

राष्ट्रीय आदिवासी छात्र शिक्षा समिति  
(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)  
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,  
संसद मार्ग, नई दिल्ली-110001  
दूर. 011-23340280



**National Education Society for Tribal Students**

(An Autonomous Organization under  
Ministry of Tribal Affairs, Govt. of India)  
Ground Floor, Gate No.3 A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001  
Telephone No. 011-23340280  
वेबसाइट/Website: [www.tribal.nic.in](http://www.tribal.nic.in)  
Email: [nests-tribal@tribal.gov.in](mailto:nests-tribal@tribal.gov.in)

## **Circular**

### **Extension of date for the submission of application for the post of Consultant Grade II – Finance under National Education Society for Tribal Students, M/o Tribal Affairs;**

Please refer to the advertisement regarding Engagement of Consultants in National Education Society For Tribal Students (NESTS), M/o Tribal Affairs. The copy of the circular is available on Ministry's website ([www.tribal.nic.in](http://www.tribal.nic.in)) (Under the section - Tenders & Advertisement).

This is to inform that the last date of receipt of applications for the post of Consultant Grade I – Finance has been extended till 30<sup>th</sup> September 2022. Interested candidates having requisite qualifications may submit their applications, duly filled in, in the prescribed format along with comprehensive CV (PDF file only) on e-mail ID [nests-tribal@tribal.gov.in](mailto:nests-tribal@tribal.gov.in) by 30<sup>th</sup> September 2022. The subject of the email should contain the name of the position. Format of application at Annex I & other details at Annex II.

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**07<sup>th</sup> September 2022**



## ENGAGEMENT OF CONSULTANTS IN NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS (NESTS)

Ministry of Tribal affairs was set up in 1999 with the objective of providing a more focused approach towards the integrated socio-economic development of the Scheduled Tribes in a coordinated and planned manner. To provide the best quality education to the tribal children in their own environment, it has been decided that by the year 2022, every block with more than 50% ST population and at least 20,000 tribal persons, will have an Eklavya Model Residential School. In order for EMRS to function effectively, an Autonomous Society as National Education Society for Tribal Students (NESTS) has been set up at the Central level under society registration act 1860. Further details may be seen at <https://tribal.nic.in/EMRS.aspx>.

To achieve the above objective, NESTS is engaging qualified and experienced professionals for following posts purely on contractual basis. The incumbent shall not have any claim for regular appointment under the Ministry.

| S.No. | Position             | Specialization                                        | Age Eligibility | No. of Posts |
|-------|----------------------|-------------------------------------------------------|-----------------|--------------|
| 1     | Consultant Grade II  | Finance                                               | 50 Years        | 01           |
| 2     | Consultant Grade I   | Legal                                                 | 45 Years        | 01           |
| 3     | Consultant – grade 1 | Information Technology (IT)                           | 45 Years        | 01           |
| 4     | Young Professional   | Data Manager                                          | 32 Years        | 01           |
| 5     | Consultant - Retired | Administration (Examination and Processing Proposals) | 65 years        | 01           |

Interested candidates having requisite qualifications may submit their applications, duly filled in, in the prescribed format along with comprehensive CV (PDF file only) on e-mail ID [nests-tribal@tribal.gov.in](mailto:nests-tribal@tribal.gov.in) by the **10<sup>th</sup> June 2022**. Separate application should be submitted for each position. Applications received after this date/time will not be considered by the Ministry. **The subject of the email should contain the name of the post for which the application is being submitted by the candidate.**

**Format of application at Annex I & other details at Annex II.**

**APPLICATION FORM****Post Applied for:-** \_\_\_\_\_Photograph to be  
attached here

|         |                                                                                                              |             |                     |                       |
|---------|--------------------------------------------------------------------------------------------------------------|-------------|---------------------|-----------------------|
| 1.      | Name of the Candidate                                                                                        |             |                     |                       |
| 2.      | Date of Birth                                                                                                |             |                     |                       |
| 3.      | Sex:                                                                                                         |             |                     |                       |
| 4.      | Father/Husband's Name                                                                                        |             |                     |                       |
| 5.      | Correspondence Address                                                                                       |             |                     |                       |
| 6.      | Mobile no:                                                                                                   |             |                     |                       |
| 7.      | Mail id:                                                                                                     |             |                     |                       |
| 8.      | Educational Qualification (Chronological order)                                                              |             |                     |                       |
| Sl. No. | University/Institute                                                                                         | Degree      | Year of passing     | % / Grade             |
| I.      |                                                                                                              |             |                     |                       |
| 9.      | Technical Qualification:                                                                                     |             |                     |                       |
| 10.     | Experience (Chronological order)                                                                             |             |                     |                       |
| Sl. No. | Name & Address of the Organization                                                                           | Designation | Years of experience | Brief job description |
| I.      |                                                                                                              |             |                     |                       |
| 11.     | Additional information, if any, which you would like to mention in support of your suitability for the post: |             |                     |                       |

