

CHANDIGARH INSTITUTE FOR TRANSFORMATION

Appointments

‘Chandigarh Institute for Transformation’ under the aegis of Planning & Evaluation Organization, Finance Department, Chandigarh Administration invites applications purely on contractual basis for the following posts:

1. Team Leader
2. Sector Expert I - Urban Infrastructure, Planning, Transport & Mobility
3. Sector Expert II - Environment, Climate Action & Eco-Tourism
4. Sector Expert V - Social Protection & Safety
5. Monitoring & Evaluation Expert
6. IT & Data Analytics Expert
7. Operation Expert

The eligibility criteria and application form can be downloaded from the website: <https://www.chandigarh.gov.in/information/public-notice>.

Last date for submission of hard copies of application form along with self-attested copies of testimonials to Planning & Evaluation Organization, III Floor, Chandigarh Secretariat, Sector 9, Chandigarh is 17.09.2025.

Dated: 28.08.2025

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Secretary Planning
Chandigarh Administration.

1	Name of position	Team Leader
2	Number of positions	1(One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement
5	Period of Contract	Initially for a period of 1 Year and extendable based on performance subject to the continuation of State Support Mission scheme by Govt. of India beyond FY 2025-26
6	Location of Posting	Chandigarh
7	Remuneration (per month)	Rs1,50,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential Masters in Economics or MBA or Post Graduate Diploma in Management (PGDM) or equivalent with considerable amount of field experience post highest qualification.</p> <p>Desirable Advanced diploma or specific degree in M&E, Project Appraisal & Risk Management, additional qualifications and published papers in the relevant field in newspapers/journals of repute.</p>
9	Experience	<p>Minimum 10 (Ten) years' experience relevant to the job description. Preference will be given to persons with on-field experience with State/UT government, work experience in project management, project appraisal, monitoring & evaluation, policy advocacy in the areas of governance, development-related projects and programme implementation.</p> <p>Candidates should also have experience relating to leading teams and managing projects.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none"> • To develop & monitor KPIs for UT Chandigarh and prepare report on monthly basis. • To collaborate with renowned institutions/organizations such as ISB, PEC, Panjab University etc. for keeping development roadmap aligned to latest sectoral advancements. • Provide independent insight on strategy proposed by consultancy firms/UN agencies/International Organizations on monthly basis. • To design and conduct 2 field surveys and studies on different sectors of the economy in collaboration with organizations of National and International repute. • Maintain synergy between the Planning & Evaluation Organization, Lead Knowledge Institution (LKI) and NITI Aayog. • To assist SIT in achieving its objectives in collaboration with NITI Aayog and the Lead Knowledge Institution (LKI). • Preparation of development strategies, sectoral targets and socio-economic goals as per the UT's requirements and roadmap to achieve the same. • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned. • Support mechanisms for strengthening horizontal and vertical coordination within Chandigarh Administration. • Assist UT in strengthening the innovation ecosystem.

		<ul style="list-style-type: none"> • Assist UT in strengthening the monitoring & evaluation ecosystem. • Create and facilitate cross learning platforms. • Documentation of activities performed under SIT. • Preparation of the UT, regional and sectoral reports on regular basis. • Regular update on progress in UT using the portal maintained by NITI Aayog. • Plan and organize workshops and other events related to the SIT, including preparation of inputs for the workshop. • Perform such other functions as may be necessary for the interest of the Mission.
11	Knowledge and Skills	<ul style="list-style-type: none"> • Experience in stake holder management • Experience in drafting report sander viewing detailed project reports • Prior experience with Government and other international organizations is desirable • Knowledge and experience related to National/State planning • Excellent Analytical and Problem-solving skills • Excellent IT skills
12	Language Requirements	Excellent verbal and written English and Hindi language skills and demonstrate ability to communicate effectively in a multi-cultural environment
13	Leave	<ul style="list-style-type: none"> • Entitled to have Chandigarh Administration enlisted holidays • Individuals will be entitled to leaves of 12 days in the entire year

