

**PROJECT MANAGEMENT UNIT FOR MINISTRY OF SOCIAL JUSTICE  
& EMPOWERMENT, GOVT OF INDIA**

**Apply By: 29th February 2020**

**Location: (New Delhi)**

**Number of Positions: 15 (Fifteen)**

PMU will be stationed at National Institute of Social Defence, New Delhi and shall directly report to Director, NISD.

**Job Description:**

**Responsibilities:**

- Conduct visits/travel to States/districts for organizing and evaluating the programmes.
- Supervise implementation of the project in the designated Department/ State/ Region under MoSJ&E, Govt of India.
- Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule.
- Ensure that the project is implemented in accordance with partnership agreement and in line with Standard Operating Protocol of the MoSJ&E, Govt of India and MoSJ&E guidelines.
- Foster and maintain effective and professional relationships with and between all project staff, partners and stakeholders.
- Organize and facilitate meetings between key stakeholders and regular coordination meetings in accordance with the governance structure of the project.
- Perform any additional work as assigned by the management from time to time.

Received on  
28<sup>th</sup> Feb 2020

for College  
website (Student No)  
Anita Goel .....2  
29/2/2020

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**Qualifications:**

- Should be a Graduate in any discipline (Passed out in the last 2years or going to pass out this year).
- Should have experience in socially relevant engagements
- Proficiency in the usage of computer and strong presentation and communication (written & oral) skill is essential

**Age limit:**

He or She should not be more than 25 years of age

**Salary:**

Consolidated remuneration of upto Rs. 75,000/- per month and TA.

**Time lines:**

Last day of Application- 29th February, 2020.

Round I: Written test for top 100 candidates- 13th March, tentative (in Delhi)

Round II: Interview of best 30 candidates -14th/15th March, 2020

The 100 selected candidates would be paid travel charges (2nd AC/economy air travel by cheapest airlines from the location of the institute) and provided accommodation from 12th to 15th March 2020.

\*Any changes shall be posted on website in advance.

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