

**MADHYA PRADESH**  
**URJA VIKAS NIGAM LIMITED**  
(M.P. Govt. undertaking)  
Urja Bhawan, Link Road No. 2, Shivaji Nagar, Bhopal (M.P.)  
Phone : 2553595 Fax : 0755-2553122  
**Web site - [www.mprenewable.nic.in](http://www.mprenewable.nic.in)**  
**Email - [cmpuvm@bsnl.in](mailto:cmpuvm@bsnl.in)**



No. MPUVN/UNDP/2016 - 17/1606

Dated: 18.07.2016

**Deployment on contract for project**

Sealed Applications invited for one post of Technical Officer as non-official staff in State Coordination Cell for MNRE - UNDP/GEF assisted project "Scale up of Access to Clean Energy for Rural Productive uses". The post is on contract for one year with a consolidated fee of Rs. 50,000/- per month. The head Quarter will be MPUVN Bhopal.

**Minimum Qualification :**

- Bachelor's Degree in Civil/Mech./ Electrical/ Electronics & Telecom/ Environmental/ Renewable Energy/ Rural Engineering or PG Diploma in Rural Management from a recognized University or equivalent; and
- Minimum of 3 year experience in Rural Micro-Enterprises/ Livelihood Activities/ Off-grid Renewable Energy Programmes/Projects in rural areas.

Application form and other general terms & conditions of the contract available on website ([www.mprenewable.nic.in](http://www.mprenewable.nic.in)). Application along with relevant documents will be accepted on or before 08.08.2016 at 5:00 PM. CV to be sent in prescribed proforma in a sealed envelope superscribed "Application for Technical Officer".

**Managing Director**

**Requirement of Technical Officer in the State Coordination Cell under the M.P. Urja Vikas Nigam Ltd. Bhopal**

Ministry of New and Renewable Energy, Government of India is currently implementing a MNRE-UNDP/GEF assisted Project on "Scale Up of Access to Clean Energy for Rural Productive Uses". The key objective of the Project is to accelerate the use of renewable energy for rural productive purposes. Duration of the project is up to December 2017.

2. Applications are invited for engaging "**Technical Officer**" as non - official staff in the State Coordination Cell (SCC) established under the SNA on contract basis. The last date for receipt of applications is **8th August 2016**.

3. The essential requirements of the job (Terms of Reference) are given at **Annexure - I**. Terms and conditions of the job are as follows :

**i) Minimum Qualification**

- Professionals having Bachelor's Degree in Civil/ Mech./ Electrical/ Electronics & Telecommunication/ Environmental/ Renewable Energy/ Rural Engineering or PG Diploma in Rural Management from a recognized University or equivalent; and
- Minimum of 3 years experience in Design/ Development/ Establishment of Rural Micro-Enterprises or in Implementation of Livelihood Activities or in Planning and Implementation of Off-grid Renewable Energy Programmes/ Projects in rural areas.

**ii) Desirable**

- Good academic record, experience in collection, compilation and analysis of data, computer skills and preparation of project reports, reviews notes, etc.
- Experience in developing partnership with NGOs and other Institutions working in rural areas of the selected States.

**iii) Period of Engagement**

- The initial term of appointment shall be for one year. This can be extended maximum up to the duration of the project depending upon the performance of the candidate and requirements for the specific job in the SCC/SNA.

**iv) Age Limit**

- The maximum age limit for the post is 40 years (on the last date of filling the form)

**v) Entitlements for the Consultant**

- The consolidated fee payable will be Rs. 50,000 per month

**vi) Other General Terms and Conditions of the contract are given at Annexure - II**

**vii) Interested candidates may send their CV in the enclosed proforma (Annexure III) in a sealed envelope superscribed "Application for Technical Officer in the SCC/SNA" on or before 8th August 2016 at the following address:**

**The M.P. Urja Vikas Nigam Ltd.**

**"Urja Bhawan" Link Road No. 2, Shivaji Nagar, Bhopal (M.P.)**

**Phone: 0755-2553595**

**Fax: 0755-2553122**

**E-mail : aec1.mpuvn1982@gmail.com**

**Terms of Reference for Engagement of Technical Officer in the SCC/SNA**

The Technical Officer will be reporting to the SNA/PMU and will perform the following key tasks/responsibilities :

- Coordination with experts/consultants engaged by the PMU/ MNRE/ SNA and appraisal of their reports, including follow up for timely completion of assignments under the project.
- Appraisal/Review of proposals received in the SCC/SNA for financial support.
- Evaluation of achievement of the Project objectives through regular monitoring and reviews of activities under implementation, providing feedback and guidance to project partners;
- Interaction/ coordination with other stakeholders of the project such as CLIAs, Selected Project Developers, NGOs, etc.
- Preparation of monthly/ quarterly/ annual progress reports of the project for submission to PMU/ MNRE and other agencies
- Preparation of correspondences, notes, agenda papers.
- Assist in financial management of the project, including preparation of financial statements and audit related documentation of the project.
- Assisting in organization of various meetings/ workshops/ seminars.
- Assisting in development and/or review of training and publicity materials, database on projects and their key performance parameters, etc.
- Documenting and disseminating learnings deriving from the project.
- Assist SNA in day to day functioning of the SCC and in overall implementation of the project
- Any other task assigned by the SNA/PMU/MNRE related to project implementation.

**Other Terms and Conditions of Engagement of the Technical Officer in the SCC/SNA**

- The appointment of the Technical Officer will be on 'Full Time' basis and he/she will not be permitted to take up any other assignment during the period of Consultancy with the SCC/SNA/PMU/MNRE. He/She may be required to work on holidays also, if need be, for which no additional fee will be paid.
- The appointment is of a temporary (non-official) nature and it may be cancelled at any time by the SCC/SNA/PMU/MNRE without assigning any reason.
- This deployment is not against any sanctioned post of M.P. Urja Vikas Nigam Ltd. or Govt of M.P. or Govt of India.
- He/She will be not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS facility, Medical Reimbursement, etc.
- He/She will be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore he/she will not draw any remuneration in case of his/her absence beyond 08 days in a year (calculated on a pro-rata basis). Also, unavailed leave in a calendar year will not be carried forward to next calendar year. PMU/MNRE will be free to terminated his/her services in case of absence by more than 15 days beyond the entitled leave in a calendar year without prior permission.
- The head Quarter of Technical Officer will be MPUVN Bhopal. He has to travel in rural areas/places for inspection, where livelihood projects will be installed for which TA/DA will be paid as per rules.
- No TA/DA will be admissible for joining the assignment or on its completion. He/she will not be allowed foreign travel at Government expenses. However, he/she will be allowed TA/DA for travel inside the country in connection will the official work as per GoI rules.
- The SCC/SNA/PMU/MNRE may specify any other conditions/guidelines as may be considered appropriate during the period of engagement of the Technical Officer.
- The SCC/SNA/PMU/MNRE will not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles of the Technical Officer.
- He/She will be engaged for providing quality services for jobs related to the Project.
- He/She will be required to travel frequently in rural areas of the selected States during implementation and performance monitoring of the Project.

