

**No.S-31012/3/2009-SO (ST)**

Government of India  
Ministry of Finance  
Department of Revenue

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New Delhi, dated 4<sup>th</sup> June, 2010

State Taxes Division of Department of Revenue, Government of India requires services of one Consultant for working in the Project Monitoring Unit (PMU) set up for Mission Mode Project for computerization of Commercial Taxes (MMPCT). The job description and educational qualification required for the purpose are given below:-

- i. **Job Requirement:**As per detailed Terms of Reference at Annexure-I
- ii. **Qualification :-**
  - a) Degree in Engineering/MBA/MCA
  - b) Minimum 3 years work experience. Experience in working with the Government and in IT related projects will be preferred.
  - c) Good communication skill, both oral and written, ability to collect, complete, analyze data and preparation of reports etc.
- iii) **Emoluments:-** the consolidated fee payable to Consultant shall be per month Rs. 70,000/-
- iv) **Local conveyance** : the consultant will be paid an additional amount of Rs. 3,000/- per month for local conveyance.

2. Interested candidates may send their CV in the enclosed format by e-mail/post/fax at the following address. Last date for receipt of application is 15<sup>th</sup> July, 2010.

**(Arvind Kumar)**  
Under Secretary (State Taxes)  
Department of Revenue,  
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## APPLICATION FORMAT

1. Name:-
2. Date of Birth:
3. Father's Name:
4. Domicile:
5. Nationality:
6. Mailing Address:
7. Phone/Mobile No.
8. e-mail address:
9. Permanent Address:
10. Educational Qualification:

<b>S.No.</b>	<b>Courses</b>	<b>Subject</b>	<b>University /Institute</b>	<b>Year of passing</b>	<b>Marks</b>	<b>Division/ Class</b>

11. Work Experience:

12. Reference:-

- (i)
- (ii)

Date:  
Place

(Signature of the candidate)

**Terms of Reference**

i. **Statement of objectives:** State Tax Section of Department of Revenue deals with the work taxes levied by State Governments. A scheme for computerization of commercial taxes administrations of States/UTs has recently been launched by the Department. proposals submitted by State/UTs are to be appraised and processed for sanction of the Project Empowered Committee. The basic job of the consultant engaged will be to help Project Monitoring Unit set up under the Project in processing the proposals for sanction, release of funds, and in monitoring the project activities.

ii. **Outline of the tasks to be carried out:**

- a) Preparation of appraisal reports on the proposals submitted by the State/UTs.
- b) Presentation of appraisal reports for approval, issue of formal approvals, expenditure sanctions and fund release.
- c) Collecting, compiling and analysing physical and financial progress reports.
- d) Visiting States/UTs to see the progress of project activities and provide guidance to States/UTs.

iii) **Schedule for completion of Tasks:-**

The work relating to preparation of reports and examination of proposals is required to be executed in a time bound manner for appropriate decision by the superior authorities. The consultant will work under the guidance of Director (State Taxes)

iv) **The support or inputs to be provided by the Department of Revenue to the Consultant:-**

Basic support like office space, furniture, stationery, computer, access to internet etc. will provided by the Department so that job assigned may be handled smoothly.

v) **The final outputs that will be required of the Consultant at the end of the consultancy period should be specified:-**

It is difficult to specify the final output of the Consultant. However, the Consultant would have to comply with the work allotted and deliver output as per the needs of the Department.