQIP-III) of MHRD on contract /deputation basis.

**Terms of Reference (ToR) for the post of State Project Administrator**

**Essential Qualification:** Member of All India Services /State Civil Services with not less than 10 years of services. Preference will be given to those who have worked with Department of Education

**OR**

Director/ Principal/ Professor/ Registrar of National/ State University/ Institutions with minimum of 10 year of service of which at least 02 years in the prescribed cadre.

**Desirable:** Good academic background and high quality experience in one or more aspect of Technical Education such as teaching, training, planning, implementation, co-ordination and management etc. including administrative experience.

**Age criteria:** Should not exceed 65 years as on last date of the advertisement.

**Mode of engagement:**

A. On **deputation** basis, would receive pay in parent organization

**OR**

In the proposed scale Rs. 43,200-3%-66,000 (IDA) plus DA and other allowances as admissible.

**Criteria under Deputation:** (a) Officers should be under the Central/State Govt. /Union Territories/Universities/Recognized Research Institutes/PSU's/ Autonomous Body/ Semi Govt. or Statutory Organization. (b) Holding analogous posts on regular basis in the parent cadre/ Department OR at least served 02 years in Rs. 36,600-62,000 (IDA scale) or equivalent.

**B. On contract basis,** the consolidated fee/remuneration shall be between Rs. 18,30,467/- to Rs. 27,96,529/- p.a.

Post Name	Duties & Responsibility
<b>State Project Administrator</b>	<ul style="list-style-type: none"> <li>i) Will assist, co-ordinate &amp; work with SSC &amp; State Technical Department seeking guidance as necessary and providing regular updates to the concerned Authorities for effective Implementation of the Project.</li> <li>ii) He/She is the head of the team comprising Nodal Officers/Consultants engaged for implementation of Projects as per its design given in PIP.</li> <li>iii) To organize State Level Meetings State Selection Committee or else.</li> <li>iv) Review funding requirements from Institutions &amp; ATUs &amp; monitor fund utilization.</li> <li>v) Review eligibility proposals from Institutes &amp; prepare reports on the same for consideration of the SSC.</li> <li>vi) Provide guidance and arrange technical assistance to institutions for carrying out realistic and meaningful training needs analysis to achieve their desired goals.</li> <li>vii) To facilitate Mentoring through Mentors in the State and Centrally Funded Institutions in TEQIP.</li> <li>viii) Performance Audit of Centrally Funded Institutions and State Institutions. To ensure mentoring of Institutions through mentors and subject experts.</li> <li>ix) To provide guidance to the State/UT Institutions and Centrally Funded Institutions on procurement issues.</li> <li>x) To organize exhibitions/workshops/training conferences</li> <li>xi) To help in scrutinizing Bid Documents/Evaluation reports prepared by the institutions.</li> <li>xii) To advise and guide Consultants on procurement issues.</li> <li>xiii) To prepare Review Reports for JRMs and Monthly Review of World Bank</li> <li>xiv) To arrange research student's/review reports, performance audit</li> <li>xv) All supervisory work of SPIU including budget, finance, administration post work</li> <li>xvi) Any other tasks assigned by NPIU/MHRD.</li> </ul>

**Terms of Reference (ToR) for the post of Nodal Officer/ Consultant**  
**(Academics/Institutional Development )**

**Essentials** - Ph.D. in Engineering/Technology with minimum experience of 05 years' in teaching/ research/ training/ planning in Central Govt./State Government University/ Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking ,

**OR**

Master's Degree in Engineering /Technology with minimum of 08 years' experience in teaching/ research/ training/planning in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.

**Desirable**- A minimum of five years of experience in handling the projects of national/state level preferably in education sector as an academic expert.