*(Kindly attach detailed CV including passport size photograph)**I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.***Date:****Place:****Signature of the Applicant**

**Annex II**

**Required Qualification / Experience, job profile and remuneration for the Consultants**

| S.No. | Position                      | No. of Position | Academic Qualifications | Work Experience                   | Age Eligibility | Remuneration              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|-------------------------------|-----------------|-------------------------|-----------------------------------|-----------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Consultant Grade II - Finance | 01              | Chartered Accountant    | 10+ years of relevant experience. | Upto 50 years   | Rs. 1,45,000 - 2,65,000/- | <p><b>1. Finalization of Balance Sheet</b></p> <ul style="list-style-type: none"><li>a. Preparation and Finalization of Financial Statement</li><li>b. Audit assurance and liaisoning with Statutory Auditors and CAG Auditors</li></ul> <p><b>2. Fund Management and Banking –</b></p> <ul style="list-style-type: none"><li>a. Fund management and coordination with bank for day-to-day activities.</li><li>b. Established a proper accounting system for NESTS.</li><li>c. Managing PFMS for all incoming and outgoing accounting transactions.</li></ul> <p><b>3. Accounting and Payment processing –</b></p> <p>Overall supervision of following day-to-day functions performed by the accountants with respect to:</p> <ul style="list-style-type: none"><li>a. Month end closing as per accrual accounting system.</li><li>b. Salary processing for all regular employee through PFMS.</li><li>c. Professional Fee payment and all vendor payment through PFMS.</li><li>d. Fund transfer to EMRS Societies for Recurring and Capital nature as per sanction order.</li><li>e. Payment to construction agencies as</li></ul> |

| S.No. | Position | No. of Position | Academic Qualifications | Work Experience | Age Eligibility | Remuneration | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------|----------|-----------------|-------------------------|-----------------|-----------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |          |                 |                         |                 |                 |              | <p>per sanction order.</p> <p>f. Making payment for NPS, GPF and GIS for regular employees.</p> <p>g. All accounting entries are doing in tally software for record purpose.</p> <p>h. Making filing system for all vouchers/documents for Audit purpose.</p> <p>i. TDS payment and return filing. j. GST payment and return filing.</p> <p>k. Coordinating with State EMRS Societies to collect utilization certificates &amp; actual expenditure.</p> <p><b>4. Utilization Certificate &amp; Actual Expenditure –</b></p> <p>a. Preparation and Submission of utilization certificate to the concerned Ministry as per GFR format.</p> <p><b>5. Other Misc Tasks as per requirement –</b></p> <p>a. Resolving PFMS related query for all the state EMRS Society.</p> <p>b. Pay fixation note preparation for regular staff.</p> <p>c. Preparing reports as per requirement and instruction given by NESTS officials.</p> <p>d. Coordination with other Government Agencies to establish a system in NESTS.</p> <p>e. Created DDO ID for NESTS to submit NESTS regular staff license</p> |

| S.N o. | Position                   | No. of Position | Academic Qualifications                                                                                                                                                                                                                 | Work Experience                                                              | Age Eligibility | Remuneration             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------|----------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                            |                 |                                                                                                                                                                                                                                         |                                                                              |                 |                          | fee to Department of estate for accommodation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.     | Consultant Grade I (Legal) | 01              | 1. Degree in Law (LLB) from a University Institute in India recognized by the Bar Council of India.<br>2. Applicant must be enrolled as an advocate in the Bar Council of India/ State Bar Council in terms of the Advocates Act, 1961. | 3-8 years of relevant experience in Government /Social / Development sector. | Up to 45 years  | Rs. 80,000 – 1,45,000/-  | <ul style="list-style-type: none"> <li>• Prepare para-wise comments/ counter-affidavits/ petitions/ applications, etc. across the courts, tribunals, and other statutory authorities filed against or by the Ministry of Tribal Affairs.</li> <li>• Monitor the pending court cases, to assist and be present in the court at the time of the hearing.</li> <li>• Perform such other work of legal nature, as may be entrusted from time to time by the NESTS, Ministry of Tribal Affairs.</li> <li>• Any other work assigned by the officer.</li> </ul> |
| 3.     | Consultant – grade 1 – IT  | 01              | M.Tech (Computer Sciences/ Information Technology) Masters in Computer Applications)                                                                                                                                                    | 3-8 years of relevant experience in Government /Social / Education sector.   | 45 years        | Rs 80,000 to Rs 1,45,000 | <ul style="list-style-type: none"> <li>• Technical assistance to translate Ministry's requirement by designing technology for the most efficient and cost-effective and sustainable IT solutions;</li> <li>• Developing a comprehensive EMRS Portal along with dashboard to capture information related to Students / Staff/ Infrastructure facilities etc and maintenance of online database of all EMRS</li> </ul>                                                                                                                                     |

