



Sardar Patel Institute of Public Administration

Opp. ISRO, Satellite Road, Ahmedabad 380 015, Gujarat, INDIA.

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www.spipa.gujarat.gov.in

Advertisement for post of a Consultant

SPIPA is an autonomous training institute set up by the Government of Gujarat to undertake the training and capacity building of all Government Stakeholders. SPIPA requires reorganizing/restructuring its organizational structure and invites applications from consultants who shall do the same.

Job Assignment in Brief: Selected Consultant will have to submit a detailed report on the following:

1. Whether existing structure of SPIPA needs reorganizing/restructuring.

2. Whether the system of appointing existing manpower on various sanctioned posts in SPIPA by way of deputation from Government's other departments is appropriate and that officers/employees so appointed are capable in managing and delivering proper training to the participants.

3. If not, is it necessary to create separate 'Special Wing' comprising of skilled human personnel so as:-

*** to achieve basic objectives of SPIPA outlined in the memorandum as well as the functions and responsibilities entrusted to it by the State Government from time to time.**

*** to cater needs of training not only to officers/employees of State Government/Bodies of Local Self Government/State PSUs etc. but to cater needs of training to personnel of various private, co-operative organizations and other needy sectors.**

4. Organizational structure for Special Training Wing.

5. Job descriptions/duties and responsibilities to be attached to such post(s).

6. Recruitment rules for each post in Special Training Wing.

7. All aspects of service career/matter like pay-scale, increment norms, service tenure, performance appraisal system, promotion avenues, other service benefits etc. once a person is appointed to such post.

This job assignment is to be carried out after visiting various prominent training institutes like LBSNAA-Mussourie, IIPA-NewDelhi, ASCI-Hyderabad, YASHDA-Pune and doing the following:

- **studying the entire organizational structure of these institutes & manpower.**
- **studying the personnel policies (especially working in training wing) of these training institutes.**
- **interacting with the concerned officers of these institutes.**
- **arranging meeting with the officers of SPIPA and seeking relevant information/views/suggestions.**
- **going through all relevant materials including National & State Training policy etc.**

The above exercise to be carried out is only illustrative and not exhaustive. Other requirement/exercise which SPIPA feels at a later stage will have to be undertaken by the consultant so as to give qualitative study report for the proposed specified work.

This assignment is to be completed within 12 weeks from the date of appointment as a Consultant.

Qualification:

(I) Not Below Class -1 (Retired) Officer of Gujarat State Government.

(II) Minimum 10 years of Experience in Personnel and training, General Administration Department, Government of Gujarat.

(III) Must be conversant with framing Recruitment Rules.

(IV) Must have worked as a faculty of any Training Institute of State Level.

The expenses for visiting other Training

institutions will be borne by SPIPA separately. This amount will not be included in Consultancy fees.

Selection Criteria:

(1) All the applications received by SPIPA will be reviewed by the committee formed by SPIPA.

(2) There will be a 60-40% ratio where 60% will be given for qualification of the consultant and 40% will be assigned for consultancy fees.

(3) Out of the 60%,

- 10% will be assigned to (I) mentioned above in the qualification criteria
- 20% will be assigned to (II) mentioned above in the qualification criteria
- 20% will be assigned to (III) mentioned above in the qualification criteria
- 10% will be assigned to (IV) mentioned above in the qualification criteria

The candidate has to submit his/her proposal with the amount of consultancy fees in personal or by RPAD.

The last date of receipt of application will be 28-08-2015 up to 16:00 pm.

**Deputy Director General
SPIPA, Ahmedabad**