**Age criteria** - Should not exceed 50 years as on last date of the advertisement.

**Mode of engagement** – On contractual basis for a project period (subject to review of performance on annual basis).

**Consolidated fee/ pay range** - From Rs.75,200 -1,40,900/- per month.

<b>Post Name</b>	<b>Duties &amp; Responsibility</b>
<b>Nodal Officer/ Consultant (Academics/ Institutional Development )</b>	<ul style="list-style-type: none"> <li>i) Consultant would work in close association with SPA. Consultant will coordinate the work of State institutions &amp; institutions/agencies of the Project.</li> <li>ii) To organize training workshops, review funding requirements &amp; monitor fund utilization of institutions as well as of ATUs etc</li> <li>iii) Review eligibility proposal received from the institutes &amp; submit a report on the same</li> <li>iv) Identifying key areas &amp; conducting training workshops on the same.</li> <li>v) To do a keen analysis on effective implementation of the project &amp; to keep a visionary look on the same.</li> <li>vi) Organize pedagogical trainings.</li> <li>vii) Monitor progress in faculty &amp; staff development for each institution.</li> <li>viii) All Supervisory work of Consultants particularly of academic division.</li> <li>ix) Accompanying World Bank/NPIU officials in various appraisal missions of the project.</li> <li>x) Supervising the work of drafting of various appraisal reports.</li> <li>xi) Planning and consolidation of staff development program as designed in PIP.</li> <li>xii) Liaison with relevant industries for developing academic linkages.</li> <li>xiii) Analyzing performance audit reports and providing proper feedback to the institutions for improvement/innovations etc. Prepare national level performance audit report and present the outcome during state review meetings.</li> <li>xiv) Ensuring implementation of reforms as given in PIP.</li> <li>xv) Monitoring compliance of MOU conditions.</li> <li>xvi) Assessing periodical progress on implementation of Project components</li> <li>xvii) Any other task assigned by NPIU</li> </ul>

**Terms of Reference (ToR) for the post of Nodal Officer/  
Consultant (Finance)**

**Essentials**- Full time Master's Degree in Commerce (Accounting/Finance/Auditing) or full time MBA Finance or CA or ICWA with experience to computerized accounting system along with a minimum of 06 years' experience in financial management in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.

**Desirable**- A minimum of two years of experience in handling the projects of World Bank/National/State level preferably in education sector as a finance expert. Working experience in any of the software system related to Direct Fund Transfer Software System.

**Age criteria** - Should not exceed 50 years as on last date of the advertisement

**Mode of engagement** – On contractual basis for a project period (subject to review of performance on annual basis).

**Consolidated fee/ pay range**- From Rs.75,200-1,40,900/- per month

Post Name	Duties & Responsibility
<b>Nodal Officer/ Consultant (Finance)</b>	<ul style="list-style-type: none"> <li>i. Provide guidance on financial, accounting and reporting aspects to the project institutions at the State level &amp; assist on the same.</li> <li>ii. Ensure full knowledge and systematic application of the Project Financial procedures and requirements for financial Management as well as versed with fund flow &amp; direct fund transfer system software knowledge.</li> <li>iii. Prepare budget for project at State level and arrange timely flow of funds to institutions,</li> <li>iv. Monthly Statement of Expenditure, prepare and submit Budget Estimates for the projects, Collection and compilation of UCs and audited statements of the respective Institutions.</li> <li>v. Technical guidance, accounting control, development of Budgets, analysis and compilation, Preparing and reporting of Financial Accounting, audit Control and Financial Review, Reconciliation of accounts, monitoring of Funds, Release &amp; Compilation of Statement of Expenditure</li> <li>vi. Accept Quarterly Financial Monitoring Reports (FMRs) from the participating institutions and guide/monitor and provide support for adherence to the fiduciary guidelines, financial management issues,</li> <li>vii. Consolidate FMRs for the project and submission to the NPIU, so as to facilitate disbursement of funds within the required timeframe,</li> <li>viii. Hire Internal and External Auditors,</li> <li>ix. Monitor quality of audit arrangements in all agencies in the State which will be funded under the project. Regularly monitor compliance of audit observations by institutions,</li> </ul>

	<ul style="list-style-type: none"><li>x. Provide support to Financial Management/accounting staff of institutions for resolving various issues related with accounting/Financial Management aspects, reporting system etc. Facilitate implementation of the project and providing advisory services and support for financial management and other allied issues,</li><li>xi. Impart comprehensive and specialisation training to project staff at various levels on Financial Management and manage these training programmes through preparation of training plan, including schedule of trainings/workshops/seminars/orientation, and monitor implementation of the plan in close co-ordination with the NPIU, and</li><li>xii. Other project aspects related to financial management, Follow up for compliance of legal covenants at SPFU level, Audit TEQIP accounts of State Institutions and physical verification of Assets, assist in reconciliation of TEQIP accounts and reporting information, follow up of Audit observations and required compliance, Create SPFU and State Institution-wise data base on various aspects of Financial Management</li></ul>
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## **General Terms and Conditions**