1	Name of position	Sector Expert – I (Urban Infrastructure, Planning, Transport & Mobility)
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5	Period of Contract	Initially for a period of 1 Year and extendable based on performance subject to the continuation of State Support Mission scheme by Govt. of India beyond FY 2025-26
6	Location of Posting	Chandigarh
7	Remuneration (per month)	Rs1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential Masters in Architecture or MBA in relevant field or Post Graduate Diploma in Management (PGDM) in relevant field.</p> <p>Desirable Advanced diploma or specific degree in Urban Infrastructure, Planning, Transport & Mobility Sector, published papers in the relevant field in newspapers/journals of repute.</p>
9	Experience	<p>Minimum 8 (Eight) years' experience relevant to the job description.</p> <p>Preference will be given to persons with work experience in Urban Infrastructure, Planning, Transport & Mobility Sector.</p> <p>Candidates should also have experience relating to working in team and managing projects.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none"> To develop and monitor KPIs related to Urban Infrastructure, Planning, Transport & Mobility Sector for UT Chandigarh and prepare report on monthly basis. To collaborate with renowned institutions/organizations such as ISB, PEC, Panjab University etc. for keeping development roadmap aligned to latest advancements in Urban Infrastructure, Planning, Transport & Mobility Sector. Provide independent insight on strategy proposed by consultancy firms/UN agencies/International Organizations on Urban Infrastructure, Planning, Transport & Mobility Sector on monthly basis. To design and conduct 2 field surveys and studies on Urban Infrastructure, Planning, Transport & Mobility Sector in collaboration with organizations of National and International repute. Maintain synergy between the State Planning Department, Lead Knowledge Institution (LKI) and NITI Aayog. To assist SIT in achieving its objectives in collaboration with NITI Aayog and Lead Knowledge Institution (LKI). Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of UT Chandigarh. Preparation of development strategies, sectoral targets and socio-economic goals as per the UT's requirements and road map to achieve the same. Draft policy briefs, presentations and other documents.

		<ul style="list-style-type: none"> • Coordination with development partners and technical agency concerned. • Support mechanisms for strengthening horizontal and vertical coordination within Chandigarh Administration. • Coordinate with UT officials for preparation of project proposals to be taken up for implementation by Chandigarh Administration. • Assist UT in strengthening the innovation ecosystem. • Assist UT in strengthening the monitoring and evaluation ecosystem. • Create and facilitate cross learning platforms. • Documentation of activities and emerging good practices performed by the SIT. • Support in preparation of UT, regional and sectoral reports on regular basis. • Support regular updates on progress in UT using the portal maintained by NITI Aayog. • Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops. • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission.
11	Knowledge and Skills	<ul style="list-style-type: none"> • Experience in stakeholder management • Experience in carrying out research and preparing policy briefs • Experience in drafting reports and reviewing detailed project reports • Prior experience with Government and other international organizations is desirable • Knowledge and experience related to National/State planning • Excellent Analytical & Problem-solving skills • Excellent IT skills
12	Language Requirements	Excellent verbal and written English and Hindi language skills and demonstrated ability to communicate effectively in a multi-cultural environment
13	Leave	<ul style="list-style-type: none"> • Entitled to have Chandigarh Administration enlisted holidays • Individuals will be entitled to leaves of 12 days in the entire year.

1	Name of position	Sector Expert – II (Environment, Climate Action & Eco-Tourism)
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5	Period of Contract	Initially for a period of 1 Year and extendable based on performance subject to the continuation of State Support Mission scheme by Govt. of India beyond FY 2025-26
6	Location of Posting	Chandigarh
7	Remuneration (per month)	Rs1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential Masters in Engineering or MBA in relevant field or Post Graduate Diploma in Management (PGDM) in relevant field.</p> <p>Desirable Advanced diploma or specific degree in Environment, Climate Action & Eco-Tourism Sector, published papers in the relevant field in newspapers/journals of repute.</p>
9	Experience	<p>Minimum 8 (Eight) years' experience relevant to the job description.</p> <p>Preference will be given to persons with work experience in Environment, Climate Action & Eco-Tourism Sector.</p> <p>Candidates should also have experience relating to working in team and managing projects.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none"> • To develop & monitor KPIs related to Environment, Climate Action & Eco-Tourism Sector for UT Chandigarh on monthly basis. • To collaborate with renowned institutions/organizations such as ISB, PEC, Panjab University etc. for keeping development roadmap aligned to latest advancements in Environment, Climate Action & Eco-Tourism Sector. • Provide independent insight on strategy proposed by consultancy firms/UN agencies/International Organizations on Environment, Climate Action & Eco-Tourism Sector on monthly basis. • To design and conduct 2 field surveys and studies on Environment, Climate Action & Eco-Tourism Sector in collaboration with organizations of National and International repute. • Maintain synergy between the State Planning Department, Lead Knowledge Institution (LKI) and NITI Aayog. • To assist SIT in achieving its objectives in collaboration with NITI Aayog and Lead Knowledge Institution (LKI). • Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of UT Chandigarh. • Preparation of development strategies, sectoral targets and socio-economic goals as per the UT's requirements and roadmap to achieve the same. • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned.

		<ul style="list-style-type: none"> • Support mechanisms for strengthening horizontal and vertical coordination within Chandigarh Administration. • Coordinate with UT officials for preparation of project proposals to be taken up for implementation by Chandigarh Administration. • Assist UT in strengthening the innovation ecosystem. • Assist UT in strengthening the monitoring and evaluation ecosystem. • Create and facilitate cross learning platforms. • Documentation of activities and emerging good practices performed by the SIT. • Support in preparation of UT, regional and sectoral reports on regular basis. • Support regular updates on progress in UT using the portal maintained by NITI Aayog. • Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops. • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission.
11	Knowledge and Skills	<ul style="list-style-type: none"> • Experience in stakeholder management. • Experience in carrying out research and preparing policy briefs. • Experience in drafting reports and reviewing detailed project reports. • Prior experience with Government and other international organizations is desirable. • Knowledge and experience related to National/State planning. • Excellent Analytical & Problem-solving skills. • Excellent IT skills
12	Language Requirements	Excellent verbal and written English and Hindi language skills and demonstrated ability to communicate effectively in a multi-cultural environment.
13	Leave	<ul style="list-style-type: none"> • Entitled to have Chandigarh Administration enlisted holidays. • Individuals will be entitled to leaves of 12 days in the entire year.

1	Name of position	Sector Expert – V (Social Protection & Safety)
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5	Period of Contract	Initially for a period of 1 Year and extendable based on performance subject to the continuation of State Support Mission scheme by Govt. of India beyond FY 2025-26
6	Location of Posting	Chandigarh
7	Remuneration (per month)	Rs1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential Masters in Social Work or MBA in relevant field or Post Graduate Diploma in Management (PGDM) in relevant field.</p> <p>Desirable Advanced diploma or specific degree in Social Protection & Safety Sector, published papers in the relevant field in newspapers/journals of repute.</p>
9	Experience	<p>Minimum 8 (Eight) years' experience relevant to the job description. Preference will be given to persons with work experience in Social Protection & Safety Sector.</p> <p>Candidates should also have experience relating to working in team and managing projects.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none"> • To develop & monitor KPIs related to Social Protection & Safety Sector for UT Chandigarh and prepare report on monthly basis. • To collaborate with renowned institutions/organizations such as ISB, PEC, Panjab University etc. for keeping development roadmap aligned to latest advancements in Social Protection & Safety Sector. • Provide independent insight on strategy proposed by consultancy firms/UN agencies/International Organizations on Social Protection & Safety Sector on monthly basis. • To design and conduct 2 field surveys and studies on Social Protection & Safety Sector in collaboration with organizations of National and International repute. • Maintain synergy between the State Planning Department, Lead Knowledge Institution (LKI) and NITI Aayog. • To assist SIT in achieving its objectives in collaboration with NITI Aayog and Lead Knowledge Institution (LKI). • Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of UT Chandigarh. • Preparation of development strategies, sectoral targets and socio-economic goals as per the UT's requirements and roadmap to achieve the same. • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned. • Support mechanisms for strengthening horizontal and vertical coordination within Chandigarh Administration.

		<ul style="list-style-type: none"> • Coordinate with UT officials for preparation of project proposals to be taken up for implementation by Chandigarh Administration. • Assist UT in strengthening the innovation ecosystem. • Assist UT in strengthening the monitoring and evaluation ecosystem. • Create and facilitate cross learning platforms. • Documentation of activities and emerging good practices performed by the SIT. • Support in preparation of UT, regional and sectoral reports on regular basis. • Support regular updates on progress in UT using the portal maintained by NITI Aayog. • Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops. • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission.
11	Knowledge and Skills	<ul style="list-style-type: none"> • Experience in stakeholder management. • Experience in carrying out research and preparing policy briefs. • Experience in drafting reports and reviewing detailed project reports. • Prior experience with Government and other international organizations is desirable. • Knowledge and experience related to National/State planning. • Excellent Analytical & Problem-solving skills. • Excellent IT skills.
12	Language Requirements	Excellent verbal and written English and Hindi language skills and demonstrated ability to communicate effectively in a multi-cultural environment
13	Leave	<ul style="list-style-type: none"> • Entitled to have Chandigarh Administration enlisted holidays. • Individuals will be entitled to leaves of 12 days in the entire year.

1	Name of Position	Monitoring and Evaluation (M&E) Expert
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5	Period of Contract	Initially for a period of 1 Year and extendable based on performance subject to the continuation of State Support Mission scheme by Govt. of India beyond FY 2025-26
6	Location of Posting	Chandigarh
7	Remuneration (per month)	1,00,000/- (Consolidated inclusive of all)
8	Education Qualification	<p>Essential Masters in Economics/Social Sciences/Public Policy/International Development/Monitoring and Evaluation/Project Management/Public Administration.</p> <p>Desirable Training in monitoring and evaluation methodologies, tools, and techniques, certifications in monitoring and evaluation. Strong data analysis skills, including proficiency in statistical software and data visualization tools.</p>
9	Experience	Minimum 8 (Eight) years extensive experience relevant to job description. Preference will be given to persons with work experience in Monitoring and Evaluation projects. Candidates should also have experience relating to working in team and managing projects.
10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> • To develop & monitor KPIs for UT Chandigarh and prepare report on monthly basis. • To collaborate with renowned institutions/organizations such as ISB, PEC, Panjab University etc. for keeping development roadmap aligned to latest sectoral advancements. • Provide independent insight on strategy proposed by consultancy firms/UN agencies/International Organizations on monthly basis. • To design and conduct 2 field surveys and studies on different sectors of the economy in collaboration with organizations of National and International repute. • Maintain synergy between the Planning & Evaluation Organization, Lead Knowledge Institution and NITI Aayog. • To assist SIT in achieving its objectives in collaboration with NITI Aayog and the Lead Knowledge Institution (LKI). • Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of UT Chandigarh. • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned. • Support mechanisms for strengthening horizontal and vertical coordination with Government. • Coordinate with UT officials for preparation of project proposals to be taken up for implementation by Chandigarh Administration. • Assist UT in strengthening the innovation ecosystem. • Assist UT in strengthening the monitoring and evaluation ecosystem. • Create and facilitate cross learning platforms.

