

**Appointment for the post of Management Consultant in Sakala Mission,
Department of Personnel and Administrative Reforms (e-Gov),
Government of Karnataka**

Detailed Notification

Name of the Post: Management Consultant

Period of contract: 1 year

Remuneration per month: Rs. 1,40,937/-

Qualification: Post- Graduation in Master of Business Administration (MBA)

Experience: Minimum 05 years of work experience (should have worked in Government Department/Institution as a Consultant for at-least 2 years).

Age: Below 40 years as on 01.12.2021.

Skills required: Knowledge about policies, procedures and standards associated with GoK. Aptitude in usage of IT and its implementation in e-Governance projects. Group Communication skills. Knowledge of Kannada (writing and reading), Should have good documentation and communication skills. Candidates with awards and prizes in paper presentations will have an added advantage.

Last Date for applying: 10/12/2021. Candidates may send applications to aosakala@karnataka.gov.in

Interview is scheduled on: 14/12/2021

Venue: Room.104, First Floor, Gate - 1, M.S.Building, Bengaluru -560 001.

For information contact: Administrator, Sakala Mission, Phone: 2203 2899.

Job description

1. Developing suitable strategies for prevention of delay in Government services provided to citizens and for effective implementation of Karnataka Sakala Services Act, 2011 and (Amendment) Act, 2014 for time bound delivery of public services.
2. To study rules / procedures regarding functioning of services of each Departments of GoK and to facilitate simplification / modernization and computerization of those services (Government process re-engineering).
3. Management Consultant shall prepare guidelines and procedures for implementation of policy papers, roadmaps, concept notes, high level presentations etc.,.
4. Managing office work schedule as advised by Mission Director / Additional Mission Director of Sakala Mission.
5. Dealing with Citizen groups / Organizations for scheduled activities and incorporate participants to organize workshops.
6. Provide direction and guidance to the team and other personnel involved in the Information Technology developed at later stages.
7. Prepare notes and PPT for high level meeting chaired by senior officers of GoK.

8. Submitting relevant documents / soft copy of documents related to completion of targets set by Mission Director / Additional Mission Director, Sakala Mission every month.
9. Management Consultant shall submit a Monthly Dairy of Activities under taken to Additional Mission Director.
10. Mission Director / Additional Mission Director are to be immediately responded to, when contacted by telephone, mobile, e-mail etc.,
11. Preparation of various reports which majorly include Sakala Monthly Reports, Annual Reports, Sakala Service Compendium and other reports as per the requirement of the Sakala Mission.

Conditions of Engagement

1. The appointment of Management Consultant purely a temporary engagement for a period of 1 year. Further extension is purely based on the discretion of Sakala Mission and subject to satisfactory performance.
2. He is required to be present in office on all working days and sign the attendance register.
3. He is eligible for Casual Leave of 12 days every Calendar year.
4. The contractual appointment expires automatically if the person violates any terms of the notification.
5. Perform duty, work actions with due diligence and devotion and maintain confidentiality regarding any information that may be available to him / her during the course of employment.
6. The period of this contractual engagements shall not be counted as qualifying service for the purpose of retirement or such entitlements.
7. No other entitlements / allowances apart from those mentioned in this notification are applicable.
8. Management Consultant shall not quit the job without one month's notice. Bank Guarantee will be forfeited by the Government of Karnataka if he quits the job without prior notice.
9. Management Consultant shall comply with any other conditions prescribed by GoK. In case Government of Karnataka suffers any financial loss due to misconduct or negligence on part of Management Consultant he / she is responsible for compensating the same.
10. In case of out station visits necessitated during the course of engagement Management Consultant is eligible for Traveling Allowance and Daily Allowance at the rate applicable to Group 'A' officers of GoK.
11. Selected candidates are required to furnish a Bank Guarantee for Rs. 50,000/- in the name of Mission Director, Sakala Mission, GoK.