| S.No. | Position                          | No. of Position | Academic Qualifications                                          | Work Experience                              | Age Eligibility | Remuneration | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|-----------------------------------|-----------------|------------------------------------------------------------------|----------------------------------------------|-----------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                   |                 | or BE/B. Tech from a recognized University.                      |                                              |                 |              | <ul style="list-style-type: none"> <li>• Ensure effective functioning of the EMRS portal and support in extraction of data to help in monitoring and decision making;</li> <li>• Regularly examine the existing IT system, track flow of data and recommend changes/Up gradation etc. to make the system more effective for its optimum utilization and in line with emerging technologies;</li> <li>• Liaise with NIC for smooth functionality of the IT systems at different levels, resolution of system related issues, and eradication of bugs, provide clarifications to the states on system-based queries etc;</li> <li>• Creation and management of database for student performance tracking</li> <li>• Liaise with the NIC on the system maintenance and Up gradation, if required;</li> <li>• Manage and track data, backup and ensure data security adhering to the policy/guidelines;</li> <li>• Perform the role of the Administrator for the EMRS Portal in consultation with the concerned departments;</li> <li>• Undertake the training need assessment and support required for effective and timely implementation of the IT systems at national and state level;</li> <li>• Prepare User Manuals, training module, plan and organize training of various stakeholders at national and state level for effective use of the IT solutions;</li> <li>• Assist in generating reports to meet the reporting requirements of various stakeholders.</li> </ul> <p>Perform any other tasks assigned from time to time by the competent authority.</p> |
| 4.    | Young Professional – Data Manager | 01              | Master's Degree in Statistics, Economics, Data Science, Computer | 01 Years and above of relevant experience in | 32 years        | Rs. 70,000   | <ul style="list-style-type: none"> <li>• Performing data analysis, researching/data gathering, data input and manipulation, validating and reviewing complex information.</li> <li>• Creating quantitative models, comparative analysis, charts and graphs, and proposal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| S.No. | Position                                             | No. of Position | Academic Qualifications                                                                                    | Work Experience                                                                                                                       | Age Eligibility | Remuneration                                                                                                                                                                                                                                                     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------|------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                                      |                 | Science from a recognized University/Institution. And other fields related to the scope of the assignment. | Database management/data analysis in Government /Social / Development sector.                                                         |                 |                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>templates utilizing EMRS data</li> <li>Supporting workshops, assisting in the preparation of presentations and reports, and to a lesser degree</li> <li>Providing project management- support to EMRS teams, such as updating of project plans, preparing project status reports and maintaining risk and issues logs.</li> <li>Communicating clearly and concisely in written and oral formats.</li> <li>Attending meetings and at all times maintaining the upmost professional demeanor.</li> <li>Any other work assigned by the competent authority</li> </ul>                                       |
| 5.    | Consultant (Examination and Processing of Proposals) | 01              | Retired Government Officer with Grade pay of Rs. 5400 and above.                                           | Experience in Administration/ Record Management / Procurement/ Parliament matters/Legal matters/RTI & Grievances/Proposal processing. | Up to 65        | The remuneration of such Consultant may be fixed in manner so as to ensure that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn by him calculated at the current | <ul style="list-style-type: none"> <li>Examination and processing of proposals received from various field units.</li> <li>Advice and ensure compliance of General Financial Rules and Delegation of Financial Power Rules</li> <li>Advice and ensure compliance of extant Govt. orders/instructions applicable to Autonomous bodies.</li> <li>Processing of Bills and vouchers and maintain account of the society.</li> <li>Preparation of fund requirements for various activities of NESTS and field units.</li> <li>Deal with the Administrative Matters of the employees of NESTS.</li> <li>Upkeep and maintenance of records.</li> </ul> |

| S.No. | Position | No. of Position | Academic Qualifications | Work Experience | Age Eligibility | Remuneration                | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------|----------|-----------------|-------------------------|-----------------|-----------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |          |                 |                         |                 |                 | rate of Dearness allowance. | <ul style="list-style-type: none"> <li>• Deal with important issues like Parliament Question, VIP References, RTI applications etc.</li> <li>• Deal with Miscellaneous issues like Public Grievances and other representation received from employees of EMRS/Society or any other persons/organization.</li> <li>• Deal with the issues relating to Court Cases of EMRS or related issues.</li> <li>• Any other work assigned by the competent authority</li> </ul> |