1. The candidates are advised to have a valid Email ID and Mobile Number on which all the communication shall be forwarded to them.
2. Only Indian Nationals are eligible to apply for the above position.
3. The candidates have to submit the scanned copies of their education qualification/experience certificates/ Appointment letter of present posts along with the CV at **dtemp.bpl@mp.gov.in** in order to support their claims for the post he/she has applied for.
4. While mentioning academic qualification (starting from High School), please include percentage and name of institution. Include tenure, pay scale and nature of job in experience details.
5. Eligible Candidates could be called for an interaction/interview to confirm eligibility. Recommendation of eligible candidates would be send to EdCIL for further selection process. No TA/DA shall be paid for attending the interview.
6. At the time of interview Candidates need to come with all original documents, NOC (if applicable) and one set of photocopies of all documents for verification.
7. All deputation rules would apply to candidates selected on deputation basis.
8. It is to be clearly noted that the above appointment is deputation/on purely contractual basis. The engagement does not confer any claim on the candidate to seek any other temporary/absorb/permanent employment with EDCIL MHRD.
9. The engagement shall be for project period subject to review of performance on annual basis.
10. EdCIL based on client MHRD's feedback reserves right to discontinue the contractual engagement with one month's prior notice.
11. The advertisement can be withdrawn at any time by the issuing authority without any prior notice and no claims would be accepted for the same.
12. No fee has to be paid while applying for the post against this advertisement.

Appointment Letter would be issued by **EdCIL India Ltd.** For details about TEQIP-III, please visit- [www.npiu.nic.in](http://www.npiu.nic.in)



**Place of work: Directorate of Technical Education, 4th Floor, Satpura Bhawan, Bhopal, Madhya Pradesh -462004**

The eligible candidate may submit scanned copies of their BIODATA and supporting documents by e-mail at [dtemp.bpl@mp.gov.in](mailto:dtemp.bpl@mp.gov.in) latest by June 14, 2018.

The subject of E-mail should be "**Application for the post of SPA/Nodal Officer-Madhya Pradesh**" Complete application (Hard copy) along with attested requisite documents should be send to **State Project Implementation Unit (SPIU), T-2 Tagore Hostel, Shyamla Hills, Bhopal, Madhya Pradesh -462002** latest by **June 14, 2018** and bring all the documents at the time of interview. Applications of the candidate in service will be considered only if it is received through proper channel. However such candidates may send advance copy of their application directly within prescribed time. Incomplete applications and applications received after the due date will not be entertained.

**SPIU, Madhya Pradesh**

**STATE PROJECT IMPLEMENTATION UNIT (SPIU), Madhya Pradesh**  
**Technical Education Quality Improvement Programme (TEQIP)-III**

**APPLICATION FORM**

(Separate Application for each Post)

Insert  
Passport size  
photograph

**Advertisement Details:**

Advertisement no .....

Applied for .....

**Personal Details:**

First Name .....

Middle Name .....

Last Name .....

Date of Birth .....

Age ( as on 31<sup>st</sup> May 2018)

Year .....

Month .....

Day .....

Birth Place: .....

Gender: .....

Religion: .....

Blood Group: .....

Marital Status .....

Nationality: .....

Father's name: .....

Mother's name: .....

Last Employed in : .....

**Details of Organization:**

Name of Current/ Last Organization: .....

Last Salary Drawn: .....

Have you worked in any World bank Projects? .....

**Contact Details:**

Email: .....

Alternate Email: .....

Mobile Number: .....

Alternate Mobile Number: .....

Correspondence Address: .....

Permanent Address: .....

.....

**Identification Information:**

Aadhar Number: .....

PAN Number: .....

**Extra Details:**

Are you physically disabled? .....Yes .....No

Are you physically fit? ..... Yes.....No

Whether disqualified or disbarred from the service? .....Yes.....No

Do you any relative working in EdCIL or MHRD? .....Yes.....No

**Qualifications:**

Degree	Specialization	School College, Institutions	Type of Board/ University	Joining Year	Passing Year	%/ CGPA	Grade/ Division

(Attach separate sheet if required)

**Work Experience:**

Designation	Organization	Type of Employment (Permanent/Temporary)	Month & year of Joining	Month & year of leaving	Pay & Grade/ Salary	Nature of work

(Attach separate sheet if required)

**Reference (any two):**

Name	Designation	Organization	Email	Contact Number	Relationship

**Additional Information:**

- a) If offered a position, when is the earliest, you could be available to join the SPIU, Madhya Pradesh.?

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- b) Honours/Awards/ Other Information

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**Declaration:**

I, hereby declare that the information is furnished in connection with this application is correct and true to the best of my knowledge & belief and nothing has been concealed therein.

Place:

Signature:

Date: