

Employment Notice

H.P Kaushal Vikas Nigam, Kasumpti, Shimla-9

Applications are invited for the following position in the Himachal Pradesh Kaushal Vikas Nigam Shimla-9 from the HP Govt./ PSU employees on secondment basis through proper channel or Retired state Govt. /PSUs employees on fixed emoluments mentioned as under:

Position	Number of Posts	Mode of recruitment
Consultant (Procurement)	1	From the HP Govt./ PSU employees on secondment basis through proper channel or Retired state Govt. /PSUs employees on fixed emoluments of Rs. 50,000/- per month.
Place of posting	SHIMLA	
Terms of Engagement	2 years	

The applications along with relevant/ supporting documents should reach in the office of the Managing Director, HPKaushal Vikas Nigam. STPI Building, 2nd Floor, Block No. 24, SDA Complex, Shimla-09 on or before 01.08.2018 by hand or by post. The application received after last date or found incomplete will be rejected.

Note:- The detailed information w.r.t. qualification/ experience and prescribed proforma of the application form may be downloaded from the website www.hpknv.nic.in.

Short listed candidates shall be called for Personal Interview, the date of which shall be intimated subsequently. No TA/DA will be payable to the applicant for appearing in interview.

Dated: 23.07.2018

Sd/-
Managing Director
H.P Kaushal Vikas Nigam
Shimla-9



Himachal Pradesh Kaushal Vikas Nigam

(HP Government Undertaking)

Engagement of Consultant

The Himachal Pradesh Government is committed to providing gainful livelihood and employment opportunities to the youth of the state. The state is being supported by Asian Development Bank (ADB) for its skill development initiative. To fulfill this objective Himachal Pradesh Kaushal Vikas Nigam (HPKVN) has been set up to integrate and converge the various skill development schemes of Central and State Government. HPKVN is growing fast to deliver on its mandate of building skills for huge number of youths across the state.

In order to manage the initiatives of HPKVN, the organization needs qualified people for the following positions:

1. Position: Consultant–Procurement

Number of vacancies:1

Location: Shimla

Role and Responsibilities:

- Assist the HPKVN and other Implementing Agencies in procurement involving civil works, training equipment, and goods pertaining to training; consulting services; and non-consulting services (i.e. TSPs and assessment agencies) as required.
- Assist the HPKVN and other Implementing Agencies in organizing pre-bid workshops and in responding to queries from bidders.
- Assist the HPKVN and other Implementing Agencies in contract negotiations with the successful bidders as required.
- Help the HPKVN and other Implementing Agencies in managing contracts and resolving contractual issues.
- Preparing standard bidding documents for procurement of goods, civil works, consultancy and non-consultancy contracts following ADB's templates and procedures.
- Ensuring that the consulting firms, TSPs, civil works contractors, and suppliers of equipment are following the contract agreements in terms of quality of inputs, satisfactory completion of outputs and deliverables.
- Establishing processes for transparent preparation of bidding documents and contract management.
- Prepare the required procurement manuals and business processes to institutionalize and strengthen the procurement process in the HPKVN and other Implementing Agencies
- Undertake any other duties and responsibilities required that is relevant for procurement and engagement of consultants

Required Qualification and Experience:

- Graduation preferably Master degree/ MBA/PGDM (2 years course).
- Min 15 years of experience in programme / project monitoring.
- Good knowledge of the procurement and consulting services policies and procedures of ADB and other donor agencies such as the World Bank is a desired for this position.
- Knowledge in skill development / technical training.
- Proficiency in computer.
- Writing/ reading/ speaking skills in both Hindi and English is essential.

Remuneration: Rs 50,000 per month

Terms of engagement: 2 years.

Application should be submitted through **post / speed post / courier/ by hand** as per the prescribed Application Form to: **The Managing Director, Himachal Pradesh Kaushal Vikas Nigam, Block No. 24, STPI Building, 2nd Floor, SDA Complex, Kasumpti, Shimla-171009**. Last date for receipt of application is **1st August, 2018**.

Application Format

1	Position Applied For		Self-attested Photo
2	Name		
3	Fathers Name		
4	Date of Birth		Male / Female
5	Permanent Address		
6	Address for correspondence		
7	Mobile		
8	Email		
9	Present / past employment		
10	Nature of present / past engagement		
11	If present engagement is contractual basis, duration of the contract		
12	Present Salary		
13	Details of Computer and web related knowledge and capability		
14	Details of language related capability (for both English & Hindi)		
15	Years of Experience in ADB/ World Bank/ any other Multilateral Institution project.		
16	Notice period		
17	Any other relevant information		

Educational Qualification (Recent First)

No.	Name of the Degree/Diploma	Name of the Institution	Year	Result/ Marks obtained	%

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Work Experience (starting from present engagement)

S. No.	Position held	Name of organization	Funding Agency	From – To	Roles and Responsibilities relevant to Procurement

Details of Training/ Workshops organised (if any)

No.	Subject/title of the Training/ workshop	Dates and venue	Role of the candidate

Declaration - I do hereby declare that all statements made in application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature may be cancelled.

Place

Date

Signature