		<ul style="list-style-type: none"> • Documentation of activities and emerging good practices performed by the SIT. • Support in preparation of UT, regional and sectoral reports on regular basis. • Support regular updates on progress in UT using the portal maintained by NITI Aayog. • Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops. • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission.
11	Knowledge and skills	<ul style="list-style-type: none"> • Experience in drafting reports and reviewing detailed project reports. • Prior experience with Government and other international organizations is desirable. • Knowledge and experience related to National/State planning. • Excellent Analytical & Problem-solving skills. • Excellent IT skills.
12	Language Requirements	Excellent verbal and written English and Hindi language skills and demonstrate ability to communicate effectively in a multi-cultural environment.
13	Leave	<ul style="list-style-type: none"> • Entitled to have Chandigarh Administration enlisted holidays. • Individuals will be entitled to leaves of 12 days in the entire year.

1	Name of Position	IT & Data Analytics Expert
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
5	Period of Contract	Initially for a period of 1 Year and extendable based on performance subject to the continuation of State Support Mission scheme by Govt. of India beyond FY 2025-26
6	Location of Posting	Chandigarh
7	Remuneration (per month)	1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential Master's degree (M.Sc. or M. Tech or M.S.) in Computer Science/ Information Technology/Data Science/Data Analytics/Business Analytics, or a specialized IT field.</p> <p>Desirable Proficiency in Programming Languages such as Python, R, SQL, Java, or others depending on the domain. Knowledge of database systems and SQL for data storage, retrieval, and manipulation. Familiarity with data visualization tools like Tableau, Power BI, or others to effectively present insights from data. Understanding cloud platforms such as AWS, Azure, or Google Cloud for data storage, processing, and analysis, expertise in Data Analysis Techniques and predictive modeling.</p>
9	Experience	Minimum 8 (Eight) years extensive experience relevant to job description. Preference will be given to persons with work experience in implementation of programmes in IT and Data Analytics Sector. Candidates should also have experience relating to working in team and managing projects.
10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> • To monitor and bring analytical report on KPIs for UT Chandigarh on monthly basis. • To collaborate with renowned institutions/organizations such as ISB, PEC, Panjab University etc. for keeping the development roadmap aligned to latest advancements in IT & ITeS Sector. • Provide independent insight on strategy proposed by consultancy firms/UN agencies/International Organizations on IT & ITeS Sector on monthly basis. • Analytical work related to Market Research and Competitive Analysis, Technology Trends and Emerging Technologies, Data Analytics and Business Intelligence, IT Talent and Skills Analysis etc. and prepare & submit monthly report. • Maintain synergy between the Planning & Evaluation Organization, Lead Knowledge Institution and NITI Aayog. • To assist SIT in achieving its objectives in collaboration with NITI Aayog and the Lead Knowledge Institution (LKI). • Preparation of IT & ITeS Sector development strategies, sectoral targets and socio-economic goals as per Chandigarh Administration's requirements and roadmap to achieve the same. • Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of the UT.

		<ul style="list-style-type: none"> • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned. • Support mechanisms for strengthening horizontal and vertical coordination with Government. • Coordinate with UT officials for preparation of project proposals to be taken up for implementation by the Chandigarh Administration. • Assist UT in strengthening the innovation ecosystem. • Assist UT in strengthening the monitoring and evaluation ecosystem. • Create and facilitate cross learning platforms. • Documentation of activities and emerging good practices performed by the SIT. • Support in preparation of UT, regional and sectoral reports on regular basis. • Support regular updates on progress in UT using the portal maintained by NITI Aayog. • Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops. • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission.
11	Knowledge and skills	<ul style="list-style-type: none"> • Experience in drafting reports and reviewing detailed project reports. • Prior experience with Government and other international organizations is desirable. • Knowledge and experience related to National/State planning. • Excellent Analytical & Problem-solving skills. • Excellent IT skills.
12	Language Requirements	Excellent verbal and written English and Hindi language skills and demonstrate ability to communicate effectively in a multi-cultural environment.
13	Leave	<ul style="list-style-type: none"> • Entitled to have Chandigarh Administration enlisted holidays. • Individuals will be entitled to leaves of 12 days in the entire year.

1	Name of Position	Operations Expert
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 65 years of age as on the date of advertisement.
5	Period of Contract	Initially for a period of 1 Year and extendable based on performance subject to the continuation of State Support Mission scheme by Govt. of India beyond FY 2025-26
6	Location of Posting	Chandigarh
7	Remuneration (per month)	1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential Master's degree in any discipline with considerable amount of field experience post highest qualification.</p> <p>Desirable Proficiency in using Government-e-Marketplace (GeM), MS-Office and other database packages. Knowledge of Administrative matters, Financial Accounting (General Financial Rules), Procurement Processes and Establishment matters is also desirable.</p>
9	Experience	Minimum 8 years of extensive experience relevant to job description. Candidates should also have experience relating to leading teams, dealing with Administrative matters, Financial Accounting (General Financial Rules), Procurement Processes and Establishment matters.
10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> • Lead Administrative and Operational activities for implementation of State Support Mission. • To prepare and verify salary of SSM employees prepared by Operations Associate, raise funds requests with NITI Aayog etc. • Prepare Request for Quotations (RFQ), Invitation to Bids (ITBs) or Request for Proposals (RFPs) documents, receipt of quotations, bids or proposals, as necessary. • Perform Buyer role in Government e-Marketplace (GeM), prepare/close Purchase Orders (POs) and other efficient procurement services. • Support in organizing travel-related activities including purchase of tickets, hotel reservations, event arrangements, transportation and other logistical services as per GFRs. • Maintain up-to-date files and records of project documentation including records of assets, stationery etc. • Coordinate between Chandigarh Administration, Lead Knowledge Institution and NITI Aayog from financial perspective. • Financially support in organizing workshops and other events related to the SIT.
11	Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of procurement processes including Government e-Marketplace. • Prior experience with Government and other international organizations is desirable. • Excellent Analytical & Problem-solving skills. • Excellent IT skills
12	Language Requirements	Excellent verbal and written English and Hindi language skills and demonstrate ability to communicate effectively in a multi-cultural

		environment.
13	Leave	<ul style="list-style-type: none"> • Entitled to have Chandigarh Administration enlisted holidays. • Individuals will be entitled to leaves of 12 days in the entire year.

CHANDIGARH INSTITUTE FOR TRANSFORMATION

(Under the aegis of Planning & Evaluation Organization, Chandigarh Administration, Chandigarh Secretariat, Sector 9, Chandigarh)

Application Form for Monitoring & Evaluation Expert

Passport size
Photograph

I. Basic Details

1.	Name	
2.	Date of Birth (DD/MM/YYYY) (attach Class Xth certificate)	
3.	Father's Name	
4.	Marital Status	
5.	Husband's Name (if applicable)	
6.	Gender	
7.	Nationality	
8.	Address for Correspondence	
9.	Email ID	
10.	Contact No.	
11.	Alternate Contact No.	

II. Educational Qualifications

#	Exam	Discipline	Institution/University	Year of award of degree	% Marks
1.	Graduation				
2.	Post Graduation				
3.	M.Phil.				
4.	Ph.D.				
5.	Any other				

III. Professional Experience

(Starting with present position, list in reverse order every employment)

#	Organization Name & Address	Designation & Emoluments	Period of Service		Experience (in Years/Months)	Detailed Assignment & Role
			From	To		

IV. Past Projects/Assignments which best illustrates capability to handle the role applied

(Give details of best 3 such Projects/Assignments as per the format below):

- Name of the Project/Assignment:
- Employer:
- Year & Location:
- Positions held:
- Main Project/Assignment Features:

V. Skill Set suitable for this role

#	Essential Skill Sets	Demonstration
	Area of Skill Set	Quote the Serial No. of Assignment/Project undertaken among the 3 mentioned by you above which demonstrates this skill set

VI. Certifications in Monitoring & Evaluation Tools/Techniques and Software

(Include software for data analysis, visualization and other statistical packages)

#	Name of Tool/Software	Awarding Body	Year of Award

VII. Personal Statement of Objective

(In 250 words, please state your long term career objectives and how you would be most suited to handle this assignment)

VIII. List of Documents Enclosed

- i.
- ii.
- iii.
- iv.
- v.

Undertaking

I, the undersigned, certify that to the best of knowledge and belief, the above information correctly describes myself, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Signature of Candidate)

Place:

Name of Candidate

CHANDIGARH INSTITUTE FOR TRANSFORMATION

(Under the aegis of Planning & Evaluation Organization, Chandigarh Administration, Chandigarh
Secretariat, Sector 9, Chandigarh)

Application Form for IT & Data Analytics Expert

Passport size
Photograph

I. Basic Details

1.	Name	
2.	Date of Birth (DD/MM/YYYY) (attach Class Xth certificate)	
3.	Father's Name	
4.	Marital Status	
5.	Husband's Name (if applicable)	
6.	Gender	
7.	Nationality	
8.	Address for Correspondence	
9.	Email ID	
10.	Contact No.	
11.	Alternate Contact No.	

II. Educational Qualifications

#	Exam	Discipline	Institution/University	Year of award of degree	% Marks
1.	Graduation				
2.	Post Graduation				
3.	M.Phil.				
4.	Ph.D.				
5.	Any other				

III. Professional Experience

(Starting with present position, list in reverse order every employment)

#	Organization Name & Address	Designation & Emoluments	Period of Service		Experience (in Years/Months)	Detailed Assignment & Role
			From	To		

IV. Past Projects/Assignments which best illustrates capability to handle the role applied

(Give details of best 3 such Projects/Assignments as per the format below):

- Name of the Project/Assignment:
- Employer:
- Year & Location:
- Positions held:
- Main Project/Assignment Features:

V. Skill Set suitable for this role

#	Essential Skill Sets	Demonstration
	Area of Skill Set	Quote the Serial No. of Assignment/Project undertaken among the 3 mentioned by you above which demonstrates this skill set

VI. Certifications in Software

(Include programming language, database systems, cloud platforms, data analysis & visualization software, predictive modeling etc.)

#	Name of Tool/Software	Awarding Body	Year of Award

VII. Personal Statement of Objective

(In 250 words, please state your long term career objectives and how you would be most suited to handle this assignment)

VIII. List of Documents Enclosed

- i.
- ii.
- iii.
- iv.
- v.

Undertaking

I, the undersigned, certify that to the best of knowledge and belief, the above information correctly describes myself, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Signature of Candidate)

Place:

Name of Candidate

CHANDIGARH INSTITUTE FOR TRANSFORMATION

(Under the aegis of Planning & Evaluation Organization, Chandigarh Administration, Chandigarh Secretariat, Sector 9, Chandigarh)

Application Form for Operations Expert

Passport size
Photograph

I. Basic Details

1.	Name	
2.	Date of Birth (DD/MM/YYYY) (attach Class Xth certificate)	
3.	Father's Name	
4.	Marital Status	
5.	Husband's Name (if applicable)	
6.	Gender	
7.	Nationality	
8.	Address for Correspondence	
9.	Email ID	
10.	Contact No.	
11.	Alternate Contact No.	

II. Educational Qualifications

#	Exam	Discipline	Institution/University	Year of award of degree	% Marks
1.	Graduation				
2.	Post Graduation				
3.	M.Phil.				
4.	Ph.D.				
5.	Any other				

III. Professional Experience

(Starting with present position, list in reverse order every employment)

#	Organization Name & Address	Designation & Emoluments	Period of Service		Experience (in Years/Months)	Detailed Assignment & Role
			From	To		

IV. Past Projects/Assignments which best illustrates capability to handle the role applied

(Give details of best 3 such Projects/Assignments as per the format below):

- Name of the Project/Assignment:
- Employer:
- Year & Location:
- Positions held:
- Main Project/Assignment Features:

V. Skill Set suitable for this role

#	Essential Skill Sets	Demonstration
	Area of Skill Set	Quote the Serial No. of Assignment/Project undertaken among the 3 mentioned by you above which demonstrates this skill set

VI. Personal Statement of Objective

(In 250 words, please state your long term career objectives and how you would be most suited to handle this assignment)

VII. List of Documents Enclosed

- i.**
- ii.**
- iii.**
- iv.**
- v.**

Undertaking

I, the undersigned, certify that to the best of knowledge and belief, the above information correctly describes myself, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Signature of Candidate)

Place:

Name of Candidate

CHANDIGARH INSTITUTE FOR TRANSFORMATION

(Under the aegis of Planning & Evaluation Organization, Chandigarh Administration, Chandigarh
Secretariat, Sector 9, Chandigarh)

Application Form for Team Leader/Sector Experts

Passport size
Photograph

APPLICATION FOR THE POST OF _____

I. Basic Details

1.	Name	
2.	Date of Birth (DD/MM/YYYY) (attach Class Xth certificate)	
3.	Father's Name	
4.	Marital Status	
5.	Husband's Name (if applicable)	
6.	Gender	
7.	Nationality	
8.	Address for Correspondence	
9.	Email ID	
10.	Contact No.	
11.	Alternate Contact No.	

II. Educational Qualifications

#	Exam	Discipline	Institution/University	Year of award of degree	% Marks
1.	Graduation				
2.	Post Graduation				
3.	M.Phil.				
4.	Ph.D.				
5.	Any other				

III. Professional Experience

(Starting with present position, list in reverse order every employment)

#	Organization Name & Address	Designation & Emoluments	Period of Service		Experience (in Years/Months)	Detailed Assignment & Role
			From	To		

IV. Past Projects/Assignments which best illustrates capability to handle the role applied for.

(Give details of best 3 such Projects/Assignments as per the format below):

- Name of the Project/Assignment:
- Employer:
- Year & Location:
- Positions held:
- Main Project/Assignment Features:

V. Skill Set suitable for this role

#	Essential Skill Sets	Demonstration
	Area of Skill Set	Quote the Serial No. of Assignment/Project undertaken among the 3 mentioned by you above which demonstrates this skill set

VI. Publications

#	Title of Publication	Details of Publisher (Newspaper/Book/Journal etc.)	Link/URL

VII. Personal Statement of Objective

(In 250 words, please state your long term career objectives and how you would be most suited to handle this assignment)

VIII. List of Documents Enclosed

- i.
- ii.
- iii.
- iv.
- v.

Undertaking

I, the undersigned, certify that to the best of knowledge and belief, the above information correctly describes myself, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Signature of Candidate)

Place:

Name of Candidate

Table A – Criteria for Selection of Team Leader for Chandigarh Institute for Transformation

Academic Record (Maximum Marks 20)		
1	Post-Graduation	20*(%age marks obtained)
Experience (Maximum Marks 10)		
2	Relevant Experience	2 marks per year exceeding eligibility criteria of 10 years
Performance in Interview (Out of 10 Marks)		
Grand Total – 40 Marks		

**Table B– Criteria for Selection of Sector Experts, Monitoring & Evaluation
Expert and IT Data Analytics Experts & Operations Expert for Chandigarh
Institute for Transformation**

Academic Record (Maximum Marks 20)		
1	Post-Graduation	20*(%age marks obtained)
Experience (Maximum Marks 10)		
2	Relevant Experience	2 marks per year exceeding eligibility criteria of 8 years
Performance in Interview (Out of 10 Marks)		
Grand Total – 40 Marks		